

**THE CLASSICAL ACADEMY**  
*Excellence with Honor*



**PARENT-STUDENT HANDBOOK**  
**2022-2023**

**SECONDARY SCHOOL**  
**(7<sup>th</sup> -12<sup>th</sup> GRADES)**

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## Handbook Introduction

The Parent-Student Handbook is provided as a resource to The Classical Academy parents and students. This Handbook provides information on parent and student rights and responsibilities at TCA. It also contains policies and procedures intended to promote the safe and effective operation of the Secondary School (7<sup>th</sup>-12<sup>th</sup> grades). Together, as a team of parents, students, and staff, we pursue *Excellence with Honor*. Parents, students, and staff should read the entire Handbook. Questions may be referred to the High School or Junior High Office at 719-484-0091.

**Each student and a parent or guardian must acknowledge the understanding and compliance of the handbook [TCA Website/Parent Links/Extended Parent Portal](#) (Parent-Student Consent Form).**

This Handbook is not all-inclusive and is subject to change during the school year. The most recent copy will be available on the TCA website. Situations may arise that are not covered in this book. The administration reserves the right to deal with other situations as they arise, always keeping the best interests of the students, staff, and school in mind.

# A TITAN'S CREED

**Titans endeavor to recognize and pursue truth, beauty, and goodness.**

**Titans celebrate virtue in scholarship, relationship, and citizenship.**

**Titans take ownership of and find joy in learning.**

**Titans value our responsibilities above our rights.**

**Titans love, respect, and protect one another.**

**Striving to be our best, do our best,**

**And give our best to the world, in**

**Mind, Body, and Spirit,**

**excellence with honor**

## **WE ARE TITANS!**

## **TCA MISSION STATEMENT**

*The Classical Academy exists to assist parents in their mission to develop exemplary citizens equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.*

## TCA Philosophy and Goals

**Academic Program**--To provide a quality academic program that educates and equips TCA students academically, ethically, socially, and physically as exemplary young citizens through the classical approach.

**Classical Education**--To teach students in a developmental, classical environment. In the lower grades, students use drill and practice to master the fundamental —grammar for each subject. During the middle years, students are encouraged to expand their thinking and logic skills. Finally, in the high school years, students are expected to be able to formulate original, well-founded and logically cohesive concepts and to be able to express them in an articulate manner. While the classical approach is rigorous, learning must also continue to be an enjoyable activity for students, with the use of observation, narrative, and hands-on involvement in their learning.

**Enrollment**--To enroll a student body large enough to allow for comprehensive academic and co-curricular programs, yet small enough to provide for personal attention to each student. This has been formally defined by TCA's Board of Directors as a high school enrollment target of 600 students.

**Co-curricular Activities**--To offer a program of athletics, fine arts, clubs, and other opportunities to enhance the curriculum allowing students to explore a variety of interests and callings in developing leadership and character.

**Facilities**--To acquire and maintain attractive, functional educational facilities, uniquely designed and equipped to provide an environment conducive to learning and growth that accommodates the enrollment goal.

**Parental/Community Involvement**--To provide maximum opportunities for parental involvement at all grade levels and to utilize all community resource opportunities that are available.

**Public Relations**--To establish and maintain a positive image of TCA through communications and associations among our constituency and the community.

**Character**--To provide all students the opportunities to hear and respond to the standards of virtuous character and to apply those standards.

**Staff**--To employ staff who are mature, academically prepared, and professionally skilled, and who are ethical role models, demonstrate care for students, and build positive relationships.

**Our Philosophy**--The authority and responsibility for education of children belongs to parents. The school is a supplementary agency commissioned to support, not to supplant; to complement, not to compete with; and to reinforce, not to replace the home.

- Role modeling, as well as values imparted as a result of classroom interaction, has a significant effect on students. Students learn by the way we live, not just by what we say. Walking what we talk is critical to the mission of TCA.
- A well-defined structure of discipline is imperative to the development of students. Discipline, tempered with caring, will produce freedom and encourage virtuous character.

**Our Goal**--The administration's goal is to provide a positive learning environment in which students can grow and experience success, academically, physically, and in their character development. The administration will partner with TCA parents in the development of exemplary citizens by encouraging healthy decision-making by our students.

**Discipline**--Students who violate our TCA policies and procedures will be appropriately disciplined in the hope that virtuous character will be modelled and instilled. Parents are encouraged to support our disciplinary program and discuss any discipline issues with the administration.



## Campus Information

**North Campus**  
**TCA HIGH & JUNIOR HIGH SCHOOL**  
**975 Stout Rd Colorado Springs, CO 80921**  
**719-484-0091**

<b>OFFICE HOURS</b>	<b>7:30 AM to 3:30 PM</b>
<b>SECONDARY SCHOOL HOURS GRADES 7-12</b>	<b>7:45 AM to 3:00 PM</b>
<b>LATE START SCHEDULE</b>	<b>9:45 AM to 3:00 PM</b>

Junior High Bell Schedule		High School Bell Schedule	
1 <sup>st</sup> Period	7:45 – 8:35	1 <sup>st</sup> Period	7:45 – 8:35
2 <sup>nd</sup> Period	8:40 – 9:30	2 <sup>nd</sup> Period	8:40 – 9:30
3 <sup>rd</sup> Period	10:30 – 10:55	3 <sup>rd</sup> Period	10:30 – 10:55
Flex	10:25 – 10:55	Flex	10:25 – 10:55
4 <sup>th</sup> Period	11:00 – 11:50	Lunch	11:00 – 11:20
Lunch	11:50 – 12:15	4 <sup>th</sup> Period	11:25 – 12:15
5 <sup>th</sup> Period	12:20 – 1:10	5 <sup>th</sup> Period	12:20 – 1:10
6 <sup>th</sup> Period	1:15 – 2:05	6 <sup>th</sup> Period	1:15 – 2:05
7 <sup>th</sup> Period	2:10 – 3:00	7 <sup>th</sup> Period	2:10 – 3:00

### Student Drop-off/Pick-up

Transportation of students to and from school is a parent responsibility. Most parents car-pool or bring their students to campus in the morning and pick them up in the afternoon. For TCA carpool information click here: [North Campus Carpool Information](#)

Prior permission from the administration is required before students may be dropped off more than a half hour before start times unless students are involved in a before-school activity under the supervision of a staff member. If students arrive earlier than classrooms are opened, they should wait quietly until teachers let them into the classroom.

Students are expected to leave immediately after school unless they are involved in or are attending an after-school activity under the supervision of a staff member.

**The high school and junior high hallways are locked twenty minutes after students are dismissed.**

- Junior high students on campus twenty minutes after the end of school must be in a workshop.
- No supervision is provided later than a half hour after dismissal times except for the days that the library is kept open after school for study purposes.
- Prompt pick up by parents is necessary and expected to ensure safety and to allow staff to depart at the end of their duty day.

## Student Drivers

Student drivers must complete the parking permit form and pay applicable parking fees. These forms are available in the high school office, and online, click here [Student Driver's Form](#). Student drivers will receive a parking pass to be displayed on the rear-view mirror post. Student drivers are required to park in designated student parking areas.

## Closed Campus

TCA operates under a closed campus policy. Students must stay on the school grounds from the time they arrive at school until dismissal, or until they are signed out by a parent or guardian.

In order to maintain a safe environment, the following procedures must be followed.

- Student sign-outs are done in the secondary JH or HS school office.
- If a student arrives at school after the start time, a parent must sign the student in at the office, send in a signed note, or call the office (719-484-0091) with the reason for being late. The student will receive a pass to go to class.
- Students who must leave school during the day due to illness or an appointment must check out through the office and present the sign out pass to security.
- Students must present their student I.D. when they leave the building.
- The office should be informed through a note or telephone call from a parent prior to student dismissal
- Parents need to come to the office to sign out their student. When a student returns after an appointment, he/she needs to sign back in at the office.
- Students are not allowed to prop doors open or allow entry for anyone during the school day.
- All visitors must check in through the security kiosk.

## Senior Lunch Privilege

Off campus lunch is a privilege granted to the Senior class that permits twelfth grade students in good academic, attendance, and conduct/discipline standing to leave campus every day during Flex block and lunch time, except on Titan Team days. Students who return late to the period following lunch will have this privilege removed for a period of time. Continued occurrence of missed class time following lunch may result in progressively longer suspensions of this privilege. This privilege may also be revoked if necessary, for safety or administrative reasons. Parents who do not want their students to exercise this privilege should submit in writing a note that informs the office that their student will not be permitted to leave campus during this time. These seniors and seniors who do not wish to leave campus report to the senior lounge for flex and lunchtime.

\*Students in grades 9-11<sup>th</sup> or seniors that remain on campus are to be in the cafeteria or a classroom during lunch.

## Parental Contact with Teachers

It is important that parents be respectful and courteous about contacting teachers after school hours. Attempts should be made to schedule appointments during regular school hours. Teachers are often at their busiest between 7:15 – 7:45 AM and 3:00 - 3:30 PM. Please make appointments with teachers rather than trying to conference with them during those times.

## Visitors

Parents and grandparents are always welcome to visit the school. Visitation by other students, including friends and relatives, is not permitted. Alumni wishing to visit should have a prearranged meeting scheduled.

Otherwise, alumni are welcome to visit before or after school hours. All visitors must check in first through the High School or Junior High front office. A visitor pass will be issued by the office to any parent or approved visitor to TCA.

## Weather Delays

TCA will be following ASD20 closure status. When school is closed or delayed due to inclement weather, several radio/TV stations will be contacted to broadcast the closure or delay. TCA uses the Blackboard Connect™ system for notification to families in cases of school or district emergencies. TCA will use only the e-mail feature of Blackboard Connect™ to notify of weather delays/closures, however, you can opt to receive text alerts as well.

## Lockers

All lockers are school property, and the school has the right to open and inspect lockers at any time, including cutting off locks if needed.

All full-time Secondary students will be assigned a locker. The locker is for student convenience in the storage of school materials. Students are strongly encouraged to bring a lock to place on their lockers, as TCA is not responsible for the security of items placed in lockers.

Lockers are to be kept neat and orderly. Posters or decorations are permitted on the inside of the locker but must be attached with masking or scotch tape. Posters or decorations must be appropriate for TCA. Any message writing must be done on a designated locker whiteboard not on the locker surface. If students damage lockers beyond normal wear and tear, they will be liable for repair costs.

## Gym Lockers

In addition to each student's hallway locker, there are also day-use P.E. lockers available in the gymnasium locker rooms. For P.E. students, these lockers are only to be used during assigned P.E. class periods. Students must bring a lock and use it to secure a locker to store their clothes/valuables during P.E. class. When P.E. class is over, students should remove their clothes, valuables, and locks and should return these items to their permanent hallway lockers. Locks that are left on the locker overnights will be cut and the contents of the locker sent to lost and found.

## Book Bags/Backpacks

Students may use book bags/backpacks to carry their books and other school materials. To improve safety and to allow the teachers to more easily move about the classrooms, students must place their book bags under the desk during class. Also, for both safety and security reasons, book/duffel bags may not be left unattended in classrooms, hallways, restrooms, the gym, or outside the buildings.

## Fee Schedule

To access 2022-2023 Junior High fees, please use the following link: [Junior High Fees](#)

To access 2022-2023 High School fees, please use the following link: [High School Fees](#)

To access fees through the TCA website, please visit [www.tcatitans.org](http://www.tcatitans.org)

1. Click on 'Parents' on the top blue bar.
2. Click on 'Parent Links' in the left menu.

*Students qualifying for free or reduced lunch may have individual fees waived by the principal or activities director in response to a request from parents.*

If TCA has made a reasonable effort to obtain payment for student fees, the student still has unpaid fees, and the family is not on a payment plan, TCA may deny a student the privilege of participation in non-curricular activities. Examples of non-curricular activities include athletics, 8<sup>th</sup> grade dinner dance, Student Council events, prom, and the graduation ceremony.

## Student Valuables

Students should not bring large amounts of money, electronic devices, games, etc. to school. At all times, students are to keep track of glasses, watches, retainers, and other valuables. Students, not the school, are responsible for their personal property. If it is necessary to bring a valuable item to school, please bring it to the office for safekeeping.

## Bicycles and Other Wheeled Items

Secondary students may ride bicycles to/from school. Bicycles must be parked in the racks provided and are not to be in the parking lot at any time during school hours. Once bikes are in the racks, they are not to be removed until the student is ready to go home. Each student is responsible for locking his/her bike. For both safety and liability reasons, skateboards, scooters, and in-line/roller skates or Heelys are not allowed on the TCA campus at any time including when school is not in session.

