



The Classical Academy

Excellence with Honor

PARENT-STUDENT HANDBOOK

2023-2024

(7th Grade to Pre-Collegiate)

**Located at TCA East Campus
12201 Cross Peak View
Colorado Springs, Colorado 80921
(719) 487-2000**

This handbook provides information on parent/student rights and responsibilities at College Pathways. It also contains policies and procedures intended to promote the safe and effective operation of College Pathways as we, a team of parents, students, and staff, pursue *Excellence with Honor*. Parents, students, and staff should read the entire handbook. This handbook is also available online [here](#). The administration and TCA Board of Directors reserve the right to modify this handbook, as necessary, to promote the safe and efficient operation of College Pathways.

TABLE OF CONTENTS

(All main headings are hyperlinked directly to the page number.)

(2) Program Overview

- *A Titan's Creed
- *TCA and College Pathways Mission Statements
- *College Pathways History
- *College Pathways Philosophy and Goals
- *College Pathways Calendar
- *Co-Curricular Opportunities

(4) Athletic Participation for CP Students

- *CP Athletics/Activities Policy

(5) CP/PPSC Course Registration Info

- *Required Actions to Secure an Offer
- *Pre-College and College Level Course Registration

(6) Guidance for Home School Students

- *Part-Time vs. Full-Time Enrollment
- *State Testing
- *Home School Credit Verification

(9) Student Rights & Responsibilities

- *Annual Nondiscrimination Notice
- *Third Party Consent for Release of Information
- *Student Educational Records

(14) Conduct/Behavior Expectations

- *Policy for Personal Devices at CP

(16) Discipline

- *Administration Office Referrals
- *Suspension and Expulsion

(19) Code of Conduct

(20) D20 Appropriate Use of Technology

(26) Communication and Security

- *Conflict Resolution
- *Visitors
- *Child Custody
- *Closed Campus
- *Policy on Student Supervision
- *Carpool
- *Child Abuse

(29) Health and Wellness

- *Health Care Plans
- *Medications
- *Immunizations

(32) Student Services

- *Students with Special Needs
- *Mental Health Services
- *Free and Reduced Lunch

(33) Academics, Testing, and Tuition

- *Graduation Requirements
- *Credit Verification Policy and Guidance
- *FAQ's for CP Diploma Home School Credits
- *Supply Lists
- *Library Access
- *Grades and Homework
- *CP Plagiarism Policy
- *Academic Responsibilities
- *Makeup Responsibilities
- *CP Late Work Policy

(41) Attendance and Participation

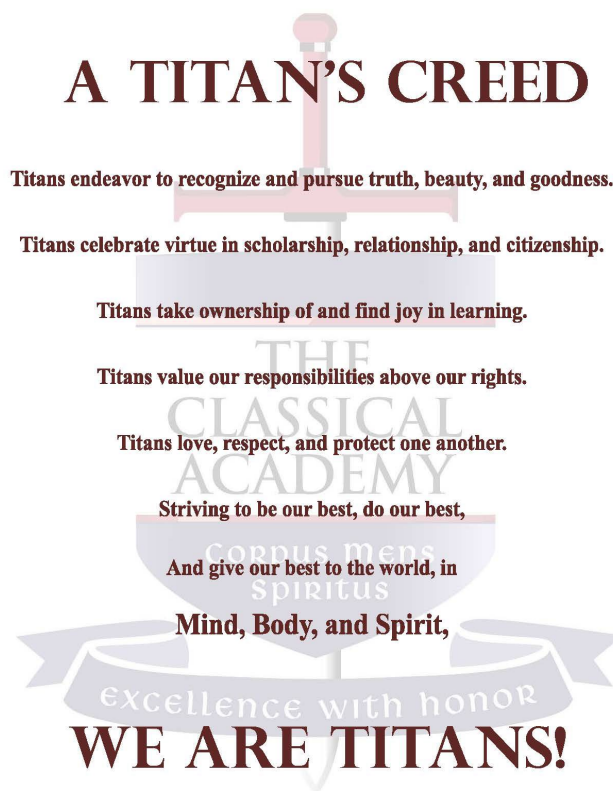
- *State of Colorado Resident
- *Excused and Unexcused Absences
- *Pre-Arranged Absences
- *Tardiness
- *Snow Days and Delayed Starts

Introduction

The Parent-Student Handbook is provided as a resource to The Classical Academy (TCA) parents, students, and staff. 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 the same as adults because the school is a special setting. The law provides that school officials need flexibility to control student behavior in the schools and at school activities, even possibly for actions that occur off-campus, on weekends or during the summer, if the actions have a nexus to school or are detrimental to the welfare of students or staff at the school. However, students do have numerous protections from undue censorship, arbitrary actions of school staff members and elected officials, and unlawful search and seizure, among other things.

This handbook informs you of your rights and your responsibilities as a TCA community member. It will help students be successful students and citizens in our school. Please read it carefully and ask questions of your principal, your assistant principal, or your teachers if you do not understand.

Together, as a team of parents, students, and staff, TCA pursues its mission: 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. Parents, students, and staff should read the entire handbook.



The Classical Academy 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.

COLLEGE PATHWAYS PROGRAM OVERVIEW

College Pathways Mission Statement

- Honoring, trusting, and respecting *student choices*
- Transitioning *students seamlessly through high school to college*
- Funding *free college tuition through Pikes Peak State College*
- Ensuring *safe and supportive learning environments*
- Launching *students into meaningful careers*
- Inspiring *students to live with purpose*

College Pathways – History

College Pathways was started in the fall of 2009 as a partnership between The Classical Academy (TCA) and what was at the time Pikes Peak Community College (now Pikes Peak State College-PPSC). Mr. Mark Hyatt, president of TCA, and Dr. Tony Kinkel, president of then-PPCC, designed the idea and facilitated its development by fostering a unique and productive relationship between the two schools. College Pathways opened with approximately 150 7th-12th grade students, 40 of whom were college ready. The school offers pre-collegiate courses (junior high and high school level) in a hybrid-online format while also providing concurrent enrollment options for early college courses at Pikes Peak State College (PPSC). College Pathways is located on the PPSC Rampart Range Campus property to facilitate an innovative program for families desiring a pathway to college level courses for their college ready high school students. We are excited about the future and look forward to serving our families as we *“Bring the College Journey Home.”*

College Pathways – Philosophy & Goals

Academic Program – College Pathways is a TCA school designed to help parents provide their children quality part-time or full-time educational options augmented with free early college tuition for college ready students. College Pathways is specially designed to build on the educational experiences received at home for grades 7-12.

The goal of College Pathways is to expand opportunities of advanced education and career preparation at an affordable price. College Pathways is honored to partner with families to support each student’s journey on his/her path to college readiness. Together we strive to help all students build habits of self-advocacy, organization, and time management while inspiring their potential now and in the future.

Enrollment Goal – College Pathways is uniquely positioned to offer both part-time *and* full-time hybrid-online course options for families who are seeking academic excellence. An education through College Pathways is delivered in the following ways:

- **Grades 7-8** include hybrid-online course options to prepare students for high school content.
- **Grades 9-12** include College Pathways course options for both part- and full-time students to earn high school credits through a hybrid-online model combining weekly classroom sessions with online instruction.
- **College Ready Students** are students who qualify for concurrent enrollment college level courses at Pikes Peak State College (PPSC) and are defined as college ready. College ready students (see Accuplacer information on pg. 36) can earn high school credits toward a CP high school diploma as well as free college credits on their college transcript. Ninth grade students may not enroll in On Course or concurrent enrollment college classes. Please see [Policy IHEDA-TCA](#) and [Policy IHEDA-TCA-R](#) for more information about concurrent enrollment.

Co-curricular Opportunities

- **Band/Choir** – Because College Pathways is not designed to be a comprehensive high school, College Pathways does not have performing arts programs such as band or choir. However, students interested in these activities *can participate at their home public high school programs or may complete the **District 20 “Request for Participation” form that can be obtained at the D20 administrative offices.***
- **Activities/Student Clubs** – College Pathways offers a variety of school activities (Student Council, National Honor Society, Sources of Strength, and Yearbook) as well as student organization opportunities (curriculum and non-curriculum clubs). Students may only participate in student clubs/organizations at their home campus. See policies [JJA-TCA](#) and [JJA-R-TCA](#) for additional information.

- **Field Trips** – Occasionally, a field trip is planned as an enhancement to a particular class. All students must turn in a signed permission slip (and fee, if necessary) from their parents or guardians before being permitted to attend the field trip. Background/security checks are also required for all parent volunteers **attending the field trip**. In some cases, district school buses may be used for transportation. Children younger than kindergarten age are not permitted to ride on buses. Standard uniforms are to be worn on all field trips unless specifically announced otherwise by the teacher.

Facilities – The College Pathways campus is co-located with the Rampart Range Campus of Pikes Peak State College. College Pathways has designed an educational experience with unique scheduling flexibility and college and career preparation in a safe and supportive learning environment. College Pathways’ campus is conveniently located adjacent to Pikes Peak State College Rampart Range Campus to support student access to a seamless and tuition-free transition plan from high school to college.

Parental/Community Involvement – College Pathways seeks to provide maximum opportunities for continued parental involvement in the education of their children. College Pathways is designed to support the educational goals of the home by providing effective educational opportunities that facilitate the transition to college level courses over time.

Public Relations – College Pathways has established and maintains a positive working relationship with TCA through communications and associations among our constituency and with the community.

Character – College Pathways provides all students the opportunities to hear and respond to the standards of virtuous character and to apply those standards in their lives.

Staff – College Pathways employs staff members who are mature, academically prepared, and professionally skilled. College Pathways hires teachers who are ethical role models, who love students, and who work to build positive relationships. Instructors hired by College Pathways who are new to TCA will be trained under the same Instructional Philosophy models as all other TCA classroom teachers.

- **For College Ready Students:** College courses are taught by Pikes Peak State College professors.

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

Calendar

College Pathways school calendar is available at the College Pathways office and by clicking [here](#).

Hours of Operation

College Pathways begins pre-collegiate classes (junior high and high school level) at the TCA East Campus at 7:45 AM and ends scheduled classes by 3:10 PM. **STUDENTS MAY BE DROPPED OFF NO EARLIER THAN FIFTEEN MINUTES BEFORE A SCHEDULED CLASS** unless they have previously arranged for the use of a CP Study Hall for tutoring or have arranged a meeting and are under the supervision of a staff member. PPSC college classes meet mornings, afternoons, evenings, and on weekends per the most current PPSC course schedules.

Students are expected to leave immediately after their class concludes unless they are involved in a school-sponsored activity under the supervision of a CP staff member. Prompt pick up by parents is necessary and expected by the school staff to ensure safety. College Pathways students must be under supervision of a staff member while on the TCA East Campus.

