



## **Family and Learner Handbook**

**Board Approved July 31, 2020**

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# Parent Agreement

## We do hereby agree to the following conditions of enrollment:

1. I understand that this Contract is an agreement with all other parents in the school and CSA to support the faculty, staff, and volunteers as they work to help me make my student a productive, cooperative member of the school community.
2. I understand that CSA is governed by a Parent Board of Directors.
3. My child will be sent to school healthy, well-nourished, clean, and prepared to learn. I will provide lunch for my child every day.
4. I will provide transportation for my child to and from school. I will drop off and pick up my child only at CSA and not in the surrounding neighborhoods. I understand that if my child is on campus before 7:00 am or after his/her dismissal time, my child will be actively engaged in a supervised after school activity or be signed up for the After School Program.
5. I will abide by the traffic rules especially during drop off and pick up times, and I understand that further action will be taken by school officials when necessary to ensure a safe school environment.
6. I will volunteer time as I can according to the needs of the school.
7. I will meet with my child's facilitators as requested and will attend my child's Learner Led Conferences in the Fall and Spring.
8. I will abide by CSA's Attendance Policy. I will take responsibility for minimizing unexcused absences and tardies.
9. I understand that students who do not meet grade-level academic expectations may be retained.
10. I will take responsibility for the behavior of my student in school and understand that unacceptable behavior as judged by facilitators and staff, or any other breach of this contract, will be cause for dismissal of my student from CSA subject to applicable policies and statutes.
11. I understand that my child will not be allowed to attend classes at CSA until I complete all online and paper enrollment forms required by both CSA and Cherry Creek School District (CCSD). I agree to register my child(ren) for the CSA Before and After School Program and sign up for all CSA email notifications.
12. I understand that CSA's expectation is that testing requirements established by state law will be followed for every student. I, therefore, agree to make my child available for testing when and as required by law.
13. I have read and I agree to all CSA and CCSD policies including, but not limited to, enrollment, attendance, and discipline.

## Positive School Community Expectations

**Colorado SKIES Academy is an active learning community composed of supportive faculty, staff, families, and volunteers who help make learners productive, collaboration members of the CSA school community. The relationship fostered among learner, staff, and parents are supported by:**

- **Clearly defined responsibilities**
- **A shared commitment to collaboration**
- **Open lines of communication**
- **Mutual respect**
- **Common Vision**

We agree to build a positive school community in the following ways:

- We will operate with the understanding that school staff holds the best interests of all learners at heart.
- Colorado SKIES Academy is a project-based learning charter school with motivated learners and responsible parents working together with exemplary facilitators to provide an excellent education in an environment that upholds the high expectations and values of leadership, responsibility, respect, loyalty, integrity, and compassion.
- We will be a positive role model by exhibiting the school character traits.
- When conflicts arise, we will seek to resolve conflicts through appropriate channels (Facilitator/Assistant School Director/School Director).
- We will help build and maintain a positive school environment by not participating in or tolerating gossip.

I have read and understand the Positive School Community Expectations.

Parent Signature: \_\_\_\_\_

## Behavior and General Rules

- Learners may not chew gum while on school property.
- Learners must have facilitator/staff permission before using any CSA phone or computer.
- Electronic games, MP3 players, iPods, smart watches, laser pointers, trading cards, lacrosse sticks, baseball bats, etc. may not be used during school hours or while on school property without staff permission.
- Any item that might be considered a 'weapon' and has reason to be brought to school must be left in the office for safekeeping.
- Cell phones must be used for academic purposes during the school day, or kept in learner backpacks. Phones may be used after 3:00 pm for parent pick-up.
- Phones confiscated due to unauthorized use will be given to the Main Office.
- Learners are not allowed on the field or playground following dismissal.
- No running or loud voices in the hallways.
- Rocks are not to be thrown or brought into the building.
- No running or throwing balls or other objects outside the main front doors.
- Personal reading material may be subject to approval.
- Learners are to stay away from the airport fencing at all times

## Bullying Prevention and Education

CSA supports a secure school climate, conducive to teaching and learning that is free from threats, harassment, and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

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 expression or by means of a physical act or gesture. Bullying is prohibited against any learner for any reason, including but not limited to any such behavior that is directed toward a learner on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived.

Bullying is prohibited on CSA property or CSA-sanctioned activities and events, or off school property when such conduct has a nexus to CSA or any CSA curricular or non-curricular activity or event.