## Lost and Found

All coats, sweatshirts, etc. should be labeled with a last name and phone number in case they are lost. Lost and Found is located in the JH & HS Office area. Items left in the Lost and Found will be given to a service organization on the last afternoon before all breaks or as space requires.

## Cell Phones/Electronics

### Telephones and Messages

Students may use the school's telephones after receiving permission from a TCA staff member. Parent messages left with the front office will be delivered to students.

### Student Use of Electronic Devices-[TCA Policy JICJ-TCA](#)

Electronic communication devices can play a vital communication role. However, unless expressly permitted by a teacher for instructional purposes, the use of electronic communication devices within the classroom is not permitted. For purposes of this policy, an "electronic communication device" is any device, which records, replays, transmits, receives, or otherwise conveys information electronically between the student and another person or entity.

Cell phones or other devices not checked are subject to confiscation. Students are responsible for picking up any confiscated item in the office at the end of the day. Repeated infractions will result in additional consequences determined by administration. Students acknowledge that the care and security of personal devices are the express responsibility of the individual user. TCA shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school property.

Headphone or ear bud usage will not be permitted during school hours in classrooms, including lunch, or in school hallways. Students may use ear buds only before or after school. Students may not play games on personal devices or school computers while on campus. The use of any device with a camera is prohibited in bathrooms, locker rooms, or any other location in which the use of the device may violate individual privacy and may be illegal.

### Junior High Cell Phone/Electronics – Addendum

JH Student cell phones and other electronic devices should be turned off and remain in student lockers throughout the school day. JH Students should not use watches to send or receive messages, calls, texts, or other electronic communication during the school day.

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## Animals Brought to School for Short Term/Day Visits

No animal will be brought to school without prior approval. Students must obtain permission from their teacher; staff will obtain authorization from their Principal. Arrangements should be made at least one week in advance. The school nurse will be notified and will communicate with families of students with special health considerations. Animals must remain under the control of a responsible adult at all times and will be housed in a suitable container or on a leash.

## Service Animals

In accordance with law, individuals with disabilities, including students, employees and visitors, may be accompanied by service animals in The Classical Academy (TCA) facilities and vehicles, on TCA's grounds and at TCA functions. A student with a disability or employee with a disability may submit a request to be accompanied by a service animal to school or work. However, there is no automatic right to be accompanied by a service animal in any TCA facility or vehicle, on TCA grounds or at TCA functions. For further information, consult [ASD20 Policies EJ and EJ-R on the ASD20 website](#).

## Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If any parent has a court order that limits the rights of the other parent in matters such as custody, records access, or visitation, please bring a certified copy of the order to the school office. Unless such a court order is on file with TCA, the school must provide equal rights to both parents. [ASD20 Policy KBBA](#)

## Homeless Students

If a student has experienced a loss of housing (including a fire, flood, a parent's separation or divorce, or other economic hardship), the student may qualify for homeless student assistance per [ASD20 Policies JFABD and JFABD-R](#). For more information contact a TCA principal, counselor, or the ASD20 Homeless Liaison Coordinator Rachel Lake at 719-234-1376.

## Co-Curricular Opportunities

### Activities Program

The Activities Program is a vital part of The Classical Academy. The program exists to enhance the student's experience at TCA by contributing to the development of the —whole person. The program philosophy focuses on both performance skills and character development.

### Student Organizations

Students in middle and high schools shall be permitted to organize and conduct meetings of student clubs or other groups on school premises during non-instructional time, in accordance with administrative policy [JJA-TCA](#). Curriculum-related student organizations serve as an extension of the regular school curriculum. If their activities bear a direct relationship to the regular curriculum, they will be deemed to be an officially recognized, school-sponsored club. Secondary school students are also permitted to organize and conduct meetings to pursue activities outside of the school curriculum. Such organizations must be student initiated and directed, and persons not attending school in this district, parents, school personnel or non-school persons are prohibited from directing, conducting, controlling, or regularly attending the activities of a noncurricular student group. Noncurricular student groups shall not be deemed to be school-sponsored or endorsed. Clubs may only be attended by students of the organizing campus. Students seeking approval for a student organization to meet at school during non-instructional time should seek approval from the principal or his or her designee in accordance with administrative procedure [JJA-R-TCA](#) and complete the Student Organization application form [JJA-E-TCA](#). High school clubs can be found on the TCA website: [HS Student Organizations](#).

### Field Trips

Occasionally, a field trip is planned as an enhancement to a particular class. These field trips are an integral part of the TCA program and attendance is required. All students must turn in a signed permission slip (and fee, if necessary) from a parent or guardian before being permitted to attend the field trip. In some cases, District school buses may be used for transportation. Standard TCA dress code is to be worn on all field trips unless specifically announced otherwise by the teacher following approval by an administrator.

### TCA Sports Events

For everyone's safety, all TCA Junior High students must be accompanied by an adult when attending a TCA High School sports event. (An older sibling is not considered an adult.)

## Student Services

### Students with Special Needs

TCA has full-time staff available to assist students with special needs. Parents of students with special needs should contact the school office for referral to the proper staff member.

### Mental Health Services

TCA has full-time mental health staff to provide a variety of school mental health services. Students/parents should contact the school office for referral to the proper staff member.

### 504/ADA

The Classical Academy welcomes students with disabilities into all programs. In accordance with Section 504 and ADA policies and procedures, we work collaboratively with families whether the student needs appropriate accommodations and/or services. Once those accommodations and/or services are determined, in accordance with applicable policy and law, we ensure the appropriate meeting takes place to determine whether and how the student can be appropriately accommodated and served to access our programs.

## Academics

TCA exists to assist parents by providing a quality education of excellence. The following serve as guidelines for academic policy.

### Rights

To function well in the classroom students must have a clear idea of what the teachers expect of them. Therefore, students have right to know what the requirements are for each course in which they are enrolled. If the course requirements seem unclear, or if there are questions, students should ask for clarifications. Students also have right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based in requirements that are clearly set forth by teachers and they should be applied fairly to all students. Final grades are computed at the end of each semester; percentages and grades are cumulative for the entire semester.

### Homework Responsibilities

At TCA, the teachers and administration strongly believe that homework will contribute to students' academic success. To function well in the classroom, students must do the homework required by the teacher. Homework serves as a link between the student, the home, and the classroom. Homework fosters good study habits such as independent learning, effective time management, and personal responsibility.

While recognizing the usefulness of homework, TCA staff also strives to assign reasonable homework loads, realizing the need to maintain balance in students' lives. Homework will be a daily activity for most students. Students who use their class time responsibly should not have excessive amounts of homework (see time guidelines below). If a student is consistently overwhelmed with homework, parents should contact the student's teachers.

The guidelines below have been developed for homework. The guidelines are based upon an average student on an average night. The guidelines also assume each student uses her/his in-class and in-school study time wisely.

Parents should realize that students taking advanced courses, such as Algebra and Geometry in junior high, or Honors /Advanced Placement (AP) courses in high school will exceed the timelines below. Students taking one or more Honors / AP courses should expect considerably more than 2 hours of homework each day.

#### Time Guidelines: (average student on an average night)

7-8<sup>th</sup> Grades 1 - 1 ½ hours

9-12<sup>th</sup> Grades 1 ½ - 2 hours

		Junior High Average Student	Junior High Advanced Student	High School Average Student	High School Advanced Student
Average Nightly Load		1 – 1.5 Hours 60-90 Minutes	1.5 – 2 Hours 90-120 Minutes	1.5 – 2 Hours 90-120 Minutes	2-3+ Hours 120-180+ Minutes





### Student Responsibilities

Attend school regularly and come prepared.

Complete homework assignments neatly and on time.

Schedule time wisely to meet assignment deadlines.

Get assignments when absent. Make-up work will take priority over any co-curricular activity.

### Teacher Responsibilities

Assign work for academic reasons to practice, reinforce, and master skills. Provide clear directions for assignment, format, and due date.

Provide checkpoints for long-term assignments.

Provide in-class time for students to begin their homework on most days.

### Parent Responsibilities

Provide an appropriate place and atmosphere for homework.

Set aside homework/reading time nightly.

Contact teachers if time spent on homework is excessive after completing the Homework Tracking Form that is available in the school office.

### Tutoring

Faculty members at TCA are selected with great care. Each is academically qualified to teach in her/his assigned teaching area. Teachers are committed to helping students succeed. Please check with individual teachers for possible availability of before or after-school individual help. Please make prior arrangement with the teachers.

### Textbooks

Textbooks are the property of TCA, and students are responsible for the care of their books. ALL hardback TCA books are to be covered with an appropriate book cover. Damaged or lost books are the responsibility of the student to whom they were issued. When textbooks are issued both the student and the teacher will inspect the books and note any damages on the Textbook Sign Out Form. Textbooks will be re-inspected when they are collected. Any book that is lost or damaged beyond use will be paid for by the student at full replacement cost. Book fines may also be levied if the teacher determines that the student has damaged the book(s) beyond reasonable wear and tear for the time of use. Under no circumstance should a student write in a textbook with pencil, pen, or highlighter.

## Library

The Secondary Library welcomes students in grade levels 7th-12th, including Cottage School and College Pathways. During school hours, secondary students may come to the library with a teacher-scheduled class or individually with a pass from their teacher. No pass is required before or after school hours. Library hours are 7:15 am to 4:00 pm Monday through Thursday and 7:15 am to 3:30 pm on Friday. The library collection is selected primarily to support TCA curricula and teacher-assigned research projects while offering a wide variety of fiction and non-fiction classic literature and current titles. Librarians are available during library hours to provide instruction and information to classes, individual students, and parents. For internet access, students and parents must complete the Academy School District 20 Network User Agreement available online through Infinite Campus. Students will need to obtain a public library card to access some required research databases. During class visits students will receive instructions on database access, research skills, evaluating websites and MLA citations along with other relevant information and skills.

### Secondary Student Library Policies

- Students are responsible for returning items by their due date.
- Students may check out 4 books at a time. Books may be renewed if they are not on hold for another patron.
- Computers may only be used for school-related assignments, research, and tasks. Inappropriate use of computers will result in loss of privileges.
- Secondary students may NOT check out elementary books unless approved by the librarian.
- TCA Student Use of Electronic Devices Policy (JICJ-TCA) concerning cell phones, earbuds and headphones is followed in the library.
- Students may print school related assignments on the library printer for free including color prints. Non-school related or personal pages carry a \$.05 per page cost. Photocopies carry a \$.05 per page AFTER five pages (first five pages are free).
- Lost or damaged (beyond simple repair) books must be paid for at full replacement cost. The actual cost of the book is determined by the TCA Destiny catalog record.
- Any outstanding overdue book from the previous school year will be charged on the patron's account as a Lost Book Fine at the start of the current school year, if the book has not been returned in good condition within the first week of school.
- Any patron whose book(s) is greater than 60 school days overdue will be charged a Lost Book Fine which is the total replacement cost of the book as shown in the library catalog.
- If a patron pays a Lost Book Fine, subsequently finds the lost book AND the book is returned in good condition within 30 calendar days of the original fine assessment, then the fine will be adjusted to show a credit in the student's Infinite Campus account.
- Fines are posted in the student's Infinite Campus account and may be paid online or in person. If paying in person, please use cash or check as the library does not have the ability to accept credit/debit cards.
- Monies collected from lost or damaged books will be used for the replacement of the same title or a comparable title. The decision of what to purchase will be made by the library staff.
- Library books are purchased with library bindings and are pre-processed with labels, covers and cataloging records. Consequently, replacement titles will be purchased by the library to ensure equivalent replacements. Please do NOT purchase a replacement book as we may not accept them in lieu of payment.
- Throughout the school year, the library staff may borrow book club sets from the Pikes Peak Library District (PPLD) for student book clubs. If a student loses, damages, or fails to return a PPLD book checked out to them through TCA and TCA is assessed a fine, then that fine from PPLD will be passed along to the student.

## Schedule Change Requests

Schedule changes are made for very few reasons. Schedule changes in the fall will only be considered for the following reasons: duplication of course; not meeting prerequisite for course; failed course; missing core course in schedule; needed for graduation (seniors only); not enough classes scheduled (less than 7 classes scheduled each semester). Examples of unacceptable requests include:

- requests for teacher change; being in class with friends
- changing the class to a different period
- elective changes
- year-long classes at semester

Students are expected to complete the full year of all yearlong courses, including math and foreign language courses. If a student needs a schedule adjustment for an approved reason, as stated above, schedule change forms are available from the **Connections Center**, the high school front office, and on the TCA website, under the scheduling tab. These forms are due back to the scheduling specialist no later than the **7<sup>th</sup> day of school**. Advanced Placement (AP) courses can be dropped through the **10<sup>th</sup> day of the school year**.