ATHLETIC PARTICIPATION FOR CP STUDENTS

CP was intentionally created from the ground up as a school without a sports program (and other common activities/programs that are usually located in traditional five-day-a-week junior high and high schools, such as band, choir, etc.). This design has been a TCA Board and administration decision from the start. CP is classified by the state as a “Multi-District Online Program,” which simply means we have students who attend CP who are from many different local districts in our area (i.e. D-20, D-38, D-49, D-22, and D-11). Further, we have a strong and vibrant home school population whom we serve as well – all of whom come from a variety of home districts and locations. Finally, CP serves TCA students from a variety of TCA campuses who have transferred to CP during various years of their school careers. CP maintains an enrollment of about 525 total students in grades 7-12. CP is a school with a stated purpose (college readiness/concurrent enrollment) and is populated by students from many different backgrounds and home districts. As one of seven schools at TCA, CP works to manage a balance between our unique mission for our students and our connection with TCA. The Classical Academy has had a long-standing, Board-stated goal for the traditional TCA North High School to remain at approximately 600 students. CP, when built, received its own Colorado Department of Education number classifying CP as a separate school from the TCA North High School. This separate status allows CP to offer our unique program with separate opportunities from the traditional high school program (concurrent enrollment, flexible schedules, hybrid-online learning). Of course, CP is part of the TCA family, and as such we enjoy a vibrant connection to the curriculum, Core Values, and other instructional resources that serve our students. Further, our school location adjacent to PPSC has only been made possible through a negotiated arrangement with TCA for both buildings and land usage with PPSC. This arrangement is unique among other schools who offer concurrent enrollment in Colorado and certainly benefits our CP students on a daily basis.

As we manage our resources, both at CP and at the TCA traditional campuses, a [TCA Athletic/Activities Policy \(TCA IGDJ-TCA-P1\)](#) has been put into place by TCA and D20 administration to help manage the athletic requests of our student population. The TCA policy has been recently updated to include the option for students to pursue a “request for participation” route through D20. While this does not open the TCA athletic and activity programs to all CP students who may wish to play for/participate with TCA, it is a step forward and does allow for some additional participation. CP participates with the same distribution system (Request to Participate) that is managed by D20.

For those student athletes hoping to play for TCA (Junior High or High School), it is certainly recognized that the TCA Athletics’ Policy limits the number of CP students who can join athletics and activities at the TCA North Secondary Campus. CP/TCA has tried to balance these various needs and resources while retaining the original purposes for both CP and for TCA.

For those families wanting to discuss this policy further, please feel free to contact the TCA Athletics and Activities Office at 484-0095.

CP Athletics Information/TCA Athletic/Activities Policy

Students from College Pathways might be assigned to play on a TCA athletics team in three possible ways.

1. ‘Prior Rostering’ rule
2. ‘Sibling’ rule
3. ‘Parental/legal guardian preference’

The three categories—prior rostering, sibling rule, and parental/legal guardian preference—are not equally weighted in the determination process. The procedures/process for assignments are maintained by and detailed in [D20 Policy IGDJ R](#). Students at College Pathways who desire the opportunity to be assigned to the TCA traditional full-time program for athletics/activities should indicate “parental/legal guardian preference” (or applicable ‘prior rostering’ or ‘sibling rule’) on the ***District 20 “Request for Participation” form that can be obtained at the D20 administrative offices***. Submitting paperwork for ‘parental/legal guardian preference’ is not a guarantee for assignment to TCA. Depending on the number of applicants in a particular sport/activity, it is probable that some students would be assigned to TCA whereas other College Pathways students would be assigned to other District 20 (or a student’s home district) programs. Also, assignment to TCA or any other school is not a guarantee for a student making the applicable team, but rather provides

an opportunity to try out for the athletic/activity program. Students previously assigned by District 20 under the old Policy IGDJ R 2 will not be reassigned under this new guidance.

For information regarding missing CP or PPSC classes due to athletic events, please see the attendance guidelines in this handbook.

CP AND PPSC COURSE REGISTRATION INFORMATION

Required Actions to Secure an Offer to Request Classes

General registration information can be found on the TCA website: www.tcatitans.org (click 'Schools,' then 'College Pathways,' and finally 'Registration and Course Information').

The following steps indicate the general registration process for both pre-collegiate (junior high & high school level) and college level courses at College Pathways. Some students may have a schedule that is a combination of both pre-collegiate and college level courses. These students must complete both registration processes below. All steps must be completed in the order listed below.

To qualify for college level courses, a student must take the Accuplacer college entrance exam or have achieved qualifying scores on the ACT or SAT exams. Incoming juniors must be college ready in either Math or English, and incoming seniors must be college ready in BOTH Math and English.

Pre-Collegiate Course Registration (junior high and high school level courses)

1. An **"Offer to Request Classes"** will be sent by the Registrar's office via email with instructions on how to request classes.
2. College Pathways will create and **verify student schedules** with families via email.
3. Once a schedule is confirmed, the Registrar's Office will provide D20 registration and/or transfer instructions to the family as applicable.
4. College Pathways will follow up by email to each family directing them to complete a **Notice of Intent to Homeschool** form (for part-time students only).

(CP contacts: Justin Peterson jpeterson1@asd20.org, 719-487-2000; or Rollie Stoneman rstoneman@asd20.org, 719-487-2004)

College Level Course Registration

The following steps outline registration guidelines for college level Pikes Peak State College courses through Concurrent Enrollment at TCA College Pathways. (Click [here](#) for detailed information about the college advising process as well as the CP Concurrent Enrollment Handbook-located under "CP Advising: A to Z" on the right side.) Please see [Policy IHEDA-TCA](#) and [Policy IHEDA-TCA-R](#) for more information about concurrent enrollment.

To qualify for college level courses, students must first take the Accuplacer college entrance exam (see below). If you are a rising sophomore or junior, you will also need to obtain a College Readiness Form (green form) from Frank Haist, phaist@asd20.org. If using SAT or ACT scores, email official ACT/SAT score sheet to Frank Haist: phaist@asd20.org.

College Level Course Registration—College registration must be completed ***in this order***:

If using Accuplacer scores:

1. **Apply online to [Pikes Peak State College](#)**, which will generate a PPSC student "S" Number and Password. **Write down** your "S" number and password.
2. **Apply online for [College Opportunity Fund \(COF\)](#).**
3. **Take the Next Generation Accuplacer college entrance exam at the PPSC Testing Center** – Free Next Gen Accuplacer prep materials and sample questions are available on the College Pathways homepage at the [College Advising/Planning](#) tab (see menu on right side of webpage, "PPSC Placement Testing (Accuplacer)"). To avoid testing fees, bring a photo ID and your PPSC student S# on testing day. Schedule a testing session at PPSC via eSars (<https://sars.ppcc.edu/esars/>).
4. **Submit Accuplacer Scores** to Frank Haist: phaist@asd20.org.

5. **College Advising Appointment.** Once college readiness has been confirmed, College Pathways will contact the parent to schedule a college advising appointment for both parent & student. (Note: This is not required if the student only wants to take On Course but not a college class in the next semester.)
6. **During the College Advising Appointment:**
 - a. **Complete Concurrent Enrollment Agreement (CEA)** for free tuition option. This form will be provided in advising and both parent and student must sign the form during advising.
 - b. **Review** the PPSC Registration process by logging into your “myPPSC” student account.
7. **Register for PPSC Courses** online by logging into your “myPPSC” student account. Once online registration is complete, the advising staff **MUST** receive a screenshot to confirm payment of classes. *Be sure that start/stop times for CP and PPSC classes don’t overlap.*
8. **Register with Academy School District 20** as a TCA College Pathways student. If part-time, complete and submit a **Notice of Intent to Home School form** to College Pathways office. (Per state regulations, part-time students are limited to 11 college credits per semester)

Key Contacts

TCA Registrar: TCARegistrar@asd20.org

CP Registration: Frank Haist fhaist@asd20.org 719-487-2024

College Advising Appointments for New Students: Frank Haist fhaist@asd20.org 719-487-2024

CP College Planning: Rollie Stoneman rstoneman@asd20.org, Tami Toma, toma@asd20.org, Brianne Weger, bweger@asd20.org

PPSC H.S. Programs Office: 719.502.3111, HighSchoolPrograms@ppcc.edu

Add-Drop Policy

College Pathways offers two types of classes:

- Hybrid-Online (sometimes called Blended Learning) junior high and high school classes which are offered on the College Pathways campus
- Concurrent enrollment classes offered at Pikes Peak State College (PPSC)

Students may *request* schedule changes for CP courses until the conclusion of the second week of classes. After the second week of classes, students may not add or drop classes for the remainder of the semester. Students may drop a year-long class at the semester break only with the written permission of the Principal of College Pathways. **Students who drop a class after the second week of class may receive a failing grade in the course.** Students who are concurrently enrolled at PPSC must conform with the add/drop policies of the college.

Notice of Intent to Home School (Part-Time Students Only)

Colorado State Home School Law requires parents to provide written Notice of Intent to Home School 14 days before starting home schooling and annually thereafter for all *PART-TIME* students. This notice can be filed with any district in the state, but College Pathways asks to receive a copy of this notice for our records. Academy District 20’s **Notice of Intent to Home School form can be found [here](#)**. Additionally, you may contact your home district’s administrative office to secure their **Notice of Intent to Home School form**. This notice needs to be filed prior to the start of school each fall for each child attending CP as a part-time student. (Only one form is needed per family if a family has more than one part-time student enrolled at CP; please list all part-time students’ names on the form.) **Please provide a copy of your Notice of Intent to Home School to the CP office.**

Guidance for Home School Students

Click [here](#) for TCA Policy JG-S1_TCA regarding information on Part-Time/Full-Time Programs and requirements. (Information is also detailed below.)

Part-time vs. Full-time at CP

Part-time: Students may have either a part-time or full-time schedule at College Pathways. A student may not attend College Pathways on a part time/full-time basis *and* be enrolled part-time or full-time in another public middle school,

junior high, or secondary program (grades 7-12) outside of District 20. Additionally, students may not be enrolled in any other school (excluding activities and sports enrollments) within District 20.

Students who file a **NOTICE OF INTENT TO HOME SCHOOL** for a given school year are considered part-time by the state during that school year, dictating that the student will be funded for a part-time schedule at CP. These students must remain part-time until the next academic year. Part-time students may take only 1-2 CP classes or 11 or fewer credits at PPSC if the student is college ready. A part-time student may not take both a CP class and a college class simultaneously in the same semester as this is defined as full-time by the state. (The exception to this is if a student is enrolled in both On Course at CP (a required pre-requisite course for all college ready students) and one course at PPSC.)

Part-time students wishing to move to full-time in order to receive a College Pathways diploma must do so by the end of their 10th grade year. All home school credits must be verified/communicated with the Director of Assessment by June 1 of the 10th grade year to verify “on-track” status towards CP graduation criteria. Required documentation not provided by this date will result in a student receiving a part-time schedule. Rising 11th graders who do not provide the required documentation by the June 1 deadline will remain part-time for the duration of their enrollment at College Pathways.