A learner who engages in any act of bullying and/or a learner who takes any retaliatory action against a learner who reports in good faith an incident of bullying, is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions

are made. Bullying behavior that constitutes unlawful discrimination or harassment shall be subject to investigation and discipline under related CSA policies and procedures. Learners targeted by bullying when such bullying behavior may constitute unlawful discrimination or harassment also have additional rights and protections under Board policies and procedures regarding unlawful discrimination and harassment.

### **CSA Anti- Bullying Program**

The CSA anti-bullying program contains many key elements. Several are related to creating a positive atmosphere at school that encourages all learners to treat each other fairly and with kindness. There are also components that are related to discipline that will be used if one learner bullies another. CSA employs an anti-bullying program that includes the following:

**Capturing Kids Hearts®:** CSA uses the guidance of the Capturing Kids Hearts® to help teach learners not to bully, to protect and stand up for those that are bullied and to know how to report bullying to trusted adults when it is experienced or observed. The goal of the program at CSA is to promote a positive, safe, respectful and responsible environment where students feel supported and are allowed to learn. The CSA faculty and staff use the PBIS principles to ensure this happens.

**Character Development:** CSA implements a character education program based on the Character Lab, Inc.® and *The 7 Habits of Highly Effective Teens* by Steven Covey. The school emphasizes the character traits of purpose, curiosity, growth mindset, self-control, zest, optimism, gratitude, grit, and social intelligence. CSA follows a common language regarding character education, and rewards students for their efforts in personal character excellence.

**Squadron Members:** Every CSA learner is part of a squadron (classroom group). Each squadron focuses on building a sense of community within our school. This is fostered through our Advisory class periods as well as the Leadership class that is part of Capturing Kids Hearts' curriculum. Our goal is for all CSA learners to learn leadership and conflict resolution skills in order to help their CSA community.

**Restorative Justice:** The goal of restorative justice (RJ) practices is to support the social and emotional well-being of our students. There are two components of restorative justice:

1. Proactive Circles are class-wide discussions that provide learners with an outlet, allow them to develop empathy and compassion, and make connections with other learners. The circles also give facilitators an opportunity to identify learners that need additional support.
2. Conflict Resolution is another component of restorative justice. These structured conversations allow learners to work through a conflict in a positive and collaborative way. There are two outlets for this resolution.
  - a. Learners may request mediation through a facilitator.
  - b. Facilitators or administration may determine a restorative justice meeting is needed.

**Safe to Tell:** Colorado SKIES Academy uses the district [Safe to Tell](#) program. [Safe to Tell](#) allows learners to anonymously report anything that concerns or threatens them, their friends, their family or their community. The number to make that call is 1-877-542-7233.

**Digital Citizenship:** CSA conducts digital citizenship classes. These classes teach middle school students how to manage social media, what to do when they experience cyberbullying and how to be a responsible citizen.

## Communication

**Monday Message:** Please read the Monday Message each week for school information.

**Displaying and Posting Information:** All materials to be displayed and/or posted at CSA must first be approved by the Communications Director. This includes informational posters for the CSA, the CSA Foundation, and the CSA Student Council activities as well as information for any non-school related organization or activity. All materials must have a stamp showing approval before it can be posted in the designated areas. Materials should be taken down as soon as the scheduled event is over. Non-school related activities will be posted on the community bulletin board. School related materials may be posted in the hallways by the classrooms. No materials will be posted by the front entrance or the reception area.

**Email:** All CSA staff can be reached through email. The address is: the person's first name . last name@coloradoskiesacademy.org (no spaces). For example, Suzanne Acheson's email address is [suzanne.acheson@coloradoskiesacademy.org](mailto:suzanne.acheson@coloradoskiesacademy.org)

**Please note:** Any anonymous letters or messages received by CSA staff will be discarded immediately regardless of content.

**Learner-Led Conferences:** Learner-Led Conferences (LLC) are held twice each year. The dates of the conferences are listed on the school calendar. All parents are expected to attend both the fall and spring conferences each year in order to discuss their student's progress.

**Telephone:** The telephones in the classrooms are intended for adult use only. If necessary, parents are asked to leave a message for their student with the Front Office or on the facilitator's voicemail. Except in cases of an emergency, students should NOT make or receive calls during the school day. The Front Office will relay telephone messages from parents to students. Students may use the lobby phone with permission from a staff member. Please refer to the Student Electronic Device Policy for information regarding the use of electronic devices.