## Advanced Placement (AP) Classes

Advanced Placement Tests are given in the spring to 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>-grade level students who take AP courses.

- All students who take an AP course are required to pay an examination fee in the fall and take the exam in the spring.
- AP Test fee (REQUIRED for AP course) of \$95 (each AP class) have a deadline of Sept. 19, 2022
- Only AP courses taught at TCA will be available for testing at TCA.
- A student who does not complete the AP exam will have the AP course weight removed from their GPA. Exam fees are non-refundable.

## Student Progress and Report Cards

Report cards will not be sent home after each semester. Grades for assignments and courses may be reviewed via Campus Parent services of [Infinite Campus](#).

## Full-Time Enrollment

All TCA High School and TCA Junior High students are enrolled as full-time. To meet the State of Colorado's requirements for full-time, a TCA student must be scheduled for at least five (5) credited courses. Students in grades 7-11<sup>th</sup> typically complete six (6) to seven (7) credited courses annually to meet TCA's graduation requirements. Seniors are required to have at least five (5) credited courses each semester. Students may only take two of the following types of courses per semester: Partial, Senior Assistant and Study Hall

## Grading

GRADES			Quality Points for Weighted Grades					
Grades will be awarded according to the following scale:			Quality Points for Regular, Honors, and Advanced Placement courses will be assigned as follows:					
			Regular Course Grade Points		Honors Course Grade Points		Advance Placement Grade Points	
	93-100	A	A	4.0	A	4.5	A	5.0
	90-92.9	A-	A-	3.7	A-	4.2	A-	4.7
	87-89.9	B+	B+	3.3	B+	3.8	B+	4.3
	83-86.9	B	B	3.0	B	3.5	B	4.0
	80-82.9	B-	B-	2.7	B-	3.2	B-	3.7
	77-79.9	C+	C+	2.3	C+	2.8	C+	3.3
	73-76.9	C	C	2.0	C	2.5	C	3.0
	70-72.9	C-	C-	1.7	C-	2.2	C-	2.7
	67-69.9	D+	D+	1.3	D+	1.8	D+	2.3
	63-66.9	D	D	1.0	D	1.5	D	2.0
	60-62.9	D-	D-	0.7	D-	1.2	D-	1.7
	59.9 & Under	F	F	0	F	0	F	0

## Final Exams

At the end of each semester, students in grades 8-12, as well as 7<sup>th</sup> grade Algebra I students, will complete final exams or assessments in each class. The schedule of final exams will be developed and published by the Secondary staff. Finals will not be scheduled early for individual students. Parents are strongly encouraged to plan travel and other commitments so that students can prepare and test within the schedule designed by the staff. All seniors will take Semester 1 finals. Seniors do not take Semester 2 finals, unless deemed necessary by teacher and/or student.

Students who do not take a final on time, and who have a pre-approved excusal, will make up the final at the first available date or as determined by the teacher/administration. The student is responsible for contacting the instructor /administration and arranging an exam time that is agreeable to the instructor. If a final exam is not completed by the teacher/administration set date, the student will receive a zero (0) on the final exam and a final grade will be computed accordingly.

Students who receive an "Incomplete (I)" in any course will have two weeks from the end of the semester to complete all required course work. At the end of the two weeks, all missing coursework will be assigned zero grades, and a final grade in the course will be computed accordingly. Progression into subsequent courses could be negatively impacted.

## Graduation Requirements

### Individual Career and Academic Plans (ICAP)

School staff, in collaboration with parents/ guardians, will begin to work with students to develop an individual career and academic plans (ICAP) in Grade 7. Students will review and update plans annually in grades 8-12. At TCA High School, an ICAP plan is called a PoWeR Plan.

## Graduation Requirements

### Beginning with Class of 2021

Revision Approved 5/14/19

Clarifications updated 5/14/19

<b>Subject Area</b>	<b>Required TCA High School Courses</b>	<b>Credits</b>
English <sup>1</sup>	Classics & Comp., World Lit. I/Amer. Lit. & Comp., World Lit. II/World Lit. & Comp. <sup>7</sup> , Rhetoric <sup>7</sup> AP English	10
Math <sup>1</sup>	Algebra I, Geometry, Algebra II, FST, AQR, Pre-Calc, AP Maths <sup>6</sup>	6
Natural/Physical Science <sup>1</sup>	Biology, Chemistry, Physics, Earth Science, Anatomy & Physiology, Environmental Science, AP Sciences <sup>5</sup>	6
Social Sciences <sup>1</sup>	World History/Geography (3 semesters), U.S. History/Geography, Civics/American Government <sup>7</sup> AP European History, AP US History, AP Govt & Politics	7
Language <sup>2</sup>	Spanish, French, or Latin <sup>3</sup>	6 <sup>2</sup>
The Arts	Art/Music Appreciation <sup>8</sup> , Art elective	2
Production/Technical	Computer Applications <sup>4</sup>	--
Physical Education	Personal Fitness Development <sup>9</sup> , P.E. elective, Health & Wellness <sup>9</sup>	3
Electives	See <a href="#">Course Catalog</a> for List of Approved Electives	8
Total <sup>10</sup>	Minimum for Graduation (1 credit = 1semester)	48 Credits

1 = Advanced Placement courses offered in 10th, 11th, & 12th grade. Some AP courses may be substituted for certain core courses; course registration forms note substitutions.

2 = Students must complete three years of a single language in 9th-12th grades.

3 = Students who complete (D- and above) 4 semesters of Classical Foundations in 7th and 8th grades fulfill the Latin requirements. All other students must take Latin I upon admission into The Classical Academy High School. The Latin I course may receive elective credit if the student chooses to pursue Spanish or French to Level III.

4 = Students who attend The Classical Academy for 7th and 8th grades (and pass Computer Science both years, all semesters) fulfill the computer requirements. All other students must enroll in and pass (D- or above) the high school Computer Applications Course. Test out option will only be available to transfer students coming into 9th or 10th grade.

5 = Students must complete three years of high school science. Two years must be in lab sciences. Recommend checking with specific college requirements.

6 = Students must complete three years of math in 9th-12th grades, Algebra I and higher, at least to Alg II. Recommend 8 credits in high school.

7 = These 3 courses are considered unique to TCA and must be completed concurrently at TCA in the senior year.

8 = Students who successfully complete a choir sequence that will lead to Concordia, Cantemus, Small Mixed Ensemble and/or Corda Musica II at The Classical Academy for the junior AND senior year or successfully complete four years in The Classical Academy's high school band (Wind Ensemble, Percussion Ensemble, and/or Symphonic Band), or complete Art I, II, III and Art IV/AP Studio Art, fulfill the Art/Music Appreciation requirement. All other students must complete the Art/Music Appreciation course in the junior or senior year.

9 = Personal Fitness Development and Health and Wellness is intended to be completed in 9th grade. Waivers for extenuating circumstances may be granted by the principal, extending completion to no later than the end of 10th grade.

10= There are 56 total units of credit possible in grades 9 through 12.

## Curriculum

This curriculum is designed to prepare students for a successful academic career in college. Extensive research has been done on entrance requirements at various colleges and universities, which is reflected in the curriculum. The Colorado Commission for Higher Education has adopted a pre-collegiate course completion requirement. TCA graduation requirements reflect general college expectations. Please review the requirements for your desired college to determine which courses/earned grades may be required above and beyond these general expectations.

For a complete list of offered courses including AP courses and electives, please reference our course description section on the school website. Course descriptions, titles, and textbooks might change, but the basic TCA philosophy will not. [2022-23 HS Course Catalog](#)

## Reminders

Required courses must be taken and passed. Sequential courses such as math and language must be taken in order. This means that if a course in the sequence is not passed, the course must be repeated before moving on to the next course in the sequence. While a D- or above is considered a passing grade, earning a C or below (Language or Math) may justify retaking a course to ensure mastery of the subject. Students who transfer into The Classical Academy must enroll in the lower-level required courses until all requirements are met. All other TCA policies and procedures remain in effect.

## Required Senior Courses

### a. Rationale

- The Senior Rhetoric class is a distinctive component of The Classical Academy's classical approach.
- The Senior Civics class is a distinctive component of The Classical Academy's classical approach.
- The Senior Literature class is a distinctive component of The Classical Academy's classical approach.
- Ensuring that students take all three courses at TCA enhances our ability to deliver a "capstone" experience for the classical curriculum.
- Ensuring that students take all three courses at TCA enhances our ability to offer multi-disciplinary lessons, projects, and assessments that strand across all three classes.

### b. Protocol

With respect to Senior Rhetoric, Literature, and Civics (and/or their AP Equivalent(s)) at The Classical Academy, the High School Principal shall require all students who graduate from TCA to complete Rhetoric, Literature, and Civics as TCA courses on our campus with our instructors.

## Community Service

Forty (40) hours of community service and four (4) reflection papers are a graduation requirement. Students submit documentation through x2Vol in Naviance.

## Demonstration of Proficiency in English Language Arts and Math:

For students graduating in the 2022-2023 school year, and for each graduating grade class thereafter, in order to be eligible for graduation, students must demonstrate proficiency in both math and English language arts (ELA). In addition to the coursework requirements outlined in Section I and accordance with requirements published by the Colorado Department of Education (CDE) [\[click here\]](#), students will demonstrate proficiency in both math and ELA as indicated in [ASD20 Procedure IKF-R](#).

## Concurrent Enrollment

TCA High School has been working together with Pikes Peak State College to offer concurrent enrollment courses to college-ready qualified students. For further information about the concurrent enrollment program, click on the policy links: [IHCD-A-TCA](#) and [IHCD-R-TCA](#).

## Standardized Testing

TCA Secondary students participate in [Standardized Testing](#) as described below:

- Colorado Measures of Academic Success (CMAS): April (Junior High, 11<sup>th</sup> grade)
  - 7<sup>th</sup> grade – Reading, Writing, and Math, (Social Studies-if school is selected)
  - 8<sup>th</sup> grade – Reading, Writing, Math, and Science
  - 11<sup>th</sup> grade-Science
- CoAlt
  - 8<sup>th</sup> grade – Science (Colorado Alternate)- for students with significant cognitive disabilities
- DLM (Dynamic Learning Maps)
  - 7<sup>th</sup> & 8<sup>th</sup> grade – English Language Arts and Math-for students with significant cognitive disabilities
- WIDA ACCESS for English Language Learners
  - 7<sup>th</sup> & 8<sup>th</sup> grade
- 9<sup>th</sup> grade – PSAT 8/9
- 10<sup>th</sup> grade-PSAT 10
- The Scholastic Aptitude Test (SAT) is taken by all 11th graders in April as part of the Colorado testing requirements. Essay is optional.
- Literacy testing for secondary students is done in August-September and April-May.
- CogAT Survey is given to 7th graders in November.
- GRADE reading assessment is given to all students twice a year.
- TCA Writing Assessment is given to all students twice a year.
- PSAT/NMSQT is available (optional) for 10th and 11th graders in October. This date is set by College Board and is typically during fall break.
  - PSAT/NMSQT test fee (optional test) of \$17 have a deadline of Sept. 19, 2022
- Advanced Placement Tests are given in the spring to 10th, 11th, and 12th-grade level students who take AP courses. All students who take an AP course are required to pay an examination fee in the fall and take the exam in the spring. A student who does not complete the AP exam will have the AP course weight removed from their GPA. Exam fees are non-refundable.
  - AP Test fee (REQUIRED for AP course) of \$95 (each AP class) have a deadline of Sept. 19, 2022
- Only AP courses taught at TCA will be available for testing at TCA.
- The American College Testing (ACT) exam is available for 11<sup>th</sup> and 12<sup>th</sup> graders at selected area schools.

## Career and College Connections Center

The [Connections Center](#) exists to empower students and their parents by communicating pertinent information that will assist them in their post-secondary planning and decision-making processes.

We welcome you to stop by and visit the Connections Center. We have a comprehensive library with reference books on a myriad of college preparatory topics from preparing for the admissions process and testing to getting into the career or college that is right for you. If you would like to meet with an advisor, please make an appointment by contacting the office manager at 484-0091, ext. 1104. A simple call ahead will help us ensure that we can meet your needs in a timely manner.