*Part-time students may only take 1-2 CP classes or 11 or fewer credits at PPSC.

Note: A part-time student may not take both a CP class and a college class simultaneously in the same semester - as this is defined as full-time by the state. (The exception to this is if a student is enrolled in both On Course at CP (a required pre-requisite course for all college ready students) and one course at PPSC.)

- Fall Semester: A part-time student taking On Course may also take one additional full-year CP class, and one PPSC class **OR** two PPSC classes and zero additional CP classes.
- Spring Semester: A part-time student taking On Course may also take two additional full-year CP classes **OR** one additional CP class and one PPSC class.
- On Course is considered a “swing class” and does not have to count towards a student’s 1-2 CP classes. Part-time status can be maintained with On Course and up to two additional CP classes.

Full-time:

- Students with a full-time schedule at CP must not file a NOTICE OF INTENT TO HOME SCHOOL form for that school year, **AND**
- All full-time students must be working toward **CP GRADUATION REQUIREMENTS** (50 credits) to obtain a CP Diploma within 4 years. (Note that CP Graduation Requirements follow those of ASD20 and are therefore slightly different from the graduation requirements of TCA North High School.)

*Full-time students may take 4-5 CP classes **or** 12-15 credits at PPSC, **or** a combination of CP and PPSC classes in a given semester. College Pathways receives full-time funding to cover the cost of 12-15 credits per semester at PPSC. Credit loads above 15 require Director of College Planning approval.

The following chart outlines the differences between full-time and part-time as well as shows “exceptions to the rule” for part-time students.

Full-Time vs. Part-Time

Full-Time (seeking a CP Diploma)	Part-Time (graduate through homeschool)
4-5 CP classes OR 1-2 CP classes + 3 or more cr. hrs. at PPSC OR 12+ cr. hrs. only at PPSC	1-2 CP Classes OR 3-11 cr. hrs. only at PPSC

Part-Time (Fall Semester – not College Ready yet)	Part-Time with On Course (Spring Semester)
	1-2 CP classes + CP On Course
1-2 CP Classes	(no PPSC until Fall)
	OR
	3-11 cr. hrs. + CP On Course
Part-Time with On Course (Fall Semester)	Part-Time (Spring Semester after On Course)
1-2 CP Classes + CP On Course	1-2 CP classes
OR	OR
3-11 cr. hrs. at PPSC only + CP On Course	3-11 cr. hrs. at PPSC

Additional Details Regarding Part-time vs. Full-time Opportunities

As a diploma-seeking student you MUST register for 12 or more credit hours at PPSC, or 4-5 classes at CP, or a combination of CP and PPSC courses each semester. Registering for fewer than 12 credit hours with PPSC, or 1-2 classes at CP, or not taking a combination of CP/PPSC courses will identify you as a part-time student for both the Fall and Spring semesters. By itself, this does not affect your path to receiving a CP diploma.

If you register for 12 or more credit hours at PPSC, or 4-5 classes at CP, or a combination of CP and PPSC courses:

1. You will be classified by the state as a full-time student and you will not have a credit hour limitation of 11 credit hours in the Spring semester.
2. You will be able to schedule a combination of PPSC and CP classes in the Spring semester.
3. You will be eligible to participate in all state testing available to our students. (For 11th graders, this includes taking the state SAT at no cost.)

If you DO NOT register for 12 or more credit hours at PPSC or a combination of CP and PPSC courses:

1. You will be classified by the state as a part-time student and you will not be able to take more than 11 credit hours in the Spring semester.
2. You will not be able to take a combination of PPSC and CP classes in the Spring semester.
3. You may elect to participate in state testing (including the state SAT).

State Testing for Full-time Students

Any full-time student at CP will be required to participate in state testing in that school year.

State Testing for Part-time Students

Part-time students are considered home school students and are accountable to Colorado home school law for assessments. College Pathways does not offer specific testing for part-time home school students. Part-time students can participate in Colorado state testing with full-time students in the spring. Contact Pam Steiner (psteiner@asd20.org) if you would like your part-time student to participate in state testing for their grade level.

Home School Credit Verification

When possible, students are encouraged to complete a HOME SCHOOL PRE-APPROVAL FORM (click [here](#)) before starting a home school course to confirm in advance that a course is eligible for credit. Students seeking information regarding home school pre-approval OR home school credit verification to apply credit for one or more home school courses on their official CP transcript should contact Mrs. Steiner at psteiner@asd20.org. This applies only to students intending to graduate with a CP diploma. See additional information on pages 34-36 of the College Pathways student handbook.

What exactly is an “Umbrella School”?

Some home school families maintain a relationship with an umbrella school. An “Umbrella School” is a licensed *private* school, like any other private school. However, umbrella/cover/satellite schools specifically cater to homeschoolers. They’re owned and operated by homeschoolers.

High Country Christian Academy, as an example of a local umbrella school, is a private school (not public) and as such a home school family can choose to have any affiliation with that private school as they see fit. In fact, a home school family may continue this relationship with an umbrella school while continuing to be connected with CP (full or part-time) as well. The real focus for CP is not whether a home school family is affiliated with a “private” umbrella school, but whether that student’s status is full-time (CP diploma seeking) or part-time. A family’s affiliation with an umbrella school is a private matter and does not impact the relationship with CP as a public institution. The state is funding for the graduation requirements (50 credits in four years).

Declare Intentions (CP Diploma or Home School Transcript)

To help foster proactive communication, CP requires all students to "Declare their Intentions" by October of their sophomore year - to clarify more formally if your student intends to graduate CP with a diploma (50 credits) or will remain part-time and graduate via his/her own home school transcript.

Colorado Home School Law

For review of requirements, Colorado State Home School Law can be accessed through the Colorado Department of Education’s website: http://www.cde.state.co.us/choice/homeschool_law. A summary of the law is also available on the Home School Legal Defense Associations website: <http://www.hslda.org/>.

STUDENT 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 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. As school tragedies have evolved over time, students are also asked to be responsible for letting an adult know if they are aware of other students who are planning to harm themselves or others in the school or community. This is responsible citizenship that could save lives, including the life of the one reporting. In addition to reaching out to an adult, [Safe-2-Tell](#) is also an option for students to report serious concerns anonymously.

Academy District 20 philosophy states, “The school environment should be positive, physically safe, and intellectually stimulating.” The rules and regulations at College Pathways are designed to protect all students’ rights. 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 each student’s rights and will help all be successful students and citizens at TCA.

School Etiquette

General Conduct

College Pathways places a great deal of emphasis on the character development of each student. Progress is most often recognized by outward actions toward others. With this in mind, students are expected to demonstrate an attitude of respect for their peers as well as adults, whether teachers, school staff, or visitors. In addition, respect for the property of another is expected. This includes school property and the personal effects of others.

Online Etiquette - Guidelines for Distance/Blended Learning

When posting to an online forum or discussion board, think of it as a prepared speech:

- Use formal and proper language.
- Use correct grammar and spelling.
- Stay on topic.
- In “live” chats, feel free to use informal, yet still respectful, language.
- Review twice, send once.
- Please refrain from forwarding virus warnings, chain letters, jokes, or any other inappropriate materials to classmates or instructors as per District 20 Guidelines.
- Please avoid language that may come across as strong or offensive.
- Respect each other’s privacy and always ask for permission before giving out contact information.

Students’ 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 provide information and seek input from parents. Parents may also serve on committees formed to provide advice to the President, the Principal, the Director of Academic Services (DAS), 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, Director, President, and finally the TCA Board of Directors.

Right to Be Free from Discrimination

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. Any student discrimination may be reported to a TCA Principal or to:

Cheryl Birkey, Compliance Officer/ Title IX Coordinator
975 Stout Road - Room 3422
Colorado Springs, CO 80921
cbirkey1@asd20.org; 719-488-3422

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 3422
Colorado Springs, CO 80921
cbirkey1@asd20.org; 719-488-3422

We Are Titans!

Respectfully,
Dr. Robert Thomason
TCA President

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 they may express their opinions orally or in writing. Outside of the classroom, at school, on the bus, or at school activities, students also have a limited right of free speech. The limitation on this right to speak is that such 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.

Right to Free Association

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

Right to Peaceful Assembly

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

Right to Individual Dignity

Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, gender, sexual orientation, social status, religion, age, need for special education services, or any other protected class. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. TCA is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents. TCA does not tolerate harassment or bullying in schools, at school activities or on school transportation.

Right to Be Free from Sexual Harassment

Sexual harassment is defined as sexually oriented remarks, behaviors, 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 him/her. This is not an easy thing to do, but a student must make it clear to the people who are making him/her 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 Title IX Coordinator.

Right Not to Be Bullied

Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or by means of a physical act or gesture. 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 their academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual

orientation, marital status, national origin, religion, ancestry, the need for special education services, or any other protected class, whether such characteristic(s) is actual or perceived.

Rights Relating to Search and Seizure

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. School authorities may use specially trained dogs to do a "sniff search" of 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.

Right to Privacy in Your Student Records

(The) Family Educational Rights and Privacy Act (FERPA) (administrative policy JRA/JRC), Notification of Rights: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school registrar a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. If a parent requests to review the content of student education records, a fee of \$.25 per page may apply. (D20 Policy JRA/JRC R)
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school registrar, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA does permit disclosure without a parent's or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by TCA or the District as an administrator, supervisor, teacher, or support staff member (including but not limited to paraprofessionals, transportation personnel, health, and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own staff members and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the TCA or the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

FERPA Notice for Directory Information (administrative policy JRA/JRC): FERPA requires that TCA and the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, TCA and the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. (To begin the process, please contact the TCA Registrar at TCARegistrar@asd20.org.) 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. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- 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 or guardian’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. Information to military recruiters only 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.

If you do not want TCA to disclose directory information from your child’s education records without your prior written consent, you may opt out using the Extended Parent Portal. Contact your school if you need access to a computer.

TCA has designated the following information as directory information:

- Student’s name
- Photograph
- Student’s grade
- 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

Please note that FERPA contains a specific exclusion for records such as investigative reports, risk assessments, and other records created and maintained by school security personnel, which may be disclosed without consent. 20 U.S.C. § 1232g(a)(4)(ii)(B)(II).

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

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 stepparent) access to personally identifiable information from your child's education records, please contact your principal to request a third-party consent form. 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

College Pathways 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. College Pathways 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 College Pathways, TCA, and/or PPSC transcend simple rules violations and become character issues of a serious nature.