**CSA Website:** Please check the [CSA website \(www.coloradoskiesacademy.org\)](http://www.coloradoskiesacademy.org) for the latest news and information. The website contains a calendar of events, along with announcements on the home page. CSA facilitators create class newsletters for each project; please look for them under the "News" dropdown, "Facilitator Newsletters."

All additional personal information, such as email address, must be updated on the CCSD parent forms website ([my.cherrycreekschools.org](http://my.cherrycreekschools.org)). Please use the username and password you created when filling out CCSD enrollment and re-enrollment forms. Once a change is made please print out a copy of the change and bring it to the CSA front desk or email it to [admissions@cherrycreekacademy.org](mailto:admissions@cherrycreekacademy.org).

## Curriculum

The research-based instructional approach at Colorado SKIES Academy is differentiated to engage learners through hands-on, in-depth, authentic experiences across subject areas. This methodology allows facilitators to address learners' individual differences, variations in learning styles, intelligences, and abilities. Rather than rely on any one series of books, textbooks, or guides, we employ multiple materials, resources, and strategies to best meet the needs of individual learners.

Curriculum is implemented with the following best practices in education:

- *Global Understanding* - 21st-century learners are faced with the challenge of engaging in an increasingly interdependent world where knowledge is constantly developing and evolving. Rigorous curriculum covering global connectivity will give learners a sense of belonging in our ever-changing world and prepare them to thrive in the global marketplace upon graduation and post-college. Exploring diverse cultures will give learners a positive attitude toward learning and greater understanding of the world around them.
- *Engaging Curriculum* - Our curriculum delivers the Colorado Academic Standards through relevant learning experiences that engage learners' interests as they discover underlying concepts and develop deep understanding of subject matter. Learners are active participants in meaningful exploration. They engage in hands-on activities and experiences that build on their prior knowledge. Projects are used as a teaching tool to focus on higher-order thinking and real-world skills. We will encourage learners to apply their understanding in projects that gradually introduce more complexity and more learner-driven choice of topics and products. The goal is to foster self-motivation and self-directedness as each learner discovers their unique strengths.
- *Multiage Groupings* - Research supports environments with two or more grades that allow learners the flexibility to progress at their own pace along a continuum of achievement. As such, select grade levels at Colorado SKIES Academy may be multiage environments.
- *Facilitator Continuity (Looping)* - Multiyear relationships between facilitator and learner provide for deeper knowledge to guide instructional decisions and familiarity with the social-emotional health of learners (Anderson and Pavan, 1993).
- *Advisory/Morning Meetings* - Research shows that when learners feel connected to their school, they do better academically. One of the ways we achieve this is with classroom meetings. In small-group settings, we explore the causes and effects of cultural, personal, and community events. This allows our learners an opportunity to witness and display social problem-solving skills and interactions. These meetings provide learners with the forum to develop social and emotional skills needed to thrive in a collaborative environment.

## Individual Learning Plan (ILP)

### *INDIVIDUAL LEARNING PLAN (ILP)*

Each year, learners along with their facilitator(s) create an ILP to guide instruction. Each learner, along with their family and facilitator, work together to monitor the ILP and make adjustments, as needed. The primary goal of the ILP is to ensure that each child will be treated as an individual and, therefore,

will be working toward attainable goals appropriate to their individual development.

Throughout the year, learners will review learning outcomes and set individual goals. They will learn to evaluate their progress toward those goals, starting at a basic level when they are younger and improving their ability to self-assess over time. Throughout the year, learners will meet with their facilitator(s) and parent(s) to look critically at what they have accomplished both in formal settings as well as at home with their families. Near the middle of the spring and fall semester our learners will present their progress in the Learner-Led Conference (LLC) Presentations.

Portfolio-based LLCs will help ensure that learners are accountable to themselves, their families, their facilitators, and the school community as a whole. Additionally, the experience creates a powerful incentive for learners to develop their skills through the communication of high expectations, public display of meaningful work, and opportunities to showcase talents in modalities that best suit learners' distinct learning styles.

## Discipline

There are consequences for not adhering to the behavior guidelines. Family and staff will work together to make decisions that are in the learner's best interest. The following consequences allow flexibility for individuals and varying situations. If the behaviors escalate, so will the consequences.