Connections team members strive to prepare TCA students for their life after high school by connecting them with opportunities that will assist them in making suitable college and career choices:

Our team assists students in these primary areas:

- Graduation requirement advising
- Community service requirements (Board-mandated for graduation)
- Scholarship and Summer Opportunity postings to the TCA high school community
- Promotion of other academic opportunities for students
- Post-Secondary and Workforce (P-W-R) Plans: interest, career/college resources for post-secondary planning
- College admission and scholarship paperwork processing
- College Letters of Recommendation
- Coordinate transcript request with registrar's office

It is our greatest desire to be an asset to TCA students as you prepare for life after high school. We look forward to meeting and assisting each of you in your endeavor to accomplish both short and long-term education goals. How do you find out more?

Our weekly newsletters share information about upcoming events, tools, careers, colleges and much more. The newsletters are emailed each week to the guardian emails listed in Infinite Campus.

We are able to visit grade level classes several times each semester. Seniors have C-3 Chats approximately 10 times per year. We send a pre-chat email prior to our time in the classroom and use classroom time to demonstrate how to use the results as they plan their futures. We then add a post-chat to the newsletter.

We will host and announce multiple events in the fall and spring. This will include grade-level parent meetings in the fall. The most current calendar dates are on the Connections page on the TCA website.

Students have a spectacular tool in Naviance; parents can also see their student's information.

Staff: Joanna Peters, Director, [tcacollege@asd20.org](mailto:tcacollege@asd20.org)

Skip Zickmund, Assistant Director, [szickmund@asd20.org](mailto:szickmund@asd20.org)

Melinda Norman, Scheduling Specialist, [tcascheduling@asd20.org](mailto:tcascheduling@asd20.org)

Jodi Hoffman, Office Manager, [tcavisits@asd20.org](mailto:tcavisits@asd20.org)

719-484-0091, ext. 1104



## Student Health & Wellness

The health office is available to students if they are ill, injured, or have a health concern. Students must obtain permission from a teacher to come to the office except in the case of an emergency. Students will be permitted to use the office phone to call home.

### Immunizations

#### Colorado Department of Public Health and Environment Vaccine Requirements

##### Required and recommended vaccines

- Colorado law requires students who attend a public, private, or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent, unless a certificate of exemption is filed. For more information, visit [cdphe.colorado.gov/school-required-vaccines](https://cdphe.colorado.gov/school-required-vaccines). Your student must be vaccinated against:
  - Diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
  - Hepatitis B (HepB)
  - Measles, mumps and rubella (MMR)
  - Polio (IPV)
  - Varicella (chickenpox)
- Colorado follows recommendations set by the Advisory Committee on Immunization Practices. Students entering kindergarten must receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules at [cdc.gov/vaccines/schedules/parents-adults/resources-parents.html](https://cdc.gov/vaccines/schedules/parents-adults/resources-parents.html).
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

##### Exclusion from school

- Immunization records or exemption forms must be submitted to TCA prior to the start of the school year, or your student may be excluded from school if your school does not have an up-to-date vaccine record, certificate of exemption, or in-process plan for your student on file.
- If someone gets sick with a vaccine-preventable disease or there is an outbreak at your student's school and your student has not received the vaccine for that disease, they may be excluded from school activities. That could mean lost learning time for them and lost work and wages for you. For example, if your student has not received a MMR vaccine, they may be excluded from school for 21 days after someone gets sick with measles.

##### Have questions?

- You may want to talk to a healthcare provider licensed to give vaccines or your local public health agency about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [SpreadTheVaxFacts.com](https://SpreadTheVaxFacts.com), [ImmunizeForGood.com](https://ImmunizeForGood.com), and [cdphe.colorado.gov/immunization-education](https://cdphe.colorado.gov/immunization-education).

##### Paying for vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to [COVax4Kids.org](https://COVax4Kids.org), contact your local public health agency, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your local public health agency at [cdphe.colorado.gov/find-your-local-public-health-agency](https://cdphe.colorado.gov/find-your-local-public-health-agency).

## Vaccination records

- Please take your student's updated vaccine record to school every time they receive a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System. Visit [COVaxRecords.org](https://COVaxRecords.org) for more information.

## Exemptions

- If your student cannot get vaccines because of medical reasons, you must submit a *Certificate of Medical Exemption* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this certificate once unless your student's information or school changes. You can get the form at [cdphe.colorado.gov/vaccine-exemptions](https://cdphe.colorado.gov/vaccine-exemptions).
- If you choose not to have your student vaccinated according to the current recommended schedule because of
  - personal belief or religious reasons, you must submit a *Certificate of Nonmedical Exemption* to your school.
- Nonmedical exemptions must be submitted annually at every new school year (July 1<sup>st</sup> through June 30<sup>th</sup> of the following year). There are two ways to file a nonmedical exemption.
  - File the *Certificate of Nonmedical Exemption* WITH a signature from an immunizing provider, OR
  - File the *Certificate of Nonmedical Exemption* received upon the completion of our online education module.
    - *Downloadable certificates and our online education module are available at [cdphe.colorado.gov/vaccine-exemptions](https://cdphe.colorado.gov/vaccine-exemptions)*
- Please contact the school nurse or health office if you have questions regarding immunizations.

## Medications

Parents are encouraged to administer medication to their children outside school hours if possible.

**High School:** High School Students are thought to be mature enough to transport their medications, excluding controlled substances, to and from school and on field trips unless determined by the nurse, a parent, or staff that this is not the case. If there are questions, the nurse makes the final decision. High School students, who are mature and capable of taking their own over the counter or prescription (non-controlled) medications, may do so as instructed by their physician or parent.

All controlled medications are kept in the health room. Parents are required to bring controlled medications to school and leave them with office personnel who will administer the medication. For safety reasons, no controlled medications will be sent home with students. Controlled medications include, but are not limited to, antidepressants, stimulants, antipsychotics, and anticonvulsants.

If students need assistance taking any medications, or must take a controlled substance, parents must follow the mandatory procedure explained below.

**Junior High:** Parents are expected to bring medications to school and leave them with health room personnel who will be administering the medications. For safety reasons, no medications will be sent home with Junior High students. For all prescription medications kept at school the following mandatory procedure must be followed.

## Mandatory Procedure for Medications To Be Administered At School

A District 20/TCA Medication Administration Form must be completed and signed by the parent/ guardian and for each medication that will be administered by the school.

If a student must keep his/her prescription medications in the office, the medications must be in the original pharmacy container labelled with the following:

1. Student's name
2. Prescribing doctor's name
3. Name of medication
4. Dosage- amount of drug to be given
5. Time when drug is to be given
6. Container have an expiration date

If a student needs supervision to take his/her non-prescription medication, the medication will be kept in the health office. It must be in the original manufacture's container labelled with the student's name. A parent signature must accompany non-prescription medications kept in the health office to administer.

For all medications administered to students, nurses are accountable for knowing therapeutic effects, safe dosage, contraindications, and potential side effects. For this reason, nurses (or any TCA staff) will not administer non-FDA approved substances at school, including herbs, supplements, essential oils etc.

The District 20/TCA Medication Administration Form may be found at: [\[click here\]](#). Any questions regarding the administration of medications to students can be directed to the Head Nurse.

## Mobility Aids-all campuses

*All students who return to school with a cast or crutches must have a doctor's note which includes the following:*

- *Date of visit, diagnosis, doctor/provider's signature, and stamp*
- *Any restrictions (P.E., sports, recess, weight-bearing, stairs, etc.)*
- *Date(s) of restrictions*
- *For crutches, doctor/provider must indicate that crutches are to be used at school and that the student has been instructed in proper use of crutches*

## Free or Reduced Lunch/Program Student Fees Assistance

Through the Free and Reduced Lunch program, families may receive free or reduced prices on school lunches and certain school fees may be reduced or waived. Information regarding the program and applications is available at <https://www.asd20.org/nutrition-and-food-services/free-and-reduced/> All TCA families are eligible to apply through the Academy District 20 program. For additional assistance in the payment of fees, including AP test fees, contact the school principal or the Connections office.

Academy School District 20 Policy EF recognizes that students do best in school if they have eaten a nutritious and balanced meal. Academy District 20 participates in the National School Lunch Program that provides free or reduced-price lunches to eligible students. The Board of Education agrees to the federal eligibility requirements relating to meal and menu records, fiscal controls and accountability, free and reduced-price meals, civil rights compliance, sanitation, and safety.

## School Wellness Policy

[ASD20 Policy ADF](#) confirms the district's commitment to promoting children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

## Attendance

### State of Colorado Resident

Any student enrolled in any TCA program must be a resident of Colorado. Pursuant to 1 CCR 301-71-8.06, the Colorado State Board of Education must ensure that student residency is documented and verified, both upon enrollment and annually thereafter, for all students enrolled in online schools and/or programs. Colorado residency is determined by the student and parent or legal guardian currently residing within the State of Colorado boundaries, except for students of military families that maintain Colorado as their state of legal residence for tax and voter registration purposes.

### Responsibility to Attend School

TCA follows [ASD20 Policy JE](#) titled Student Attendance, [ASD20 Policy JH](#) titled Student Absences and Excuses, and [JHB-TCA](#) titled Habitual Unexcused Absences (Truancy).

TCA and Academy District 20 comply with the Colorado School Attendance Law, which sets forth the principle of compulsory school attendance.

Colorado law requires every student who is age 6 by August 1 and under 17 to attend school a certain number of hours [C.R.S. §22-33-104(1)(a)]. Parents have a legal obligation to ensure that every child under their care and supervision receives adequate education and training [C.R.S. §22-33-104(5)(a)].

Every student, under the age of 17, has the responsibility to attend school and be punctual in reporting to class. If a student chooses to continue, school after reaching the age of 17 – even if he/she is 18 and legally independent— he or she is under the care of the school and must follow attendance rules in addition to all other school rules.

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

Parents/guardians should limit appointments and other non-school related activities to outside school hours. When appointments must be made during school hours, or wherever a student must be absent from school for any portion of the school day, it will be the responsibility of the parent/guardian to notify school officials in writing or by telephone stating the reason for their child's absence.

### Excused and Unexcused Absence

State law, district and TCA policy all require the school to develop a system to monitor unexcused absences. Part of that requirement is that we track each absence and attempt to verify *each incidence* of absence with a parent or guardian. We must verify the purpose for each absence and designate it as excused or unexcused. When a parent/guardian fails to notify the school of their child's absence, the absence shall be recorded as unexcused. When a student has an excessive number of absences, whether excused or unexcused, these absences negatively impact the student's academic success.

#### Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the principal of the school of attendance.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.

3. A student to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971, Article 12 of Title 8 of the Colorado Revised Statutes.
4. A student who is in the custody of a court or law enforcement authorities.
5. A student who is pursuing a work-study program under the supervision of a public school.
6. Any other absence that is considered to be excused pursuant to law.

### **Excused Absences Procedures:**

- Medical notes may be requested if a student has excessive absences.
- Absences related to school activities (including, but not limited to, field trips, and athletic and musical events in which the student is required to participate) may be classified as excused on a case-by-case basis, at the discretion of the principal or his or her designee.
  - Students absent due to school-related activities must contact each teacher prior to the scheduled event to submit assignments due, and schedule makeup tests.
- Absences due to severe weather conditions may be considered excused. Parents/guardians exercising their best judgment may keep their child home from school because of severe weather conditions. These absences may be classified as excused on a case-by-case basis, at the principal's discretion, provided that the student's parent/guardian has contacted the school regarding the absence within 48 hours from the start of the absence.

### **Unexcused Absences**

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

Family trips and non-school activities may be considered an unexcused absence. Filling out a pre-arranged absence form does not negate the unexcused absence.

In accordance with law, TCA may impose appropriate penalties that relate directly to classes missed while unexcused.

### **Unexcused Absences Procedures**

- Any schoolwork missed due to an unexcused absence cannot be made up or counted for credit. Unexcused absences will result in a meeting with administration, who may determine additional appropriate consequences.

### **Chronic Absenteeism**

When a student has an excessive number of absences, these absences negatively impact the student's academic success. For this reason, a student who is absent 10% of a quarter, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the principal or designee shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism, including but not limited to a conference with parent/guardian, and development of an attendance plan. When practicable, the student's parent/guardian shall participate in the development of the plan.

## Habitually Truant

A student may be considered habitually truant if he/she is absent from school:

- Four unexcused absences from class or school in one month OR
- Ten unexcused absences from class or school during a school year

If a student is deemed to be habitually truant, a meeting between Administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interests of the child's educational process.

## Attendance Procedures

Parents should notify the school office by 8:30 AM to report absent students.