1. Students will be 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.
2. Respectful communication should occur if students have any questions regarding teachers' instructions. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Weapons of any kind, such as those used for martial arts, knives, and firearms, as well as drugs, tobacco, alcohol, pornography, and water guns are strictly prohibited on the school grounds and at all school activities. The intent of the individual will be considered for any items considered dangerous but not listed above.
4. Students will be held responsible for damage done to school property, including textbooks. Actual replacement or repair costs will be assessed. Hardback textbooks must be covered with a book cover.
5. Students should eat or drink in designated lunch areas only. Students may not chew gum at school.
6. Students are expected to be aware of and avoid the off-limits areas of the building or grounds. College Pathways students may not walk through the elementary side of the TCA East campus or use any part of the East Elementary or Cottage School Program campuses for any reason. College Pathways PE classes using the East Campus Gym and students working with Student Support Services staff will be given specific guidance if East Elementary hallways are to be used.
7. 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 has 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 if they are corrected in this area of behavior, as with any other.

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 school 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 JICI](#) 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.

Drug-Free and Alcohol-Free Campus

TCA is a drug-free and alcohol-free school consistent with federal and state statutes. No staff, student, or member of the community is permitted to be in possession of any type of drugs, drug paraphernalia, alcohol, or other controlled substances when on school premises or at school activities. This includes but is not limited to any marijuana or medical marijuana products (regardless of CBD or THC levels), prescriptions, or items the student believes to be any such substance. It includes over-the-counter drugs for Grades K-8.

Tobacco-Free Campus

TCA is a tobacco-free school consistent with federal and state statutes. Smoking, chewing, vaping, possession, or the any use of any tobacco product by staff, students, and members of the public is prohibited on all school property or at school activities. Students are not permitted to have any tobacco products, including electronic cigarettes or vaping paraphernalia, at any school activities or on school property at any time. See [Policy ADC-TCA](#) for further definitions and violation consequences.

Drug and Alcohol Involvement by Students ([ASD20 Policy JICH](#))

It shall be a violation of school policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school- sponsored events. Sharing any controlled substance, including prescription medication, is also a violation of school policy. In order to promote a healthy and safe learning environment, the school will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

Students who use or possess alcohol or drugs, possess drug paraphernalia, or are under the influence of alcohol or drugs, will be disciplined per ASD20 [Policy JICH](#) and [Policy JICH-R](#).

Policy for Personal Devices at College Pathways ([Policy JICJ-TCA](#))

Digital Health/Cell Phones

Students are allowed to have cell phones at school but will need to secure them (i.e., powered off in their lockers, backpacks, or bags) during the school day. Students shall not access their phones from the start of classes until the student's day is over ("bell to bell"). This is to include any use in classrooms as an instructional tool. For secondary students, if a smart watch becomes a distraction (as determined by the school administration), then it can be treated as a cell phone by TCA administration and teachers. **Administrators will take a graduated disciplinary approach to violations as outlined in [Policy JICJ-TCA-R](#). The medical exemption procedure is outlined in [Policy JICJ-TCA-E-1](#).**

- **Camera Usage on Campus:** Use of electronic communication devices with cameras is prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. Use of cameras to record all or part of any school sponsored event, including classroom instruction, is permissible only with the approval of the applicable supervising staff member.
- **Earbuds or Headphone Usage:** Earbud or headphone usage will not be permitted during school hours, in classrooms, the lunchroom, or in school hallways. Students may use headphones or ear buds only before or after school.

Classroom Behavior

Students will be expected to:

- Enter classrooms in an orderly manner.
- Get to their desks and be seated and quiet when class begins.
- Pick up any trash around their desks and help to maintain a neat classroom environment.
- Refrain from throwing any objects in the classrooms.
- Leave the teacher's desk, chair, computer, reference books, and white board undisturbed and untouched unless permission is given.
- Keep their feet off desks.
- Adjust blinds, rearrange desks, or open or close windows only with permission from the teacher.
- Honor the classroom environment and refrain from:
 - a. Passing notes by hand or electronically or asking others to pass notes.
 - b. Talking while the teacher or other students are talking.
 - c. Working on other homework assignments during class until the teacher has completed instruction, and until they have finished their current class-assigned work.
- 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:
 - a. refer to or depict drug, tobacco, or alcohol
 - b. are obscene, profane, vulgar or defamatory in design or message
 - c. advocate drug use, violence, or disruptive behavior
 - d. threaten the safety or welfare of any person
 - e. depict clothing that is inappropriately revealing
 - f. depict underwear or clothing that reveals underwear
 - g. depict clothing that is inappropriately sheer, short, tight, or low-cut.

Playground Rules

College Pathways students are not permitted on TCA East Elementary playgrounds.

Discipline

Philosophy/Policy

Taken from the same root word for disciple, discipline is established and maintained at College Pathways with the intent to "train" or "build into" the lives of students. For this reason, the discipline procedures are progressive in nature.

College Pathways employees desire to be fair, yet firm; loving, but not sentimental; and caring, not just "doing our job."

TCA/College Pathways follows [ASD20 Policy JK](#) (Student Discipline). The kind and amount of discipline will be determined by the teachers, and, if necessary, the administration. The discipline will be administered in the light of the individual student's problem and attitude. All discipline will be character-focused and based on traditional principles, i.e. restitution, apologies (public and private), swift punishment, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers meet together regularly to discuss standards and school policy concerning discipline.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at College Pathways, love and forgiveness will be an integral part of the discipline of a student.

Discipline is best maintained by those on the front line, the classroom teachers. Common sense being the rule, teachers are expected to uphold the spirit of TCA's discipline policy. Only major or serious offenses are referred to the administration. All office referrals require the administration to contact the parents.

Physical Intervention

In dealing with disruptive students, any person employed by College Pathways may, within the scope of his/her employment, use reasonable and appropriate physical intervention or force as necessary for the following purposes:

1. To restrain a student from an act of wrongdoing
2. To quell a disturbance threatening physical injury to others
3. To obtain possession of weapons or other dangerous objects
4. For the purpose of self-defense
5. For the protection of persons or property
6. For the preservation of order

These types of reasonable and appropriate interventions do not constitute child abuse. In addition, state statute allows teachers to touch students if it is to appropriately give emotional support or show affection to a child.

Consequences for Breaking Rules/Law

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 classroom consequences, counseling, suspension, and/or expulsion. The teacher/principal may use these or other actions as deemed appropriate to promote expected discipline standards within the school.

Disciplinary Removal from Classroom ([Policy JKBA-TCA](#))

It is TCA's policy to maintain classrooms in which student behavior does not interfere with the ability of the teacher or a staff member to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of conduct adopted by the District or TCA and any other appropriate classroom rules of behavior established by the teacher or licensed staff member, and approved by the building principal, for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of conduct or other classroom rules may be subject to removal from class and/or disciplinary removal.

Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance that would justify removal from class under this policy. Teachers and licensed staff members are expected to exercise their best professional judgment in deciding whether it is appropriate to formally remove a student from class in any particular circumstance. All instances of formal removal from class shall be documented.

Students may be removed from a classroom if the code of conduct is violated, the student is dangerous, unruly, or disruptive; or seriously interferes with the ability of the teacher to teach the class or of the students to learn. Removal from class is a serious measure and should not be imposed in an arbitrary, casual, discriminatory, or inconsistent manner. For further information, see [Policy JKBA-TCA](#) and [Policy JKBA-TCA-R](#).

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/defiance** shown to *any* staff member, volunteer, or school visitors. The school administrator 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 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. **Hitting, fighting, or inappropriate physical contact.**
6. **Obscene language or gestures.** Students are expected to use appropriate language at all times.

7. **Possession of a knife, weapon, or facsimile at school.**
8. **Possession, use, or distribution of alcohol or drugs at school.**
9. **Repeated classroom and/or habitual disruption of the educational process.**
10. **Stealing:** It is a serious violation of College Pathways 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.
11. **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.
12. **Truancy:** A student who "skips" school (is absent without permission) at any time will be considered truant and will be issued an office referral.
13. **Cheating:** As exemplary citizens, College Pathways 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:
 - a. Copying the homework/classroom/online work of another student.
 - b. Permitting a fellow student to copy homework/classroom/online work.
 - c. Copying from another student during a test, quiz, or assessment.
 - d. Looking at or possessing a copy of an assessment not yet taken.
 - e. Use of notes or "cheat sheet" during a test unless permitted by the teacher.
 - f. **Plagiarism:** Plagiarism is any instance, whether intentional or unintentional, where a student includes non-original material in his/her work without giving credit to the original author. Both intentional and non-intentional plagiarism are considered a form of cheating and are subject to academic and disciplinary consequences.
14. **Inappropriate network use.**
15. **Violation of school dress code.**

Suspension and Expulsion (ASD20 policy JKD/JKE)

TCA shall provide due process of law to students, parents/guardians and school personnel through written procedures consistent with law for the suspension or expulsion of students and the denial of admission.

The Board and its designee(s) may consider the following factors in determining whether to suspend or expel a student:

1. the student's age;
2. the student's disciplinary history;
3. the student's eligibility as a student with a disability;
4. the seriousness of the violation committed by the student;
5. the threat posed to any student or staff; and
6. the likelihood that a lesser intervention would properly address the violation.

The following are grounds for suspension or expulsion under state law and/or District/TCA policy:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel, including behavior that creates a threat of physical harm to the child or to other children. Nothing in this paragraph shall be construed to limit the school district's authority to suspend a student with a disability for a length of time consistent with federal law.
4. Declaration of the student as a habitually disruptive student, pursuant to administrative [Policy JK](#) and its accompanying administrative procedure.
 - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times during the course of the school year on school grounds, in a school vehicle or at school activities.

- b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of “habitually disruptive student.”
5. Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
 - a. Possession of a dangerous weapon without the authorization of the school or the school district;
 - b. The use, possession, or sale of a drug or controlled substance as defined in C.R.S. §18-18-102(5); or
 - c. The commission of an act that, if committed by an adult, would be robbery or assault other than third degree assault.
6. Repeated interference with a school's ability to provide educational opportunities to other students.
7. Carrying, bringing, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on school property without the authorization of the principal or designee.
8. Violation of the District's policy on drug and alcohol involvement by students ([Policy JICH](#)) as outlined in that policy and accompanying administrative procedure ([Policy JICH-R](#)) and/or TCA’s parent/student handbooks on alcohol/drug use.
9. Failure to comply with the immunization requirements as specified in Colorado law and administrative [Policy JLCB](#) unless a bona fide medical or religious exception applies. Any exclusion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

Credit for Work due During a Suspension

Students who have been suspended will be given the opportunity to make up schoolwork missed (or due) during the period of suspension for regular credit. Teachers will comment on that work and provide assistance or remediation for that work as needed and provide support for classroom goals and expectations related to that work.

Expulsion

For expulsions, TCA will follow [ASD20 Policy JKD/JKE](#) and [Policy JKD-R/JKE-R](#), with a TCA principal or assistant principal recommending expulsion to the TCA President. There is a process available for the student or the student’s parents to request a hearing from the TCA President and submit an appeal to the TCA Board of Directors.