1. Warning and reminder: This may take place in or out of the classroom.
2. Reflection time: This allows children to cool off and the situation to defuse before it becomes a larger issue. A reflection time may take place in the office or outside of a classroom.
3. A respectful, related consequence: This step allows the flexibility for a child- or adult-created consequence. For instance, if a learner wrote on a desk, the consequence may be to clean the desks in the classroom during lunch.
4. A disciplinary referral to the office: This consequence reflects the seriousness of the situation. At this time, the learner will meet with an administrator to describe what happened, what they could have done differently, and what could be changed at the school to prevent this from happening again.
5. In-house suspension: The child would come to school and do schoolwork in an alternative environment.
6. Suspension/parental supervision: The child would not be allowed to attend school. This would include extracurricular activities during the suspended time period.

**Extreme and/or Violent Acts, Bullying or Destruction to School Property: Learners will be sent to the School Director for disciplinary action as per Colorado SKIES Academy policies. The consequence may result in suspension and/or expulsion in accordance with applicable policies and statutes.**

## Dress Code

Learners attending the school do lots of walking, running, sitting on the carpet, art, etc. Therefore, our parents and learners have found that loose-fitting, comfortable clothing and closed-toed sneakers or comfortable walking shoes work best at our school. Distracting clothing is discouraged. Learners are expected to dress appropriately.

## Electronic Devices

All Colorado SKIES Academy learners have the option to use Personal Technology Devices as a part of our Bring Your Own Device Program. For learners to participate in this program, **each device** must have a Technology Waiver form. **Learners may not use the cellular network at any time during the school day or while participating in before or after school programs.** Learners who need assistance turning off the cellular connections may ask any administrator or staff member for help.

Cell phones and other electronic items are often used for instructional practices. We are guiding our learners in appropriate use of technology, helping them make appropriate choices concerning these items. We realize many parents give their children cell phones for safety and convenience. **We ask learners to limit use of phones during the school day to academic purposes only.** Families may contact their child in an emergency situation by calling the school office, and learners may use cell phones or school phones to contact families in an emergency. Learners should respect their facilitator's requests regarding appropriate time to use technology.

Colorado SKIES Academy is not responsible for damage, theft, or loss of personal technology items.

## Internet Usage

Colorado SKIES Academy has access to the Internet via Wi-Fi. The school works diligently to protect our learners from inappropriate content. The CSA staff work closely in training our learners on the appropriate use of the Internet. Before using the Internet, parents and learners should read the following Network Use Guidelines. All parents and learners must also sign a Learner & Parent/Guardian Network Responsibility Contract.

## Network Use Guidelines

Please read the following carefully to learn about the privileges and responsibilities of using the Internet as part of your educational experience. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual people.

Learners will have access to the following:

Electronic mail (email) communication with people all over the world.

- Information and news from a variety of sources and research institutions.
- Public domain and shareware software of all types.

- Discussion groups on a wide variety of topics.
- Many university libraries, the Library of Congress, and more!

## Educational Software

Giving our learners the skills to thrive in the 21st century means giving them access to technology. With computers as part of every classroom curriculum, Colorado SKIES Academy uses very strong guidelines for web usage and Internet security. We comply with the level of security that the Children’s Internet Protection Act requires. While we have filters at the network level for inappropriate websites, there are still instances when those websites can come through. Please be assured that Colorado SKIES Academy remains committed to restricting the use of such websites.

Our school is taking reasonable precautions to restrict access to “harmful matter” and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials.

“Harmful matter” means matter that, taken as a whole by the average person applying contemporary statewide standards, depicts or describes patently offensive content and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors (Penal Code, section 3 13). The facilitators/staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their learners. Colorado SKIES Academy takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user’s risk.

The purpose of schools having access to the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of Colorado SKIES Academy.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, the distribution of the following:

- Any information that violates or infringes upon the rights of any other person. Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Advertisements, solicitations, commercial ventures, or political lobbying.
- Any information which encourages the use of controlled substances or the use of the system for the purpose of inciting crime. Any material which violates copyright laws.
- Any vandalism, unauthorized access, “hacking,” or tampering with hardware or software, including introducing “viruses” or pirated software (Penal Code, Section 502).

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of these privileges.