Absences must be cleared **within 24 hours** by a phone call or note. Call the North Campus at 719-484-0091 to report absences.

- Pre-excused absence forms need to be completed at least one week in advance for anticipated absences. Prior arrangements need to be made with teachers, regarding required work to turn in and a plan made for taking any assessments.
- TCA recommends that parents not remove students from school for long trips, such as extended family vacations, summer camp, mission trips, etc. during the school year. Those absences will negatively impact the student's academic experience at TCA.
- **Filling out a Prearranged Absence Form for absences does not negate the classification of chronic absenteeism or habitually truant.**
- If a student is going to be absent for more than two (2) weeks, parents/guardians need to notify the school principal.

## Make up work

- It is the student's responsibility to obtain and make up any work missed as a result of an EXCUSED ABSENCE, and to make a plan with the teacher to complete the work.
  - The amount of time allowed for makeup assignments is the length of the excused absence plus one day. If a test has been scheduled during the time of the absence, the student is expected to take the test during the designated makeup period. (This does not apply to pop quizzes or other tests that have not been planned and communicated ahead of time.)

## Late or Missed Assignment Policy

Specific written policies will be provided to students during their first week of classes with each teacher.

## Tardiness

It is the responsibility of parents to ensure that their student(s) arrive at school on time each day. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. Students must be in their assigned classrooms and ready to begin instruction at the time the class is scheduled to begin, or they will be counted tardy.

In the high school, the accrual of three tardies in a semester will result in a parent contact, then a teacher-assigned detention. Subsequent tardies will result in a meeting with administration, who will determine an appropriate consequence.

## **Emergency Contact**

At TCA, anyone listed as an emergency contact in Infinite Campus is approved to pick-up a student after school (carpool) and may be contacted in an emergency if a parent/guardian cannot be reached and the student must be picked up from school.



## Secondary Dress Code Policy

Junior High and High School students may purchase items from any vendor, so long as they are substantially the same in style, color and fabric as the TCA standard. Sample approved items are available so that families can compare purchased items with approved items for any noticeable differences before purchase tags are removed. If there are noticeable differences, the item may not be allowed. The TCA Secondary staff, with support of the TCA Board, reserves the right at its discretion to deny any item that is noticeably different in style, color, or fabric. All items should reflect the same modesty as the approved items. Students wearing noticeably different items will be subject to the consequences outlined in the Student Handbook. Items not covered above but considered inappropriate, dangerous, or a distraction from the learning environment are subject to review and prohibition by the administration.

The Board of Directors of The Classical Academy has established the overarching dress code policy guidance in [JICA-B-TCA](#). The secondary dress code is an essential distinctive of the TCA academic culture. [JICA-S-TCA](#)

The dress code impacts the school positively by:

- Fostering a distinct and positive—TCA Appearance
- Decreasing distractions.
- Increasing wardrobe equity.
- Supporting easy identification of visitors or strangers.
- Giving parents and students an opportunity to demonstrate mutual support of TCA’s core values and beliefs.
- Teaching students the importance of self-discipline and personal responsibility.
- Increasing group coherence and discouraging cliques or other forms of divisive or polarizing activities.

TCA students are required to follow the dress code guidance provided herein throughout the school day. The dress code is intended to promote safety, improve discipline, and enhance the overall learning environment. As we prepare students for future lives of service, scholarship, work and leadership, we must prepare them to recognize and submit to all sorts of external standards. Universities and future employers may control their living conditions, set standards for work performance, or restrict their communications. In almost all communities, our students will be subject to a broad array of legal, financial, social, and practical standards. We use the school dress code as a concrete opportunity for our students to learn respectful compliance – and, when necessary, to accept natural consequences for poor decisions, helping our students learn how to live within the social world of rules and imposed standards. Properly adhering to the dress code also shows self-discipline, pride in oneself and in TCA.

Students *may* be out of dress code before school starts if they are outside the buildings; however, students are required to be in dress code when they enter any building in the morning or when returning from outside. After 3:00 pm, students on campus may be out of dress code but must still be modestly and appropriately dressed. The dress code must be followed during detention and on field trips unless the administration approves otherwise. The dress code is not required for any evening or weekend activities unless specified by the administration or the activity supervisor.

### Parent, Student, and Staff Responsibilities

Parents are responsible to ensure that their students arrive at school in proper dress. Within the school, classroom teachers and other staff members will enforce compliance with the dress code. TCA administrators will make final decisions regarding dress code issues. Cheerful consistent compliance with the policy by all is expected. Students need to take ownership of the dress code policy and, at the beginning of each day, be able to affirm, if asked, that they are in compliance with the policy and its intent. Because TCA’s dress code policy is designed to promote our focus on academics and group solidarity, we trust teachers to make observations and judgment calls about whether a specific student is compliant with the letter *and* the

spirit of this policy. If a student disagrees with a teacher's conclusions related to their policy compliance, that student should immediately and respectfully defer to the teacher by complying with the teacher's conclusion and then address the issue with the teacher respectfully after class.

## Consequences for Dress Code Violations

Dress code violations will be documented by the person making the decision. A student's first violation will result in a verbal warning and the warning will be documented. Any violations subsequent to the first warning may result in the student being assigned a detention for dress code violations. If a student repeatedly violates the policy guidance, further disciplinary actions including suspensions may be invoked. If a student violates the dress code policy in a manner that cannot be immediately corrected, the staff member may require the student to call her/his parent or guardian and arrange for them to bring the clothing item(s) required to bring the student into compliance with the dress code. A staff member may require a student to remain in the school office until appropriate attire arrives.

## General Dress Code Guidance

- Students must present a neat appearance.
- Items of dress are to be of an appropriate size/fit, must be modest, and worn as intended by the policy.
- A student can be out of compliance for wearing non-approved items or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate.
- Appearance that is extreme, immodest, disruptive, distracting, profane, or disrespectful so that it would draw undue attention shall not be allowed. Included in distracting wear is clothing with statements, slogans, or conspicuous political, religious, or other symbols or references.
- Official TCA wear can only be purchased through the TCA on-line store via the link on the TCA website homepage: [click here](#).

## Pants/Shorts/Skirts

- Pants/shorts/skirts must not have any visible logos, be form fitting or contoured to one's body shape, or be overly loose, have cargo pockets, have holes, be distressed, faded, or ripped.
- Pants/shorts/skirts must be of traditional solid conservative color (navy, khaki, brown, black, or grey).
- Students may not wear denim, with the exception of black jeans allowed on Fridays.
  - Included in the denim category are jean-like pants which may or may not have external rivets intended to look like denim pants.
- The length of shorts will not be shorter than 4 inches above the top of the knee.
- The length of skirts/dresses will not be shorter than the top of the knee.
  - Solid neutral color leggings may be worn under appropriate length/approved skirts.
- No pants, shorts, or skirts may be made of fabric that stretches. Specific examples of prohibited fabrics include stretch denim, any stretchy jersey, knit, synthetic, or composite fabric that is designed to stretch and fit to the body shape of the wearer. Specific garments prohibited under this clarification include any "workout" or "yoga" stretch pants, "jeggings", shorts, or leggings and any skirt or skirt with fabric that stretches or clings to the wearer.

## Shirts

- Shirts must only be polo (solid color) or oxford dress style (solid color and buttoned up collared shirt).
- Shirts must not have visible logos, (unless purchased from the TCA on-line store) be form fitting or contoured to one's body shape, overly loose, or have holes.
- Shirts must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
  - During the school day, shirts must be tucked into the pants or skirts and reflect an acceptable standard of neatness and modesty. In lieu of tucking, girls may layer their shirts (when layering the layered items must be visible and extend beyond the outer shirt).
  - Long sleeve thermal-type or t-shirts are not to be worn underneath short-sleeved polos or oxfords.
  - Sleeveless shirts and sheer material (any material that you can see through) are not acceptable.
  - TCA-approved logo t-shirts are only allowed on Fridays, see Friday Wear section below.

## Sweaters/Sweatshirts/Jackets

These garments are designed to be worn over a shirt as a base layer and may be pullover, button, or zipper style.

- Sweaters
  - Must not have visible logos, be form fitting or contoured to one's body shape, overly loose, or have holes.
  - Must be a solid color that is not excessively bright, distracting, or likely to draw undue attention.
  - Crew neck sweaters may be worn without a base layer shirt.
  - All v-neck sweaters must have a collared shirt visible underneath.
  - Cardigan sweaters may only be worn if over a collared shirt.
  - Open weave sweaters, where the skin and/or undergarments are visible are prohibited.
  - Thermal type material shirts are not considered sweaters or sweatshirts and do not meet the intent of this dress code section.
- Sweatshirts, Hoodies, and Jackets
  - Students may wear TCA-approved logo sweatshirts (hooded or not) and jackets with TCA-approved logos (including athletic team and co-curricular groups) within the school building.
  - Students may wear solid-colored, conservative-colored crewneck sweatshirts with no logos during school hours.
  - Any other sweatshirt, hoodie, or variation (whether solid color or non-logo) should not be worn during the school day.
  - Shirts, if worn under sweatshirts, must be tucked in.
  - Teachers may request a student remove TCA-approved logo jackets within the classroom.
  - Hoods on hooded sweatshirts or jackets will not be worn during the school day.

## Neckties/Scarves/Belts

- Students may wear neckties with oxford dress shirts.
  - If worn, neckties must be of standard length and properly tied.
  - Ties must be of coordinating colors and in good taste.
- Students may wear scarves that are of coordinating colors and in good taste.
- Students must wear belts, which may not have spikes or metal protrusions, and must be of coordinating colors and in good taste.
  - Buckles must be plain and not overly large.

## Footwear

- Students must wear footwear at all times.
- All footwear must be neat, clean, and appropriate for an educational environment.
- Footwear colors must not be overly bright or distracting.
  - For safety reasons, footwear cannot have spiked heels or heels greater than 2 inches in height.
- Socks, if worn, must be primarily of one color, without pattern.
- Tights/leggings for girls must be a solid neutral color without pattern.
- Shower/beach/athletic sandals/FiveFinger or barefoot shoes and/or flip-flops are not allowed.
  - A good guideline for sandals is that it is not allowed if it has a rubber sole. In the interest of simplicity and ease of identification, most sandal styles are allowed, but rubber/plastic flip flops or other rubber/plastic athletic slip-ons or beach/river wear are prohibited.

## Friday Wear

- On Fridays students are allowed to wear **BLACK denim (not blue)** shorts, skirts, or pants.
- TCA approved logo shirts or t-shirts from athletic teams or co-curricular groups that have been approved by school administration are also allowed for Friday wear. The apparel must also comply with general guidelines for modesty and neatness.

## Hair and Accessories

- All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed, neat and trim manner.
- A student's hair shall be worn in a manner that is not in the student's eyes.
- Hats or baseball caps may not be worn during the school day.

## Jewelry/Piercings/Tattoos

- All jewelry must be conservative, non-offensive, and not draw undue attention from an outside visitor.
- Girls are allowed two earrings and one cartilage ring/stud in each ear.
- No other visible piercing is allowed for girls.
- No visible piercings are allowed for boys.
- Visible tattoos are prohibited for all students in all school settings, including classroom, practice, competition, and performance settings.

## PE Classes

- Students may wear the following:
- TCA (PE, Sport, or Activity) t-shirt (crew neck with sleeves)
- School color (blue, red, gray/silver, or black) shorts or sweatpants; if cold, TCA hoodie or sweatshirt (school shorts need to be longer style - no shorter than 4" above the top of the knee)
- Non-marking athletic shoes with tied laces; athletic socks
- Purchase through TCA online store ([click here](#)) or a sports/activities coach or club sponsor

## Special Dress Days

On special occasions, student dress will be allowed to deviate from the above standards during designated dress days – see below. On these days student dress must stay within the previous guidelines for modesty, fit, neatness, non-distracting, and non-offensive dress.

## Casual Days

On designated casual days (typically during Spirit Week or Cash 4 Casual), students may wear any themed garments or specifically designated wear (i.e., blue denim) that are modest, non-offensive, without holes, and are appropriate for our school environment. Hats may be allowed at the discretion of individual classroom teachers. On casual days-students may wear denim shorts, skirts, or pants.

## Dress-Up Days

Note: previous guidance regarding modesty and fit apply for dress-up days also.

On designated dress up days (typically involving sports or activities contests/performances), students may dress up (not down) from typical dress code standards. Note: Denim is never considered dressing up.