Code of Conduct (TCA Policy JICDA-TCA)

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 [Policy JICDE-TCA](#) 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](#) or TCA parent-student handbooks on alcohol use/drug use.
12. Violation of [TCA Policy ADC-TCA](#) on tobacco-free schools.
13. Violation of [TCA Policy AC-TCA-R2](#) on sexual harassment.
14. Violation of [TCA Policy AC-TCA](#) on nondiscrimination.
15. Violation of TCA Policies [JICA-TCA-B](#), [JICA-TCA-E](#), [JICA-S-TCA](#) and [JICA-CP-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.
25. Violation of Policies [JICJ-TCA-B](#) and [JICJ-TCA-R](#) on student use of cell phones.

ASD20: 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 personnel 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 personnel 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 e-mail 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 required 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;
- Completing 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 the user's consent or knowledge;
- Using a computer that is already logged in with someone else's credentials
- Computer vandalism, either physical or virtual;
- Storing music collections 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 others' 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.

College Pathways 7th-12th DRESS CODE POLICY

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

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 pride in TCA.

Students *may* be out of dress code before a scheduled class/activity if they are outside the buildings; however, students are required to be in dress code when they enter any TCA/CP building or after returning from classes at PPSC.

Students enrolled in one or more PPSC classes are not required to wear the TCA dress code while on the *college* campus. However, all CP students are expected to change into the appropriate TCA dress code immediately upon arrival (before any classes begin) on the CP campus. After 3:10 pm, students on campus may be out of dress code but must still be modestly and appropriately dressed. The dress code must be followed on field trips (and during off-campus classes such as the Outdoor Ed PE class) 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/CP administrators will make final decisions regarding dress code issues. Cheerful, consistent compliance with 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 sent to the office 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.
- TCA wear can only be purchased through the TCA on-line store via the link on the TCA website homepage or by clicking [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 or blue jeans that may be worn **ONLY** during scheduled Denim Days.

- 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 button 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. (T-shirts, even with a TCA logo, are not permitted.)
- 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). Shirts must be an appropriate length to reflect an acceptable standard of neatness and modest (no midriff showing).
 - 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.

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 shirt collar 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 participating in CHSAA-sanctioned athletics/activities at other district schools may wear sweatshirts, hoodies, and jackets representing their athletic team/activity.
 - College-ready students (those enrolled in at least one PPSC course) may wear PPSC sweatshirts, hoodies, or jackets.
 - All other non-CP/TCA sweatshirts, hoodies or jackets must be a traditional solid conservative color (navy, khaki, brown, black, or grey) and without logos.
 - Shirts, if worn under sweatshirts, must be tucked in.
 - Teachers may request a student remove CP/TCA-approved logo jackets within the classroom.
 - Hoods on hooded sweatshirts or jackets will not be worn during the school day.
 - A collared shirt must be worn under zippered (non-pullover) hoodies.

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, if worn, must be with uniform appropriate pants/shorts/skirts (listed above) and should 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 slippers or beach/river-wear are prohibited.

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/Piercing/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:
 - CP/TCA (PE, Sport, or Activity) t-shirt (crew neck with sleeves)
 - School color (blue, red, gray/silver, or black) shorts or sweatpants; if cold, CP/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 approved athletic wear through the [TCA online store](#) or a sports/activities coach or club sponsor.

Special Dress Days

On special occasions (only as scheduled by the school), 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 or "distressed" fabric, 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. Denim is never considered “dressy.”

On designated dress-up days (typically involving sports or activities contests/performances), students may dress up (not down) from typical dress code standards.

- Dressing up would include the following:
 - Dress slacks, dress shirts, ties, sweaters, sports coats, suits, belts, dark socks, and 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 dress code top. Denim overalls are not permitted on these denim days. Note that two-hour delays days are not casual dress days, meaning bottoms can only be denim with no holes or “distressed” fabric and tops cannot have logos, graphics, etc.

COMMUNICATION AND SECURITY

Communication

Communication between TCA and College Pathways families is very important and is accomplished through a variety of means:

- Students will, from time to time, receive school notices, forms, and information relevant to their education with College Pathways, TCA, or Pikes Peak State College.
- When the need arises, meetings between families and teachers will be scheduled during regular school hours. Families are always encouraged to contact teachers directly to arrange meeting times.
- College Pathways sends out weekly announcements from both the Principal and the Director of College Planning. Pertinent information about College Pathways events and activities will be noted in these publications. Announcements will also be posted on the College Pathways website. The Director of College Planning will send information pertinent to our college students.
- CP’s newsletter is sent out each week via email using our Blackboard messaging system; the newsletter is also available on the CP website the first day of each week and contains general information applying to any TCA family.
- Regular class updates will be provided by teachers on individual Schoology course webpages. Students and parents are provided Schoology user login information and training early in the fall semester.
- Parents are also required to establish a parent portal account through Infinite Campus, the district’s student information system. College Pathways staff may use the messenger feature of Infinite Campus to communicate news, alerts, and other information (such a missing assignments and/or low grades). It is a parent’s responsibility to maintain up-to-date email and contact information through the parent portal account in Infinite Campus.

Fundraising

Donations help to make up the difference in monies received from the State of Colorado for Charter School students. TCA encourages parents to be generous partners and contribute to our various development efforts. Various fundraising efforts sponsored by a number of groups within the TCA learning community are undertaken throughout the year. Parents are under no obligation to participate but are encouraged instead to become as involved as they are willing and able. *Please see the **“Letter of Commitment.”***

Conflict Resolution

As parents, students, and school personnel, we need to commit ourselves to 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 necessary, a conference with the parent, teacher, and administration can be scheduled. If a parent/student has a conflict with another parent/student, the parents and students should meet to resolve any differences or concerns.

Visitors

Parents are always welcome to visit the school. Visitation by other students, including friends and relatives, is not permitted without prior permission; young guests must be accompanied by an adult. ALL visitors must first check in and receive a visitor sticker with the security kiosk attendant at the main entrance of the East Campus building. ALL entries and exits must occur at the main entrance.

Child Custody

If any parent/guardian has a court order that limits the rights of another parent/guardian in matters such as custody, records access, or visitation, please provide a copy to the school office or to the Registrar's office. Unless such a court order is on file with TCA, the school must provide equal rights to all guardians (See ASD20 Policy KBBA). Staff rely on Infinite Campus for guardianship information and to determine household arrangements. Notify the Registrar's office if any information including addresses, household members, or names have changed.

Closed Campus

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

- Student sign-outs are done in the school office.
- If a student arrives at school after the start time, he/she must sign in at the office and receive a pass to class. Parents/guardians must send in a signed note or call the office (719-487-2000) with the reason their student is late.
- Students who must leave school during the day due to illness or an appointment must check out through the office. 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. Sign-outs should be done in the school's main office.
- ***Pre-collegiate College Pathways students are not permitted on the PPSC Rampart Range campus; only registered PPSC students who are taking a PPSC class can utilize the PPSC campus.***
- College Pathways students are not permitted access to New Life Church/High Country during the school day.
- College Pathways students are not permitted to be on TCA North Campus premises during the school day unless given permission by both North Campus and College Pathways administration.
- College Pathways students are not permitted to visit local businesses (i.e. for food or beverage) during an assigned lunch or study hall or when participating in a volunteer activity for which the student has committed to a specific time (i.e. helping Student Council run Snack Shack). If a student has an assigned class or study hall immediately before lunch (4th period) and a class immediately after lunch (6th period), that student must remain on campus for lunch. Otherwise, students are permitted to leave campus during gaps in their schedule when not assigned to a class or study hall.

Policy on Student Supervision

Because College Pathways is a hybrid program, we do not require students to be on campus except when they are in a scheduled class, study hall, or tutoring session. Accordingly, we do not have the space or staff to supervise students except when they are in a scheduled activity.

Students must plan their schedules so they arrive on campus no more than 15 minutes before the start of their first scheduled class, study hall, or tutoring session, and depart campus no more than 15 minutes after their final class, study hall, or tutoring session ends.

Students will be under College Pathways staff supervision while on the TCA East Campus or at CP-sponsored events. Parents, not the school, maintain responsibility for the safety and welfare of students when they leave campus.

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

Wheeled Items

For safety and liability reasons, skateboards, scooters, in-line/roller skates, and skate shoes are not allowed on the College Pathways campus at any time, including when school is not in session.

Pets

For safety reasons, animals, including leashed pets, may not be brought to the school grounds unless they are part of the Canine Companion Program.

Service Animals

In accordance with law, individuals with disabilities, including students, employees, and visitors, may be accompanied by service animals in The Classical Academy facilities and vehicles, on TCA's grounds, and at TCA functions. A student 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 [Policy EJ](#) and [Policy EJ-R](#).

Transportation

Transportation of students to and from school is a parent responsibility.

Carpool Compliance and Student Drop-Off

Students, parents, and others who pick up and drop off students are part of our carpool system. There are special traffic rules for everyone who drives on campus, which are designed to maximize safety, convenience, and efficiency. Some of the rules include:

- Comply with all directions from Carpool supervisors and all rules of the Carpool system(s).
- Never leave the vehicle(s) unattended in the Carpool line.
- Walk only on crosswalks and sidewalks.
- Plan to load and unload very quickly without opening trunks and without the driver exiting the vehicle.
- ***EXPECTED drop-off/pick-up for College Pathways students: Park in the west parking lot (lot #5) next to the athletic fields and allow students to use crosswalks to enter campus.***

Please remember...***Carpool doesn't build character, but it does reveal it!***

Emergency Contacts and School Pick-Up

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.

Child Abuse

NOTICE TO ALL PARENTS/GUARDIANS OF TCA STUDENTS: We are 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 College Pathways 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, we also need 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.

Sexual 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: [EPSCO](#) or [CSPD](#). For additional information parents may also contact Academy District 20's Executive Director for Security at 719-234-1300.

Student Valuables

Students should not bring large amounts of money, radios, MP3s, cameras, CDs, electronic games, etc. to school. At all times students are to keep track of glasses, watches, 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.

Lost and Found

All coats, sweaters, etc. should be labeled with a last name and phone number in case they are lost. The lost and found is located in the hallway by the CP administration offices. Items left in the lost and found over 30 days will be given to a service organization.

HEALTH AND WELLNESS

Click [here](#) to be taken directly to the TCA Health/School Nurses information referenced below.

Health Office

The health office is available to students who are ill, injured, or who have health concerns during school hours. The office is staffed by personnel certified in First Aid, CPR, and Medication Administration. The Illness Guidelines posted on the TCA website will be strictly followed regarding school attendance when a student shows symptoms of illness. Students must obtain permission to visit the health room from their teacher unless they have an emergency situation. Students will be permitted to use the phone in the health office to call home.

Health Care Plans

Please submit a Health Care Plan if your child has any special health care need or medical condition. This will assist the School Nurses and Health Paraprofessionals in providing the best care possible to your child while at school. The Health Care Plans may be found on the TCA Website using the link above.