- Dressing up would include the following:
  - dress slacks, dress shirts, ties, sweaters, sports coats, suits, belts, dark socks, dress shoes.
  - modest dress slacks, skirts, blouses, dresses, suits, sweaters, belts, and dress shoes/sandals.  
Spaghetti straps, strapless, or sleeveless dresses are not allowed.
- If team or activity t-shirts or warm up tops are approved to wear, pants/shorts/skirts of traditional solid conservative color must still be worn (no denim).

## Two-Hour Delays

Periodically throughout the winter, school will be delayed two hours due to inclement weather. Since it's likely that some students may be required to shovel snow, scrape ice, push cars, etc., students may wear blue or black jeans with a TCA approved logo shirt/sweatshirt.

## Annual Nondiscrimination Notice

The Classical Academy (TCA) is committed to a policy of nondiscrimination. Respect for the dignity and worth of each individual shall be paramount. Accordingly, we have a "no tolerance" policy with respect to acts of discrimination or harassment. All TCA educational programs, activities, and employment opportunities offered by the school are offered without regard to disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth. With respect to employment practices, TCA does not discriminate on the basis of age.

Protecting against and not tolerating discrimination and harassment is consistent with TCA's Core Values and our Creed, which states that "Titans love, respect, and protect one another. Striving to be our best, do our best, and give our best to the world." Policy AC-TCA: Nondiscrimination and Equal Opportunity was recently updated and is available by clicking [here](#). This policy outlines the procedures on how students, parents, staff, and the community may file complaints and how TCA will work to resolve all complaints.

The Classical Academy is committed to conducting prompt investigations. Any students or staff found to have engaged in any type of discrimination or harassment will be disciplined, and if circumstances warrant, suspension or expulsion of students may result. Consequences of discrimination for employees may include, but are not limited to, termination of employment. Let's work together to prevent all types of discrimination and harassment.

Any student, staff member, or parent should report any discrimination or harassment, including any Title IX, Section 504, or ADA complaints, to any TCA principal, counselor, or the following liaison:

Cheryl Birkey  
Compliance Officer/Title IX Coordinator  
975 Stout Road, Room 1114  
Colorado Springs, CO 80921  
719-488-6209  
[cbirkey1@asd20.org](mailto:cbirkey1@asd20.org)

We Are Titans!

Respectfully,  
Dr. Russ Sojourner  
TCA President

## Rights and Responsibilities

Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not co-extensive with the rights of adults because the school is a special setting. The courts have recognized that school officials need flexibility to be able to control student behavior in the schools and at school activities. In 1995, the Colorado state legislature passed a law providing that school officials can discipline students for actions that occur off-campus—even on weekends or during the summer—if the actions pose a perceived threat to students or staff at the school.

Along with student rights come student responsibilities. In most cases, this means, follow the rules. The rights of all others in the school environment (students, staff, teachers, administrators, guests, and visitors) are protected when students exercise responsibility and follow the rules. Students, you are also asked to be responsible for letting an adult know if you are aware of other students who are planning to harm themselves or others in the school or community. This is not ratting out your friends or being a snitch, tattletale, ‘narc’, etc. It is responsible citizenship that could save lives, including your own.

Academy District 20 philosophy states, —the school environment should be positive, physically safe, and intellectually stimulating. The rules and regulations at TCA are designed to protect your rights as well as the rights of others. They are set up to control and, if necessary, discipline those individuals who do not respect the rights of others. They also help to ensure a positive learning environment and to ensure every student’s right to an education. Always doing the right thing, at the right time, for the right reason will help protect your rights and will help you be a successful student and citizen at TCA.

## General Conduct

TCA places a great deal of emphasis on the character development of each student. Progress is most often recognized by outward actions toward others and towards the policies, procedures, and expectations of TCA. With this in mind, students are expected to demonstrate an attitude of respect for themselves, their peers, and adults, whether teachers, school staff, or visitors. In addition, respect for the property of TCA and others is expected.

## Rights

### Right to Seek Change

Students and parents are encouraged to participate in or seek change in the operation of TCA in a variety of ways. Parent informational nights are held during the year to both provide information and seek input from parents. Parents may also serve on committees formed to provide advice to the Principal or the Board of Directors. Individuals may also provide direct input to staff members. It is TCA policy to attempt to resolve situations at the lowest level. Therefore, if a situation involves an individual teacher or staff member, that person should be contacted first before elevating the issue to the Principal, President, and finally the TCA Board of Directors.

### Right to Be Free from Discrimination

TCA Policies and Procedures may be found on the TCA website at: ([TCA Policies and Procedures](#)) TCA is committed to a policy of nondiscrimination in relation to race, color, sex, sexual orientation, religion, national origin, age, marital status, disability, or any other legally protected class. Respect for the dignity and worth of each individual shall be paramount. The Nondiscrimination and Equal Opportunity Policy may be found on the TCA website at: [Policy AC-TCA](#). Any student discrimination may be reported to a TCA Principal or to:

Cheryl Birkey

Compliance Officer/Title IX Coordinator

975 Stout Road - Room 1114

Colorado Springs, CO 80921

[cbirkey1@asd20.org](mailto:cbirkey1@asd20.org) 719-488-6209

## Right to Free Expression

Students have a limited right to free expression. This right is found in the First Amendment to the United States Constitution. In the classroom, this means that you may express your opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities you also have a limited right of free speech. The limitation on your right to speak is that your speech must not create a material and substantial disruption to the educational process, or harm someone's reputation, or create a clear and present danger to others. In addition, the First Amendment does not protect speech that leads to unlawful action; nor does it protect obscenities.

These legal requirements apply to whatever you write or say when you come to school or school activities. If you cross the line from protected speech, where you are expressing your point of view or opinion, to speech, which creates a material and substantial disruption, you can face disciplinary consequences. See policies on Student Publications [ASD20 Policy JICE](#), Suspension, Expulsion and Denial of Admission, [ASD20 Policy JKD/JKE](#); and the Student Dress [TCA JICA-S-TCA](#).

## Right to Free Association

You are generally free to associate with, join, and participate in groups of your own choosing. However, any group, whether school-sponsored or not, that engages in activities which interfere with the rights of others, or which disrupt the educational environment or the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies.

A significant exception to the right to freely associate is gang related activity. [ASD20 Policy JICF](#) prohibits gangs at school or at school-sponsored events. A "gang" is defined as any group of three or more individuals who share a common interest, bond or activity that is characterized by criminal, delinquent, or otherwise disruptive conduct. This conduct may be individual or collective. Student dress and appearance that is related to gang activity is also prohibited. Likewise, gestures, signals or graffiti related to gang activity, including initiations and hazing, will not be tolerated. Individuals violating the provisions of this policy are subject to suspension and expulsion. In addition, the appropriate law enforcement agency may become involved.

## Right to Peaceful Assembly

The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds. However, such assembly must comply with attendance rules and procedures as well as building regulations.

## Right to Individual Dignity

Each and every person is entitled to be treated with respect and dignity regardless of his or her race, color, ethnicity, religion, gender, sexual orientation, social status, disability or age. The dignity of each individual is best served when all concerned--students and school personnel alike--treat one another as they would like to be treated. In particular sexual harassment, hazing and bullying behavior are not tolerated in TCA schools and at school activities; nor is such behavior tolerated on buses or at bus stops.

## Right to be Free from Sexual Harassment [TCA Policy AC-TCA](#)

Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make a student uncomfortable. A student's responsibility is to clearly indicate that the remarks, behavior, etc. are not welcome and are offensive to you. This is not an easy thing to do, but a student must make it clear to the people who are making you uncomfortable that this is the case. If it does not stop, the offensive activity needs to be reported to an adult such as a counselor, a teacher, a principal or the Compliance and Nondiscrimination Specialist.



## Right Not to Be Bullied

All types of bullying are unacceptable. "Bullying" is defined in [ASD20 Policy JICDE](#) (after clicking this link, move up to JICDE on left margin) and state law as "any written or verbal expression, or physical or electronic 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 against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The district cannot respond to allegations of bullying unless it knows about them. Please tell an adult in your building if you have been bullied or if you have witnessed bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family, or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233).

## Rights Relating to Search and Seizure [ASD20 Policy JIH](#)

The Fourth Amendment to the Constitution of the United States protects citizens from "unreasonable" searches of their persons or property by the government, and against "unreasonable" seizures of their property. Remember however, that school lockers are TCA property, not yours. Therefore, such lockers may be searched by school officials and contraband material seized. Also, school authorities may use specially trained dogs to do a "sniff search" of your locker or automobiles that are parked on school property. When there is "reasonable suspicion" that a particular student has violated school rules or a law, a search of a student's person or property can be initiated by school authorities. **This warning, contained in this paragraph, is the only warning of the possibility of a "sniff search" required under Colorado law.**

## Right to Privacy in Your Student Records

All students at The Classical Academy (TCA) must have records in Infinite Campus. As a Colorado public school accredited through Academy School District 20 (ASD20), Infinite Campus data is shared with both ASD20 and the Colorado Department of Education.

ASD20 Policies regarding Student Records/Release of Information on Students are:

- [ASD20 Policy JRA/JRC](#) - Student Records/Release of Information on Students
- [ASD20 Policy JRA/JRC E 1](#) - Student Records/Release of Information on Students
- [ASD20 Policy JRA/JRC E2](#) - Opt-out Form for Disclosure of Information to Military Recruiters\*
- [ASD20 Policy JRA/JRC R](#) - Student Records/Release of Information on Students Procedure

FERPA requires that TCA, with certain exceptions (see [ASD20 Policy JRA/JRC](#)), obtain a parent's (or guardian's) written consent prior to the disclosure of personally identifiable information from a student's education records. However, TCA may disclose appropriately designated "directory information" without written consent, unless a parent has advised TCA to the contrary in accordance with TCA/D20 procedures. The primary purpose of directory information is to allow TCA to include this type of information from your child's education records in certain school publications. (D20 Policies JRA/JRC and JRA/JRC E1)

Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside

organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. (D20 Policy JRA/JRC E2)

If a parent does not want TCA to disclose directory information from a student’s education records without prior written consent, the parent must notify the principal in writing by August 31 of the current school year.

TCA has designated the following information as directory information:

- Student’s name
- Photograph
- Student’s grade level
- Dates of attendance
- Enrollment status
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Major field of study
- Degrees, honors, and awards received
- The most recent previous educational agency or institution attended

If a parent requests to review the content of student education records, a fee of \$.25 per page will apply. (D20 Policy JRA/JRC R) TCA may disclose personally identifiable information from an education record of a student without the consent required by 34 C.F.R. § 99.30 to a school official with legitimate educational interests, including a contractor, consultant, volunteer, or other party to whom TCA has outsourced institutional services or functions if such school official: (1) Performs an institutional service or function for which TCA would otherwise use employees; (2) Is under the direct control of TCA with respect to the use and maintenance of education records; and (3) Is subject to the requirements of § 99.33(a) governing the use and redisclosure of personally identifiable information from education records.

A legitimate educational interest exists if the school official needs to review an education record in order to fulfill his or her professional responsibility.

*\*Applies to Grades 10-12. In order for data to not be included in the report that goes out to military recruiting offices in November of each year, parents/guardians need to either opt out via the Infinite Campus Parent Portal or submit the form to the TCA Registrar Office by the end of October. Please contact the TCA Registrar at [TCARegistrar@asd20.org](mailto:TCARegistrar@asd20.org)*

### **Third Party Consent for Release of Student Information**

The Classical Academy protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child’s education records unless disclosure is covered by one of the exceptions in FERPA (see Academy School District 20 policy JRA/JRC). If you wish to allow a third party (for example, a step parent) access to personally identifiable information from your child’s education records, please contact your principal to request a third party consent form. The form gives the person access to all student records, including academic, behavior, and medical information. It does not give decision-making authority. (A power of attorney is needed to give decision-making authority.) One form is required for each student. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized form(s) to your principal. The permission will be effective at all TCA campuses until a parent/guardian revokes permission in writing and submits the revocation to the principal, or the student leaves TCA or graduates.

## Conduct/Behavior Expectations

TCA behavior expectations and policies are designed to help establish a safe environment, free from material and substantial disruptions for all students, parents, staff, and visitors. TCA expects that students will conduct themselves so as to comply with all school rules; learn and assume responsibility for their behavior; and obey the directives of school authorities. Repeated failure to follow rules or frequent displays of a poor attitude towards TCA transcends simple rules violations and become character issues of a serious nature.

1. Students are expected to show consideration for their teachers and their classmates at all times. Students are expected to cooperate using traditional standards of behavior and conversation. This includes referring to elders as 'Ma'am' and 'Sir', especially when being corrected in any way. Respectful communication should occur if students have any questions regarding teachers' instructions. There should be no talking back or arguing with teachers or other staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
2. Students should not bring radios, mp3 players, or personal music players to school or to school functions except with special permission from a teacher or school administrator. Students may not use personal music players, Internet, CD players, and/or radios to listen to music while at school during normal school hours.
3. Public displays of affection are not permitted at school or school activities. Any physical contact between students at school should be friendly in nature, and not romantic or sexual. An occasional brief hug, pat on the back or high five in the hallway is considered a display of friendship. Students, please remember that many of your peers do not want any physical contact, even from close friends, and these boundaries need to be respected. The TCA Board also expressed a strong desire to have teachers and administrators determine what is appropriate or not. This is very similar to the area of respect, where the staff member is the judge of whether disrespect has taken place. Students need to respond to adults with a high degree of respect, using —Yes, Ma'am|| or —Yes, Sir|| if they are corrected in this area of behavior, as with any other. Parents, we also need your strong support to maintain a —friendship culture.
4. Students should eat or drink in designated areas only. Students should not take food or drink into the library, computer labs or science labs. Students are not allowed to chew gum on campus at any time.
5. Students are expected to be aware of and avoid any off-limits areas of the buildings or grounds. This is especially true of any construction areas which are usually separated by various types of fencing or barriers.
6. Classroom Behavior - Students are expected to:
  - Enter classrooms in an orderly manner.
  - Get to their desks, be seated, and be quiet at the designated class start time.
  - Pick up any trash around their desks and help to maintain a neat classroom environment, and refrain from throwing any objects in the classrooms.
  - Leave the teacher's desk, chair, reference books, and white board undisturbed and untouched unless permission is given by the teacher.
  - Keep their feet off desks and other furniture and refrain from sitting on top of the desks.
  - Adjust blinds, rearrange desks, or open or close windows only with permission from the teacher.
  - Honor the classroom environment and refrain from:
    - passing notes or asking others to pass notes.
    - talking while the teacher or other students are talking.
    - working on other homework assignments during class until the teacher has completed the day's instruction, and until they have finished their current class' assigned work.

7. Students may not create, distribute, display, or otherwise introduce into the school environment any materials or clothing which are disruptive, or potentially disruptive, to the educational environment as determined by the school administrators; including but not limited to items that:

- refer to or depict drug, tobacco, or alcohol
- are obscene, profane, vulgar or defamatory in design or message
- advocate drug use, violence, or disruptive behavior
- threaten the safety or welfare of any person
- depict clothing that is inappropriately revealing
- depict underwear or clothing that reveals underwear
- depict clothing that is inappropriately sheer, short, tight, or low-cut.

## Student Responsibilities

### Responsibility to Carry Identification

For the protection of all, it is your responsibility to identify yourself when requested by school authorities or any adult member of the TCA community. Such identification should be given voluntarily in the school building, on school grounds, on the bus, at the bus stops or at school activities—even though such events may be located off campus.

### Responsibility to Respect Property

Students are expected to treat all property with care and respect. This applies not only to property of the school, but also to private property brought to school by staff, other students, or visitors. This also applies to property surrounding the school, whether owned by businesses or the homes of individuals.

### Responsibility to Keep Your School Free of Weapons

[ASD20 Policy JIC1](#) provides that any student carrying, bringing, using, or possessing any dangerous or deadly weapon in any school building, on school grounds, (including in any vehicle on school grounds), or at any school sponsored event shall be recommended for expulsion. The following are dangerous weapons: firearms (including air guns and pellet guns—loaded or unloaded, operable or inoperable), firearm facsimiles, any fixed blade knife with a blade length of greater than 3 inches, any spring-loaded or pocket knife with a blade of more than 3 1/2 inches, any knife used to threaten harm to others, brass knuckles, bludgeons or any other device or substance that is intended to be used to inflict serious bodily injury or death. A student who inadvertently brings in a dangerous or deadly weapon will not be punished if he or she immediately, of her or his own volition, notifies a teacher or an administrator and gives up the weapon. It is TCA's policy that it is never necessary to bring or carry a pocket or hunting knife at school, so we strongly discourage students from bringing *any* knives on campus.

### Responsibility to Keep Your School Drug and Alcohol Free

The [ASD20 Policy JICH-R](#) (after clicking this link, move down three and select JICH-R) on Substance Abuse by Students prohibits the use, possession, sale or distribution of alcohol or any controlled substance (or any substance represented as alcohol or a controlled substance) on school property, or in connection with any school sponsored activity (on or off school property). Expulsion is mandatory for the sale (including giving as a gift) of such substances.

Note also, that if the use or possession of alcohol or controlled substances off school property is detrimental to the health, safety or welfare of students or staff, it may also be a punishable offense pursuant to Colorado state statute C.R.S. 22-33-106.

### Responsibility to Keep Your School Tobacco-Free

In order to promote the general health, welfare and well-being of students and staff, [Policy ADC-TCA](#) and state law—prohibits possession, smoking, chewing or other use of any tobacco product, including electronic cigarettes or vape pens, on school property or at school activities at any time. The state law also forbids possession of tobacco by students on campus and by minors anywhere.

# Discipline

## Philosophy/Policy

Taken from the same root word for disciple, discipline is established and maintained at TCA with the intent to "train" or "build into" the lives of students. For this reason, the discipline procedures are often progressive in nature. TCA staff desire to be fair yet firm, concerned but not sentimental, and caring not just "doing our job."

TCA follows [ASD20 Policy JK](#) (Student Discipline). Effective pupil discipline is a major contributor to the creation of a positive and productive learning environment for all students. The prime objectives of the discipline program should be to:

1. Create and maintain within the school an environment that safeguards the rights and privileges of those students who are not subject to disciplinary action.
2. Create within the school an atmosphere of respect for all employees, volunteers, students, and parents
3. Assist students in the development of behavior which is socially acceptable and respectful of others.
4. Assist students in the development of the ability to ultimately discipline themselves

## Consequences for Breaking Rules/Laws

If a student violates the school rules or laws of the state or nation, he/she can be subject to discipline. Disciplinary actions encompass a variety of activities such as counseling, detention, suspension, and/or expulsion. The teacher/principal may use these, or other actions as deemed appropriate to promote expected discipline standards within the school.

Most discipline problems are to be dealt with at the classroom level. To maintain consistency, teachers regularly meet together to discuss standards and policy concerning discipline.

## Detention

Detention will be served as a consequence for the following behaviors: dress code violations; tardies; repeated disruptions of school classes or activities; minor disrespect shown towards others; failure to respect school boundaries; other infractions as needed.

### Junior High

1. The staff member issuing a detention will present the student with a detention slip with the following information: student name, offense, teacher signature. The staff member will communicate with the parent/guardian regarding the nature of the offense. The staff member may arrange for a time with the student to serve detention within their classroom. Otherwise, the staff member will pass along the detention slip to the junior high assistant principal.
2. The junior high assistant principal will meet with the student and assign a detention to be held after school. Detentions are 40 minutes from 3:10-3:50 PM. Detention may consist of some sort of supervised TCA community service project. Examples include: picking up trash, salvaging recyclables, washing building walls, washing windows, sweeping pavement, shoveling mulch/dirt/snow, weeding, and other various projects as determined by staff. Students may have some study time after the work/service project is complete.

## High School

1. Detentions will be issued to students to be served at a time agreed upon by the teacher and student. High school administration may also assign detention, which will be served during lunch from 10:55-11:20 am, and/or afterschool from 3:10-4:00 pm. Parents will be notified whenever a detention is assigned.

Any student who fails to attend an assigned detention will receive additional day(s) of detention. If a student continues to miss detention, additional consequences may be imposed. Students who accumulate 3 or more detentions may be subject to an office referral.

## Administration Office Referrals

Generally, only major, serious, or repeat offenses are referred to the administration. All office referrals require the administration to contact the parents. The following are example behaviors that will lead to a disciplinary referral to the administration:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Bullying, harassment, or discrimination of TCA students, staff or visitors. Harassment includes verbal or physical interactions as well as gestures or any other action whether in person or on social media, intended to intimidate or threaten an individual.
3. Dishonesty in any situation while at school.
4. Rebellion, i.e. outright disobedience in response to instructions.
5. Fighting or inappropriate physical contact
6. Obscene language or gestures.
7. Possession of a knife at school.
8. Habitual disruption of the educational process.
9. Stealing: It is a serious violation of TCA philosophy and policy to take something that does not belong to you, regardless of value. Any student caught stealing will be subject to discipline by the school administration, including the possibility of expulsion. Included in any discipline will be a matter of restitution. Incidents of stealing will be handled on an individual basis, considering the prior behavior record of the involved student or students.
10. Vandalism: A student involved in willfully damaging school property may receive a three-day suspension. A second offense may result in a five-day suspension and consideration for expulsion. The student will also be responsible for paying the costs to repair the damage.
11. Truancy: A student who "skips" school (is absent without permission) at any time will be considered truant and will be issued an office referral.
12. Cheating: As exemplary citizens, TCA students are expected to maintain absolute integrity as members of the student body. All provable incidents of cheating will receive a zero for the paper, quiz, test, or assignment as well as an office referral. The following activities will not be tolerated at TCA:
  - Copying the homework/classroom work of another student.
  - Permitting a fellow student to copy homework or classroom work.
  - Copying from another student during a test, quiz, or assessment.
  - Looking at or possessing a copy of an assessment not yet taken.
  - Use of notes or cheat sheet during an assessment unless permitted by the teacher.
13. Plagiarism: Plagiarism is any instance, whether intentional or unintentional, where a student includes non-original material in their work without giving credit to the original author. Both intentional and non-intentional plagiarisms are subject to academic and disciplinary consequences.
14. Participation in or witnessing an alleged activity that could warrant a suspension.

For a complete list of activities that could warrant a suspension, see the Code of Conduct section of the handbook.

## Administrative Consequences

During the visit to the office, the administrator will determine the nature of the discipline. The administrator may require restitution, custodial work, parents' attendance during the school day with their child, or other measures consistent with TCA's philosophy which may be appropriate. An additional consequence for an office referral applies to athletics and special programs. Receiving a disciplinary action may make the student ineligible to participate in the next activity or activities. For student privacy reasons, individuals who are complainants or may be determined victims of misbehavior will typically not know the outcome or administrative conclusion of an investigation. Generally, a secondary student (grades 7-12) receives discipline from the administration which adheres to the following guidelines during the school year. However, some student actions of a dangerous or severely disruptive nature may result in suspension/consideration for expulsion for a first offense.

The first time a student is sent to the administration for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought. On subsequent office visits, parents are contacted as before, and administration will determine the appropriate consequences on a case-by-case basis.

## Serious Misconduct & Suspensions

Suspension from school is a serious step in the discipline procedure of TCA. Suspension may result from repeated violations of school rules or a single serious violation of school rules. The length of suspension is determined by the frequency or severity of the offense(s), typically ranging from a half day to five days in duration as assigned by the administration. Students returning to school after a suspension are required to meet with parent(s) and the administration prior to the student being allowed to return to classes.

If a student commits an act with such serious consequences that the administration deems it necessary, the office referral process may be bypassed, and suspension or expulsion proceedings imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, or any act in clear contradiction of TCA's policies. Furthermore, students may be subject to school discipline for serious misconduct, which occurs outside normal school hours and/or outside school grounds.

Some violations are more serious than others and could result in suspension, expulsion, or denial of admission. The list below includes some of the reasons a student may be suspended or expelled:

1. Willful disobedience
2. Willful destruction of property
3. Behavior on or off school grounds that is detrimental to the welfare of other students or staff
4. Being declared habitually disruptive
5. Repeated interference with the school's ability to provide services to students
6. Commission of a robbery or of an assault
7. Possessing or bringing or using, or threatening to use a dangerous weapon (including knives) as defined in statute and policy
8. Violation of the D20's substance abuse policy
9. Other serious or repetitive violations of school rules as determined by administration
10. Violation of the D20 policy on immunizations

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building on school grounds or at school activities—in which case the suspension can be up to 10 school days. The school president can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and, if necessary, to the Board. In an appeal hearing, evidence and argument may be presented on the student's behalf by the parents and/or the student.

Students who are on a school suspension will receive a 20% reduction on any assignments, quizzes, due or completed on each day during the student's absence with the exception of major assignments, projects and tests.