Medications

Parents are encouraged to administer medication to their children outside school hours if at all 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. High school students are not allowed to distribute, purchase or exchange medications with other students. Doing so could result in disciplinary action.

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 medications kept at school, prescription or non-prescription, the following mandatory procedure must be followed.

In fairness to those responsible for administering the medications as well as for the safety of your child, all medication procedures mentioned above and outlined below must be strictly 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 the health care provider with prescriptive authority for each **prescription** 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 labeled 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 must have an expiration date

If a student needs supervision to take his/her nonprescription medication, the medication will be kept in the health office. It must be in the original manufacturer's container labeled with the student's name. Nonprescription medications kept in the health office must also be accompanied by a District 20/TCA Medication Administration Form signed by the parent/guardian.

The District 20/TCA Medication Administration Form may be found under Health Care Plans by clicking [here](#). Any questions regarding the administration of medications to students can be directed to the Head Nurse.

Over the Counter Medications (OTC's) such as Tylenol, cough drops, and cold medications must be brought to school in the bottle or box in which they were purchased. The student's name must be written on the container. Physicians' signatures are no longer required for OTC's (at the campus nurse's discretion), but a parent signature is still needed. All OTC containers will be kept in the main College Pathways office.

No medication will be administered if it comes in a baggie, plain bottle, envelope, etc. The parent will be called, and the medication will not be administered. 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.

We feel that in fairness to those responsible for giving the medications, and for the safety of your child, *these policies must be followed strictly*. This is not meant to inconvenience you, but to ensure the health and well-being of all students. A **Permission to Administer Medication Form** ([click here](#)) must be completed for both prescription and over-the-counter medications (go to Health Care Plans to find form).

Administration of Medical Marijuana

Administration of medical marijuana to qualified students may be completed on school campus only by primary caregiver and in complete compliance with ASD20 [Policy JLCDB](#) and [Policy JLCDB-E](#).

No student is permitted to possess any type of marijuana, medical marijuana products (regardless of CBD or THC levels), or items the student believes to be any such substance at school activities or on school property at any time. Any such possession will be disciplined per ASD20 [Policy JICH](#) and [Policy JICH-R](#).

Mobility Aids

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.

Immunizations

Please contact your School Nurse or Health Office if you have questions regarding 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, click [here](#). 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 6th grade must receive one dose of Tdap vaccine, even if they are under 11 years of age. You can view recommended vaccine schedules at [here](#)
- 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 an 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](#), [ImmunizeforGood.com](#), and [CDPHE](#).

Paying for Vaccinations

- If you need help finding free or low-cost vaccines and providers who give them, go to [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 [here](#).

Vaccination Records

- Please take your student's updated vaccine record to school every time he/she receives a vaccine.
- Need to find your student's vaccine record? It may be available from the Colorado Immunization Information System. Visit [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.
- 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 1st through June 30th 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.*

Student Services

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.

Students with Special Needs

TCA has full-time staff available to assist students with specialized learning needs who have an Individualized Education Plan (IEP). Parents of students with special education services or related needs should contact the school office for referral to the proper staff member or case manager. Parents may also contact our Director of Student Support Services, Matt Sutton for questions or concerns at 719-488-6435 or msutton@asd20.org.

Mental Health Services

TCA/CP also has a full-time school psychologist and school counselor to provide a variety of mental health services. Students/parents should contact the school office if you have concerns about your students social or emotional functioning.

Program Student Fees Assistance

Through application to the Free and Reduced Meal program (FARM), certain school fees may be reduced or waived for families. 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.

Please be sure to fill out the Release of Information form so the TCA Finance Department has the information and can apply it to your family's student fees as applicable.

The Free and Reduced Meals application deadline is Sept 30 each year. Beginning this year, if a family misses the application deadline, fees will no longer be adjusted retroactively. Moving forward, if a family qualifies for FARM but turns in their application after Sep 30, their fees will be reduced from that point on, but fees will not be adjusted that have already been paid.

For additional assistance with the payment of fees, contact the school principal.

Homeless Students Notification

Specific rights and protections are ensured to parents, children and youth experiencing homelessness as defined under the McKinney-Vento Homeless Assistance Act. This includes a loss of housing due to a fire, flood, a parent's separation or divorce, or other economic hardship. For more information about services for homeless students, refer to administrative [Policy JFABD](#) or contact Director of Student Support Services, a TCA principal, counselor, or the ASD20 Homeless Liaison Coordinator Aubrey Ranson at 719-234-1362.

Telephones

Messages and deliveries from parents are to be left in the office in order to respect the educational opportunity of all students. Students will not be called to the telephone except in emergencies. Cell phones cause significant disruptions to the learning environment. Therefore, **all student cell phones must be turned off during the school day.** Students are only allowed to check their cell phones for messages between classes or after school. Cell phones are subject to confiscation if they ring during the school day or if students are text messaging, playing games, or taking pictures.

Asbestos Hazard Emergency Response Act (AHERA) Annual Legal Notification

In accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act, TCA has asbestos management plans available for review at the TCA North Campus, 975 Stout Road, Colorado Springs, CO 80921. Contact the Safety Officer/Risk Manager with any questions. Telephone: 719-488-6231.

ACADEMICS, TESTING & TUITION

Graduation Requirements

The graduation requirements at College Pathways are designed to prepare students for success in college and work. The Board of Education believes that all students who graduate from District 20 schools should have a firm foundation in the core areas of English, world languages, mathematics, science, and social science, and a comprehensive background in the fine arts, physical education, and technology. To be prepared for post-graduate careers or higher education, students should select courses which are related to their plan and are academically demanding. The course work outlined in this policy is the minimum required for earning a diploma; students should strive to challenge themselves by exceeding the requirements whenever possible in accordance with their post-graduation goals. As students plan their four years of high school, school officials will work with them and their parents/guardians to complete a four-year course plan. College Advising staff will review and update this plan with students annually.

Graduation requirements are based on the number of units of credit earned in grades 9 through 12. A unit of credit is defined as the amount of credit given for the successful completion of a unit of work as defined in the high school course handbook. An academic unit, often referred to as a Carnegie unit, is equivalent to one full year of credit in a specific subject. College Pathways awards one credit per semester for grades of D- and above; 2 College Pathways credits = 1 Carnegie unit.

A minimum of 50 units of credit shall be required for graduation from high school and shall be completed while enrolled in grades 9 through 12. In order to graduate from College Pathways, students must become college ready and meet the 50-credit requirement by taking concurrent enrollment courses at Pikes Peak State College. College Pathways does not offer enough of its own classes for any student to meet the 50 credits needed for graduation. Credit requirements are as follows:

Graduation Requirements:	
English	8
Science*****	6
Health	1
Mathematics****	6
Social Science***	6
World Language	2
Core Electives*	6
Core Total	35
INTEGRATED SUBJECTS	
Physical Education	3
Arts**	1
Unrestricted Electives	11
GRAND TOTAL	50

* Core elective requirements include English, world language, mathematics, science, and social science.
 ** Arts requirements include visual and performing arts.
 *** Social Science requirements include two required credits of U.S. History and one credit of Civics.
 **** All students must complete Algebra 1 and Geometry (either in middle school or in high school).
 ***** Four of the six credits must be from laboratory science classes. Specific requirements may be waived with the approval of the Principal-led committee. Appeals will be directed to the D20 Deputy Superintendent.
 In addition to coursework requirements, students must also demonstrate proficiency in both math and English language arts (ELA). This Colorado Department of Education (CDE) requirement is new starting with the Class of 2021 and applies to every graduating class thereafter.

<p>Math and ELA Proficiency: Students may demonstrate proficiency in math and/or ELA by any one of the following:</p> <ul style="list-style-type: none"> • meeting the established minimum score on one of CDE’s approved assessments; • obtaining an approved industry certificate that aligns with their Individual Career and Academic plans (ICAP); • obtaining a C- or higher in an approved concurrent enrollment, college-level course that aligns with their ICAP; or • obtaining a passing score on a capstone project approved for math and/or ELA that aligns with their ICAP.
--

School staff will begin to work with students on college and career planning upon entry in the College Pathways program. In Grade 9, students will develop an individual career and academic plan (ICAP) in collaboration with parents/guardians. It will be reviewed and updated annually in grades 10-12.

College Pathways: Credit Verification Policy and Guidance

College Pathways is identified by Academy District 20 (ASD20) and the Colorado Department of Education as a unique school that issues diplomas to College Pathway students meeting graduation requirements and Certificates of Completion for home school students managing their own transcripts. To comply with district requirements, College Pathways students who wish to earn a high school diploma must meet minimum graduation requirements set by ASD20. For information on transferring credits from another accredited school, click [here](#).

Students Seeking a Diploma from College Pathways

Students who wish to obtain a diploma from College Pathways must decide this path toward a diploma no later than the end of the first semester of their sophomore year. In order to receive a College Pathways diploma, no more than 49% of a student’s high school credit for graduation can come from outside of CP/PPSC (meaning 51% of credits need to come from CP/PPSC). All home school course verification requests must be submitted for verification of credit toward their diploma by the end of the student’s first semester of concurrent enrollment. Please refer to the “Guidance for Home School Students” section of the handbook on page 6 for more specific information.

**Students who wish to receive a College Pathways diploma must either complete graduation requirements at College Pathways or submit course verifications of completed requirements. Course verifications must be received by the timeline established by the Director of Assessments to be considered. It is the responsibility of the parents and/or student to ensure prior school and/or home school transcripts are received. Evidence of required courses for graduation, including Algebra 1 and Geometry must be provided. Please see graduation requirements policy [IKF-TCA-CP](#) and transfer credits policy [IKAA-TCA-R-1](#).

Students Seeking a Transcript from College Pathways

We recognize that some students wish to remain part-time. Part-time students may still receive a transcript listing all coursework completed at College Pathways. Additionally, PPSC will also provide college transcripts to students for all completed college courses. Students seeking a transcript from College Pathways do not need to complete course verification for home schooled courses.

Guidance for Obtaining Course Verification Credit for Home Schooled Courses

In order to receive credit toward College Pathways graduation requirements for courses taught at home, courses must be academically rigorous and aligned with an approved curriculum containing measurable elements. As a general rule, College Pathways does not award credit for elective courses taught at home.

College Pathways does not grant credit for activities that do not meet Colorado Education Standards.

- Examples of subjects that *have been approved include* English, Math, History, Geography, World Languages, American Government, Health & Wellness, etc.
- Examples of activities that *have not been approved* include Martial Arts, Swim Team, Music or Art Lessons, Music Performance, Drama Performance, Interscholastic Sports, Speech and Debate, etc.