Habitually disruptive students are a subsection of the above. A habitually disruptive student is defined as one who has been suspended on three or more occasions for disruptive behavior. The policy, which is based on state statute, requires that the student and her/his parents develop a —remedial behavior plan after the second suspension. Often such a plan is created after the first suspension. When a student on a remedial behavior plan is suspended for the third time, the policy requires expulsion. Special education students with an Individualized Education Plan may only be expelled if their disruptive behavior is not related to their disability as determined by a Manifestation Determination meeting.

## Expulsion

TCA will follow the ASD20 expulsion policies and procedures for expulsion. This policy can be obtained at [ASD20 Policy JKD/JKE](#)

## Child Abuse

NOTICE TO ALL PARENTS/GUARDIANS OF TCA STUDENTS: TCA is obligated by federal, state, and local laws to inform all parents-guardians of the following statutes concerning alleged child abuse and/or neglect:

1. By Law, the El Paso County Department of Human Services (DHS) has the prerogative to make an unscheduled visit to TCA and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents/guardians of the student or seek permission from the parents/guardians to conduct the interview;
2. Legally, TCA also needs to inform parents that any TCA employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect is legally REQUIRED to report or cause a report to be made of such fact to the DHS immediately. Therefore, if a discussion between a TCA employee and a parent/guardian concerning a student leads the employee to a conclusion that there is reasonable cause to suspect that the student has been subjected to abuse or neglect, the employee is REQUIRED BY LAW to report the parent or guardian to the DHS immediately.

## Sex Offenders Notification

Colorado Revised Statute §22-1-124 instructs school districts to notify parents of their right to request information concerning registered sex offenders in the community. More information on accessing such information may be obtained online at either of the following: <https://www.epcsheriffsoffice.com/services/sex-offenders-search> or <https://coloradosprings.gov/police-department/page/sex-offender-information>. For additional information parents may also contact Academy District 20's Executive Director for Security at 719-234- 1300.



## Student Parking Policy

All students who wish to drive must display a parking permit on all vehicles driven to school. Parking permits are \$50 and must be paid for. Permits will be issued at the Security kiosk once the permit request form is completed. A permit for second semester only is \$30.00. If it becomes necessary for a student to drive another vehicle to school, the student must transfer the parking permit to the temporary vehicle and inform security of the new vehicle information (make, model, plate #). It is the student's responsibility to inform the campus security if there is a change in status with their permanent vehicle, i.e. a change in vehicles, a change in license plates, or a change from a temporary tag to permanent plates.

School administrators may make other reasonable parking and driving regulations as deemed necessary. There has been a growing concern for the safety of our students that drive to and from school. Inappropriate driving can result in a loss of parking/driving privileges. Careless or reckless driving is prohibited and could result in school discipline. Students may park only in designated areas and between the white lines. Students should **not** park in visitor spaces, reserved spaces, and/or designated handicapped areas. Violators will be issued TCA citations and will be required to move their vehicle to an appropriate parking space. If deemed necessary, ASD-20 security can issue a Colorado Spring City ticket for fire lane and handicapped area parking violations. These are city tickets and need to be paid through the Colorado Springs court system.

Consequences for normal parking/driving violations:

1<sup>st</sup> parking/driving offense will be a verbal warning and documented

2<sup>nd</sup> parking/driving offense will be parent contact by security

3<sup>rd</sup> parking/driving offense will be an office referral

\*Further offenses will result in additional administrative action. Excessive violations can result in termination of student driving/parking privileges.

These are baseline guides and may be increased by the administration based on extenuating circumstances, such as severity of the incident, damage resulting from the incident, and safety concerns for all parties involved.

**Reporting of Accidents on a TCA Campus:** It is the responsibility of the student to report any accidents that occur on school campus. Accidents should be reported to the school through the HS office, Administration and/or Campus Security, so that the proper authorities can be contacted. The role of the school in any accident is to ensure safety and the proper notification of authorities and exchange of necessary information. The school is not responsible for investigating accidents.

Student vehicles are subject to search in accordance with ASD 20 Policy JIHB, adopted by TCA .

The privilege of bringing a student-operated motor vehicle on to school premises is conditioned on consent by the student driver to allow search of the vehicle when there is reasonable suspicion that the search will yield evidence of contraband. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times.

Refusal by a student, parent/guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the vehicle shall be cause for termination without further hearing or appeal of the privilege of bringing the vehicle onto school premises. In such cases, there will be no refund of the parking fees paid. Refusal to submit to search also may result in disciplinary action and notification of law enforcement officials.

## Code of Conduct-TCA Policy

The principal or designee may suspend or recommend expulsion of a student who engages in one or more of the following activities while in school or district buildings, on school or district grounds, in school or district vehicles, or during a school-sponsored activity and in certain cases when the behavior occurs off of school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion, or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forced prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of ASD20 Policy JICDE on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of TCA or ASD20 building policies or regulations.
10. Violation of ASD20 Policy JICI on dangerous weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of ASD20 Policy JICH on alcohol use/drug use.
12. Violation of TCA Policy ADC-TCA on tobacco-free schools.
13. Violation of TCA Policy AC-TCA on sexual harassment.
14. Violation of TCA Policy AC-TCA on nondiscrimination.
15. Violation of TCA Policies JICDA-TCA-B, JICA-E-TCA, and JICA-S-TCA on dress code.
16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel, or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students or school personnel.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.
24. Violation of ASD20 Policy JKD/JKE on violent and aggressive behavior provisions within the suspension and expulsion policy.

The administration and TCA Board of Directors reserve the right to modify this Handbook, as necessary, to promote the safe and efficient operation of TCA. Questions concerning this Handbook may be referred to the school office.

## Building Community Character

Every challenge, conflict and teachable moment is an opportunity for each member of TCA's community to live out our virtues and values. There are three areas where our character is especially on display.

### Conflict Resolution

How we resolve conflict is an important indicator of our individual character. As parents, students, and school personnel, we need to commit ourselves to personally seek reconciliation with others when a wrong, perceived, or real, has occurred. Specifically, if a parent has a concern about a class or teacher, the parent should meet with the teacher first. If this first meeting does not resolve the issue, a conference with the parent, teacher, and administration can be scheduled. If the conflict is still not resolved, the parent may meet with the staff member, his/her supervisor, and the TCA President. The final level for resolution is the staff member, supervisor, TCA President, and the TCA Board of Directors. If a parent/student has a conflict with another parent/student, the parents and students should meet to resolve any differences or concerns. [Policy KE-TCA](#) outlines TCA's conflict resolution process. Forms to file a conflict resolution are available on the TCA website.

### Carpool Compliance

Students, parents, and others who pick up and drop off students in the morning and afternoon are part of our carpool system.

During these special times, there are special traffic rules for everyone who drives on campus. These rules are designed to maximize safety, convenience, and efficiency. Some of the simple rules include:

1. Walk only on crosswalks and sidewalks.
2. Comply with all directions from carpool supervisors.
3. Plan to load and unload very quickly without opening trunks and without the driver exiting the vehicle.
4. Use the proper loading zone for your students' ages. Mixed carpools should use the secondary side and older siblings should escort elementary siblings to the elementary wing.

Student drivers who create a safety or efficiency problem during carpool may be restricted from driving on campus. Please remember...**Carpool doesn't build character, but it does reveal it!**

[North Campus Carpool Information](#)

### Competitions

School competitions take many forms – whether on the athletic field, the academic classroom, the performing-arts stage, or some other venue. Individual or team competitions allow students, coaches, parents, and spectators the opportunity to practice and model the concept of *Excellence with Honor*. Accordingly, we expect TCA parents, students, and staff to demonstrate and embody the highest standards of ethics and sportsmanship:

**Trustworthiness** – Be a person of your word.

**Respect** – Treat all people, including competitors, coaches, other parents, and officials, with respect at all times.

**Responsibility** – Competitors and spectators are representing TCA – always exhibit good character and be a positive role model.

**Fairness** – Live up to high standards of fair play. Be open-minded, and willing to listen, learn, and take direction and suggestions.

**Caring** – Demonstrate concern for others. Never intentionally injure another player. Always help promote excellence for all participants.

**Citizenship** – Honor, observe, and enforce the spirit and the letter of the rules. Avoid temptations to gain competitive advantage through improper gamesmanship techniques.

## Academy School District 20 Appropriate Use of Technology Resources for Students

*The purpose of this document is to inform parents, guardians and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access. Please read the following carefully before signing your registration packet.*

### Introduction

Academy School District 20 (ASD20) is pleased to offer students access to district computers, communications systems, the Internet, student assessments and an array of technology resources to promote educational excellence. Electronic information research skills are now fundamental to preparation of citizens and future employees. Electronic collaboration tools such as blogs and wikis are also part of the digital landscape in which we teach and learn. The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Student assessments may be conducted using on-line resources and technologies such as the Internet. Blogs, wikis, and podcasts allow students to collaborate and share information electronically in ways that reflect the ways that people work together in the real world, and which promote digital citizenship and responsible use of technology. Privacy and security along with confidentiality of assessment responses are expected. While using district technology resources each student must act in an appropriate manner consistent with school and district policy as well as state and federal law. It is the joint responsibility of school personal and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

### Using the Internet and Communications Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate and collaborate with others in support of their education. Access is a privilege, not a right; as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with district policies and honor this agreement to be permitted the use of technology. Unacceptable use of technology resources belonging to the school district, or accessed through school district equipment or networks, may result in one or more of the following consequences: suspension or cancellation of technology access privileges; payments for damages and repairs, discipline under other appropriate school district policies, including suspension, expulsion, exclusion or civil or criminal liability under other applicable laws. All digital storage is district property, and as such, network administrators may review files and communications. Students should not expect that network communications or files stored on district servers will be private. Some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. ASD20 does not condone or permit the use of this material and uses content filtering software to control access to the extent practical, and to comply with the Children's Internet Protection Act (CIPA). Content filtering tools are not completely fail-safe and while at school, direct supervision by school personal of each student using a computer is desired but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If a student accidentally accesses inappropriate material, he/she should end access at once and notify the supervising adult.

In addition, some teachers use e-mail to communicate with their students. ASD20 does not provide student email and blocks all web-based e-mail with the exception of those that can be filtered. While ASD20 does see the value of e-mail for educational use, we neither endorse nor encourage its use for any other purpose.

## Proper and Acceptable Use of All Technology Resources

All district technology resources, including but not limited to, district computers, communications systems, and the Internet, must be used in a manner consistent with the educational mission and objectives of ASD20.

*Activities that are permitted and encouraged include:*

- School work
- District committee work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment or further education
- Publishing of student work online
- Engaging in distance learning experiences
- Completing online testing requirements for some courses (AP, language tests)
- Engaging in online collaborative projects using blogs, wikis, or other collaborative tools
- Engaging in electronic discussions with experts outside the classroom
- Sharing or exchanging school-related files with students in or outside the classroom
- Complete online/Internet based college or financial aid applications using district technology resources
- Downloading educational videos, podcasts, simulations, or content, copyright restrictions permitting

*Activities that are not permitted when using district or personal technologies include but are not limited to:*

- The use of encryption technology to encrypt files on the district file servers
- The use or attempted use of Internet proxy servers for any purpose
- Possessing key logging or other monitoring devices, software, or malicious code
- Network monitoring or packet capturing
- Voice over IP, (Skype, etc)
- Logging in or attempting to log in as another user, with or without their consent or knowledge
- Using a computer that is already logged in with someone else's credentials
- Computer vandalism, either physical or virtual
- Storing music collection on district file servers
- Loading any software on district computers
- Attaching a wireless access point to the network or configuring a laptop computer to act as the same.
- Configuring any district computer to join an Internet bit torrent or other like system
- Enabling remote access to any district computer system
- Attempting to defeat district filtering software in any way
- Executing programs from removable media without prior approval by an authorized adult
- Violating copyright through illegally downloading or using copyright protected material without permission

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

## User Security

Students must not share their logins, passwords, or access with others. Students shall not login as other students or staff members, with or without their consent or knowledge.

## Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules, disciplinary procedure, and possible criminal prosecution. Any intentional act that requires repair or replacement on district technologies or data is also considered vandalism.

**Reliability and Limitation of Liability**

ASD20 makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. ASD20 will not be responsible for any damages suffered by the student, including those arising from non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. ASD20 specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold ASD20 harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

**Parent Responsibility – Notification of Student Internet Use**

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or another remote location.

*This document shall be applied in conjunction with ASD20 administrative policies.*

The Classical Academy often recognizes the accomplishments of students in a variety of forms. These may include student or school directories, publications, displays or content on our website. These publications are intended to promote the positive achievements and honors which our students attain and to facilitate family communication. Please indicate by initials below your willingness to have the names, photos and contact information published.