Parents seeking credit for courses taught at home must complete a Home School Credit Pre-Approval Request form to ensure the planned course will meet requirements. Forms are available in the CP College Advising Office. **For questions, contact Pam Steiner at psteiner@asd20.org.**

FAQ's for CP Diploma Home School Credits

- **Where can I find the Colorado Education Standards?** Click [here](#).
- **Is there a list of College Pathways approved home school curriculum?** Curriculum resources and Colorado Department of Education standards are continuously being revised. A curriculum source approved in 2010 (e.g.) may not necessarily meet CDE standards for approval in the current year. Course outcomes must align with CDE standards. If you have questions about a resource, please feel free to discuss your questions with the Director of Assessments for College Pathways prior to submitting the pre-approval request form.
- **Am I required to submit a home school pre-approval request form?** Yes. The Home School Credit Pre-Approval Request ensures completed course work will yield actual course credit. This form also provides an opportunity for additional discussion upfront, avoiding any unnecessary confusion down the road.
- **What kind of documentation must I submit to receive credit?** You will need to submit a completed Home School Credit Verification Request. This form is available from the Director of Assessments when the course is near completion. When submitting the form, you will want to include a copy of the final exam for each semester. The final should show questions and the student's responses. If the course does not have a comprehensive final then we will want copies of unit tests/quizzes, projects, papers, etc. In order to receive lab-based science credit (4 credits are needed for graduation), you will need to provide 2-3 samples of lab work, such as a lab notebook, lab write-ups, etc. You should coordinate with the Director of Assessments to determine the specific documents and number of each that will be required.
- **How many hours should a typical student spend on a course?** Students should plan on approximately 85 hours of work per semester credit. This means that if you are taking a course and the time to complete the course is significantly less than the target of 85 hours, you may need to look at supplementing the curriculum with additional material, projects, reports, activities, etc. Please coordinate with the Director of Assessments if supplementation to curriculum is needed.
- **When should I have my course completed?** We ask that you enter a realistic course completion date on your Home School Credit Pre-Approval Request. As a general rule, two-semester credit courses are expected to be completed within 18 months. One-semester courses should be completed within 12 months.
- **What grade will show on the CP transcript for my home school course, and will it factor into my student's GPA?** For students who started with CP in August 2018 or later, their home school course will show on the transcript with a P (pass) grade and will not impact to the CP GPA. For students who started with CP before August 2018, their home school course will show with a letter grade which will not be factored into the CP GPA. This ensures that TCA policies are consistent with D20 policies.
- **As a senior, when should I have my last home school credits verified in order to graduate with a CP diploma?** We ask that you complete a Home School Credit Pre-Approval Request for all homeschool courses. The Pre-Approval Request should be completed and provided to the CP Director of Assessments before the start of the homeschool course. Courses should be completed and the Home School Credit Verification Requests submitted to the Director of Assessments **before May 1** in the year you are graduating. Please do not wait on course credit verifications; submit a Home School Credit Verification Request as soon as you have a course completed.

- **I am homeschooling some of my Junior High courses. Do I need to follow this process for home school credits?** We appreciate communication regarding core courses that Junior High students are homeschooling. However, it is not necessary to complete the Home School Credit Pre-Approval Request or the Home School Credit Verification Request.

Achievement Testing

College Pathways will administer state-sponsored assessments. Specific tests will depend on grade level. Full-time students must take the required state exams when scheduled. Incoming students to the College Pathways program must also take Basic Skills Tests (BST) in math and English to determine best placement in the corresponding College Pathways course.

Accuplacer Testing (College Entrance Exam)

This test, completed through Pikes Peak State College, will help College Advising staff determine whether or not you meet the guidelines to be college ready.

What qualifies a high school student to be college ready?

Colorado law requires that all students seeking entrance to a community college submit appropriate SAT or ACT scores, or be tested in reading, writing, and math to measure whether a student's academic skills are at a college level. High school students who have not taken the SAT or ACT and are interested in taking college level courses and participating in the concurrent enrollment program through College Pathways will be required to take the PPSC national open enrollment college entrance exam called the Accuplacer. This test is an assessment of basic skills in English, reading, and math. The test takes about 2 hours and is administered at PPSC. PPSC offers Accuplacer preparation workshops and testing on a regular basis. Contact the PPSC Testing Center for more information at 719-502-3380. A suggested test prep review web site is <https://www.testprepreview.com/next-generation-accuplacer.htm>. Test prep options are also available on the CP homepage under 'College Planning.'

It is expected that all incoming juniors will test college ready in *either* English *or* Math and that all incoming seniors will test college ready in both English *and* Math. All new college ready students are required to take a one semester elective class, "On Course," which is a college preparation and life skills class.

College Pathways Faculty

Faculty members at College Pathways are selected with great care. Each is academically qualified to teach in his/her assigned teaching area. Our staff has a heart for **both home schooling and hybrid online education**, and we are available to help and support parents in any way. Teachers can be reached by dialing (719) 487-2000. Other teacher contact information can be located on each course syllabus, found within the course offering in Schoology, the online learning platform used at College Pathways. If parents have questions or concerns during the school year, teachers are happy to meet at a pre-arranged time during the day they are teaching on campus. Please call and arrange an appointment. Parent messages are important and will be responded to promptly.

Student Fees

CP student fees by grade level can be found [here](#). 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, the 8th grade end-of-year event, Student Council events, Prom, and the graduation ceremony.

Supply Lists

Course [supply lists](#) are available online, indicating what your child will need to bring to school for each class. Please label important items with the student's name, including sweaters, sweatshirts, coats, jackets, water bottles, and lunch boxes/bags.

School-Issued Textbooks

College Pathways will provide appropriate textbooks and other materials for the course(s) enrolled for both pre-collegiate and college classes. All textbooks, both pre-collegiate and college level, will remain the property of College Pathways and should be returned at the conclusion of the school year (each semester for college courses) in good condition. 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. Any book that is damaged or lost will be paid for by the student at full replacement cost. Under no circumstance should a student write in a textbook with pencil or pen.

Library Access

All students should have a Pikes Peak Library District (PPLD) card. Additionally, once students have enrolled at PPSC and have acquired an S#, they have access to all PPSC libraries.

Academic Help

Teachers are committed to helping students succeed. Please check with individual teachers for office hours and availability for individual help and make prior arrangements with teachers. Additionally, students enrolled in college courses at PPSC have free access to the PPSC Math Lab, Writing Center, and Science and Health Learning Center, which are staffed by PPSC instructors. It is the responsibility of all students to self-advocate for their needs and seek assistance when necessary.

Grades

Grades will be awarded according to the following scale:

93-100	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
73-76.9	C
70-72.9	C-
67-69.9	D+
63-66.9	D
60-62.9	D-
59.9 & Under	F

Homework

College Pathways courses will meet for either one 2-hour session per week or two 1-hour sessions per week, depending on the subject area. This time is meant to allow for face-to-face time with the instructor and will be an important time for students to ask questions and clarify concepts. These courses are not an enrichment program but a core subject program with attendance, behavior, and homework policies to ensure student success. College Pathways teachers provide initial instruction and guided practice on new skills and concepts during these class sessions. Completing weekly assignments at home is required for students' learning success. Students are expected to complete assignments and support work each week by deadlines determined by each teacher, managing their own time at home.

College Pathways students are held to high standards of accountability, responsibility, and diligence. They may not be graduated into the next grade level until they have attained the level of competency to function successfully. College Pathways is a college preparation program designed to provide college courses to high school students. It is expected that all incoming juniors will test college ready in either English or Math and that all incoming seniors will test college ready in both English *and* Math.

Homework and Work-from-Home Policies

College Pathways students attend hybrid (blended learning) online classes. As students meet for 2 hours per week in each class, with the remaining class time spent at home, it is important to understand the distinctions between this program and a traditional full-time secondary program as they relate to class work and homework. Students work for 2 hours a week with teachers in class to clarify concepts and to understand the coming week's work. The remainder of assignments will be accomplished independently and from home.

Students at CP, in addition to their 2 hours a week class time, should expect to spend on average about 1-1 ½ hours a **day** from home **per class** for five days a week. This estimation assumes an average student with average study skills. Students in math classes should expect to spend more time overall per day (1 ½ hours a day) while students in elective classes will likely spend somewhat less time per week. CP courses are based on the same expectations, syllabus, and texts as their full-time equivalent class at TCA North Junior High/High School. Work from home is designed to be accomplished online and independently *in advance* of the next scheduled class period.

This independent nature of our program is a key component in preparing our students for college classes at Pikes Peak State College. We work hand-in-hand with students and families to build organization and self-advocacy skills at the rhetoric level in all grades. CP recognizes that junior high students are working with these elements more foundationally compared to their high school counterparts. All students at CP are expected to come to their weekly in-person class time prepared in advance and ready to intelligently engage in that session's assignments.

If successful, all students at CP will attend college level classes. By 11th grade all students must be college ready in either math or English. By 12th grade students must be college ready in both math and English. CP designs its homework and late work policies to prepare our students over time for success in the college environment.

College Pathways Assessment Policies

Each teacher and/or department determine category point totals which will be communicated in course syllabi. These totals are only an approximation.

- 100-150 points per major assessment (unit test, semester final, semester project)
- 20-50 points for minor assessments (quizzes, papers, projects, etc.)
- 20-40 points per weekly homework assignment
- 20-40 points per week for participation (online or in class--may be an end of the semester grade)
- Semester total: approximately 800-1000 points per class

Assignment Postings – Schoology

Homework assignments will be posted online in Schoology the day of class or the day immediately following. Teachers will work to post assignments at the same time on the same day each week.

College Pathways Plagiarism Policy

Rationale: The faculty at College Pathways is committed to honest scholarship and personal integrity. We recognize that our unique identity as a hybrid online school presents students with an unusually large amount of assignments that could conceivably be completed through the process of "cutting and pasting" information from another document or website. Therefore, the faculty at College Pathways is strongly committed to helping students understand what plagiarism is and how to avoid it by citing properly. All students are required to acknowledge original authors with proper citations for both written work and class presentations.

Definition of Plagiarism: Because of our relationship with Pikes Peak State College, College Pathways has adopted PPSC's plagiarism policy as a model for our own. According to Pikes Peak State College, "plagiarism is the use of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution.

"Regardless of the means of appropriation, incorporating another's work into one's own requires adequate identification and acknowledgement, unless the material used is considered common knowledge. Plagiarism is doubly unethical because it deprives the true author of the rightful credit and gives that credit to someone who has not earned it. When the source is not noted, the following would constitute plagiarism:

1. Word-for-word copying;
2. The mosaic (to intersperse a few words of one's own here and there while, in essence, copying another's work);

3. The paraphrase (the rewriting of another's work, but still using the same fundamental idea or theory);
4. Fabrication (inventing or counterfeiting sources);
5. Ghost-written material (submitting another's effort as one's own).

"It is also plagiarism to neglect quotation marks on material that is otherwise acknowledged. The default assumption is that all work submitted for a grade is the student's original effort unless documented otherwise. Collaboration may be expressly allowed on particular assignments by an instructor, but the student is ultimately responsible for accurately documenting to the instructor the extent of the assistance they received from others."¹

Consequences for Plagiarism

First Incident: The first time a student turns in plagiarized work, the student will receive an immediate office referral, his/her parents will be contacted, and he/she will be required to re-do the assignment for zero or partial credit at the teacher's discretion. The incident will be recorded on the student's permanent record.

Subsequent Incidents: If a student is caught plagiarizing again, the student faces another office referral, loss of credit for the assignment, potential loss of credit for the course, and/or suspension.

Academic Responsibilities

Students:

- Complete work from home/homework assignments neatly and on time.
- Schedule time wisely to meet assignment deadlines.
- Correct errors after a parent checks the assignment.
- Attend school regularly and come prepared.
- Get assignments when absent.
- Seek assistance in Math Lab or Writing Lab.

Teachers:

- Provide checkpoints for long term assignments.
- Assign work for academic reasons to practice, reinforce, and master skills.
- Communicate to parents regularly as needed.
- Provide clear directions for assignment, format, and due date.
- Contact parent if assignments/homework seem incomplete.

Parents:

- Provide an appropriate place and atmosphere for homework.
- Set aside adequate time during the week for homework to be completed.
- Check assignments.
- Have student correct errors.
- Note difficulties experienced by student for teacher reference.
- Contact teacher if time spent on homework seems excessive.

Makeup Responsibilities

1. **Make up work:** While missed work should be completed as early as possible to prevent falling behind, work missed due to an excused absence will be due no later than the next class meeting after returning to school.
2. **Missed Test:** Pre-announced and scheduled tests, which are missed due to an excused absence, may be administered on the day the student returns to class. Students *may* be asked to take a sealed copy of the test home to be administered by the parent.
3. **Missed Quiz:** Unannounced quizzes due to an excused absence will be made up at the discretion of the teacher.
4. **Truancy:** If a student "skips" school, he/she will not receive any credit for required work and will be required make up the lost time.

¹ "Academic Honesty". Pikes Peak State College. Oct 2008. Web. 7 Feb 2011.

5. **Loss of Credit:** If a student is unable to participate in a class or classes due to absences of more than 8 hours of in-class time in a semester, he/she may be asked to repeat the course or lose course credit. Students may at this point be asked to reconsider whether College Pathways is a good fit. It is extremely important that your child be at school for instruction on a consistent basis, particularly in view of the hybrid online blended learning structure of College Pathways and the limited face-to-face time with teachers. It is certainly understandable when your child is absent due to illness or death in the family.

College Pathways Late Work Policy

Routine Assignments

Teachers will have due dates for all assignments. An assignment not submitted by the due date and time is late. When an assignment is late, the student can earn a maximum of 50% of the assignment's value by submitting the assignment by the end of the appropriate unit, after which they will receive a zero. Teachers will show a zero or "M" (for missing) in their grade book until the assignment is submitted. The end of a unit is normally defined as an end-of-unit examination. Departments may modify the 50% penalty with administration's approval.

- To be considered on time, all assignments due via online are to be turned in on the date determined no later than 11:59 pm.
- All late assignments are due by end of that unit of study, after which it will no longer be accepted for credit.
- Extenuating circumstances and student educational plans allow teachers/administration to alter the penalty assessment on a case-by-case basis.

Online Evaluations

Online evaluations (exams, quizzes, etc.) will normally be open for a specified period of time. Students who fail to complete an online evaluation in the open period will receive a zero. Parental excuses must be submitted prior to the evaluation open period.

In-class Evaluations

A student who is absent from class when an evaluation (quiz or test) is administered must complete the makeup evaluation within 7 days to receive credit. Each department will define assignments, due dates, units, and evaluations for their students during the first week of each semester.

Online Discussions

Discussion forums (aka discussion boards) are one of the ways students interact online with each other and engage in the class content when not in the building. Posts received late (after the forum deadline) defeat the foundational purpose of this type of discussion. Students will not receive credit for discussions that are not posted during the given window.

Study Halls

Study halls are provided to help fill gaps in student schedules. A maximum of 4 study halls in a week will be allowed. This time is supervised and roll is taken. Students are responsible for bringing schoolwork or reading material during this quiet time.

Parent-Teacher Conferences

College Pathways teachers work alongside families to support learning and development over time. Parent-Teacher conferences are scheduled during fall semester. Parents are always welcome to set appointments with College Pathways instructors outside of fall conference time.

Standardized Tests/Assessments ([Policy IKA-TCA](#))

State and federal laws require TCA students to take standardized assessments in the instructional areas of English language arts, math, and science. If a student's parent/guardian chooses to opt the student out of taking a state assessment, TCA shall not prohibit the student from participating in an activity, or receiving any other form of reward, that TCA provides to students for participating in the state assessment. C.R.S. § 22-7-1013 (8)(b).

ATTENDANCE & PARTICIPATION

TCA follows three policies regarding attendance: [District 20 Policy JE Student Attendance](#), [District 20 Policy JH Student Absences and Excuses](#), and [TCA Policy JHB-TCA Habitual Unexcused Absence \(Truancy\)](#).

Faithful attendance is an obligation of families attending College Pathways. One of College Pathways' goals is to prepare students to be academically successful in college; regular attendance supports that goal. Parent support is essential for us to accomplish the mission. A quality education can only be provided to families who make attendance a high priority. At College Pathways, it is not simply a matter of assigning classroom reading or worksheets. Our instructional philosophy emphasizes an interactive teacher-student format. For these reasons it is very difficult for students who have missed classes to do makeup work comparable to students who were present.

Parents are encouraged to plan family activities during scheduled school vacations in order to ensure their students can attend class and thereby receive the highest quality education College Pathways can offer. Whenever students are absent, the quality of their education as well as their classmates' education is compromised. The administration recognizes, however, that at times there may be a need for a student to be absent.

TCA follows Academy District 20 attendance guidelines for excused and unexcused absences as laid out in [Policy JH](#) and [Policy JE](#).

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.

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:

- A student who is temporarily ill or injured or whose absence is approved by the principal of the school of attendance.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- 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.
- A student who is in the custody of a court or law enforcement authorities.
- A student who is pursuing a work-study program under the supervision of a public school.
- 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/or 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/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.
- Students may attend a makeup class at a different day/time if pre-arranged with the teacher.

- 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.

Extended Absences

If a student is going to be absent for more than two (2) weeks, parents/guardians need to notify the school principal.

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.

Parents should notify the College Pathways office no later than 30 minutes past class start time to report absent students. Students are responsible for contacting their teachers (Schoology messaging is most efficient) to determine what was missed in class. **To leave a message on the attendance line, dial 719-487-2000 and follow the prompts for attendance.** Absences need to be called in to the Attendance Line for each day that the student is absent.

Pre-arranged Absences

When family need/activity results in a student's absence, daily assignments may be excused at the discretion of the teacher. Students may be encouraged to turn in required work and take any tests **before** the absence. In order to make a prior arrangement, a [Pre-Arranged Absence Form](#) must be completed, including parent, teacher, and administrator signatures. The College Pathways office should be notified of these expected absences at least two weeks prior to the absence. Note: Filling out a Prearranged Absence Form for absences does not negate the classification of habitually truant (see guidelines below under "Habitually Truant").

**** Per [Policy JHB-TCA](#), if a student has four absences (or the equivalent of eight hours of in-class time) in a semester or eight absences (or the equivalent of sixteen hours of in-class time) in a school year, his/her grade may be in jeopardy and the student may not be given credit for the course. NOTE: A pre-arranged absence is still considered an absence and counts toward the overall total.***

NOTE: When a student is absent for whatever reason, two steps need to be taken:

1. Parent must contact the front office to report the absence.
2. Students must contact their teacher(s) to discuss due dates/plans for the completion of work.

Absences for Athletic, Extracurricular, or other School-Sponsored Events

Because many of our students participate in athletics, band, speech & debate, etc. with other schools, we understand that a class may occasionally need to be missed due to a competition. Please complete the pre-arranged absence form ahead of time and contact each affected teacher prior to the scheduled event to submit assignments and schedule makeup tests. Students may attend a makeup class at a different day/time if pre-arranged with the teacher. Please note these absences are only excused related to competitions. Early dismissal from class or missing an entire class in order to attend a practice or a lesson is not permitted. Additionally, PPSC instructors have their own policy for missing class, and they may not be accommodating of high school activities since PPSC is a college environment. When considering your CP and/or PPSC schedules each semester, we ask that students work extracurricular activities around the school schedule to minimize the frequency of missed classes.

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 semester, 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 absences (or the equivalent of eight hours of in-class time) in a semester or eight absences (or the equivalent of sixteen hours of in-class time) in a school year. If a student is deemed to be habitually truant, a meeting between school administration and the parents should be scheduled 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.

Tardiness

It is the responsibility of students and their parents to ensure that students 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 at the time the class is scheduled to begin or they will be counted tardy.

In College Pathways, the accrual of three tardies in a single class in a semester will result in a parent contact, followed by a meeting with administration at the fourth tardy, then an administrator-assigned detention at the fifth tardy in a single class. Subsequent tardies will result in a second meeting with administration, who will determine an appropriate consequence.

Tardies in excess of three, for whatever reason (excused or unexcused), will result in parent contact. If a student is late, the parent must call the office or sign the student in at the main College Pathways office. The student will receive a "Late Pass," which the student must provide to the classroom teacher. The office will not distinguish "excused" or "unexcused" tardiness. An "excused" tardy or absence, including pre-arranged absences, is still a tardy or absence and counts toward the overall total.

Snow Days, Two-Hour Snow Delays, and Holidays

When ASD20 administration cancels or delays the start of school due to inclement weather, it is expected that any classes affected on that weather day will continue to be managed by the student. CP functions as an online school. Therefore, snow days or delays are not considered a day off. Students should expect to communicate with teachers via Schoology, Math XL, email, etc., and remain engaged and productive *as per teacher direction* in those classes affected by inclement weather. In the event of a school delay or cancellation, several radio stations will be contacted to broadcast the closure or delay. **College Pathways, along with TCA, will follow District 20 closure status (www.asd20.org).**

Delayed Start Schedule (2-Hour Snow Delay)

In the event of a delayed start, the following schedule will apply:

- Classes scheduled prior to 9:45am will be cancelled for meeting on campus – students should expect to communicate with teachers via Schoology, Math XL, email, etc., and to remain engaged and productive *as per teacher direction* in those classes affected by inclement weather.
- Classes scheduled at or after 9:45am will be conducted according to their regular schedule.

Alternative Scheduled Class Sections

Should a snow day or delay cancel a class, teachers may make other scheduled sections of that same class available for students to attend within that same week. Interested students may request this option from their classroom teacher.

The PPSC calendar and schedule do not always align with College Pathways for holidays and snow days. College students are responsible for adhering to the PPSC schedule as well as that of CP.