## Netiquette (Net Etiquette)

The use of the Internet requires that you abide by accepted rules of network etiquette. These include but are not limited to the following:

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
- Maintain privacy. Do not reveal the personal address or phone numbers of yourself or other persons. Before publishing a learner's picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
  - Respect copyrights. All communications and information accessible via the network should be assumed to be the property of the author and should not be reused without their permission.
  - Do not disrupt the network. Do not use the network in a way that would disrupt the use of the network by others.
  - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify CSA staff.
  - Vandalism will result in cancellation of privileges. This includes but is not limited to the uploading or creation of computer viruses.

## Emergency Procedures

Building Emergency/Crisis: CSA has a comprehensive plan for safety and security that is aligned to and in compliance with CCSD policies. If it becomes necessary to invoke a "lock-down" or a "secure perimeter," the cooperation of parents is extremely important. No one will be allowed in or out of the building until a danger assessment is made and the situation is deemed safe--NO EXCEPTIONS.

CSA completes an annual Readiness Emergency Plan (REM) that addresses all safety procedures and plans drills according to CCSD requirements.

## After School Programs

Wings Over the Rockies will be offering a unique after school experience for middle school students. The registration link is below and the description has a lot of information from FAQs. Below is also a description of our prices.

Rates:

\$350/month (Monday-Friday); \$1250/semester; \$2500/year

\$100/month (Fridays only)

- Sibling discount: 10%; need-based scholarships available

**Year long option:** This signs your student up for the entire year at once, starting in August.

**Semester option:** This signs your student up for the Fall semester, including August. Those who choose this option will be contacted the week of Dec 16th to renew for the following semester. Your spot will be held until the first day of the semester. After this it will be opened to any persons on the waiting list.

**Monthly option:** This is a month to month option. You will be contacted the last week of the month to renew for the next month. Your spot will be held until the first of the month. After this it will be opened to any persons on the waiting list.

**August option:** This is part of the monthly option. Since CSA does not start until mid-August, we have discounted the price of this month.

**Friday only option:** This option is Friday only. Fridays are longer starting at 1:00 instead of 3:30. Those on this option are NOT signed up for Mon – Thurs. This is a monthly payment. Payment is due before the first Friday of the month. After this it will be opened to any persons on the waiting list.

**Scholarship options:** Please contact Carissa Kepner for a scholarship application and more details.

Questions? Interest in enrolling? Contact Carissa Kepner ([ckepner@wingsmuseum.org](mailto:ckepner@wingsmuseum.org)) at 303-360-5360 ext 125.

## Field Trips

CSA makes use of community and regional resources that support the curriculum. Parent permission is required for each student, and some trips may require a fee to help offset admission charges or transportation costs.

Throughout the school year, learners will have the opportunity to take many trips, often planned through facilitator and parent collaboration. These trips are a part of CSA's project-based curriculum and may include walking trips, trips by private or school vehicles, and buses. Participation is a vital part of the learning process and is strongly encouraged. A walking field trip permission slip is completed as part of the enrollment packet. Signing the form indicates you have granted your child permission to participate in CSA's ongoing walking field trip program throughout the school year. This ensures CSA has parent permission for their child to walk to Wings Over the Rockies Exploration of Flight throughout the school year.

Field trip permission slips will be required for all other field trips. Learners must have a permission slip on file in order to participate in a field trip.

Approved volunteers are encouraged to accompany learners on a field trip. Facilitators or CSA staff members will inform parents of the need for field trip volunteers in advance of each trip.

## Food Allergies

CSA recognizes that many learners are being diagnosed with potentially life-threatening food allergies. To address this issue and meet state law requirements concerning the management of food allergies and anaphylaxis among students, we set forth the following requirements:

**Health Care Plan:** The school nurse in conjunction with the learners's medical provider shall develop and implement a health care plan for each learner with a diagnosis of a potentially life threatening food allergy. Facilitators/staff are provided with food allergy information.

**Reasonable Accommodations:** Reasonable accommodations shall be made to reduce the learner's exposure to agents that may cause anaphylaxis within the school environment.

**Access to Emergency Medications:** Emergency medications for treatment of the learner's food allergies or anaphylaxis shall be kept in the school health clinic accessible to all school staff. The learner's parent/legal guardian shall supply the school with the medication needed for treatment of the learner's food allergies or anaphylaxis.

**Staff Training:** All school staff receive training in emergency anaphylaxis treatment. The training prepares staff with a basic understanding of food allergies, the importance of reasonable avoidance of agents that may cause anaphylaxis, the ability to recognize symptoms of anaphylaxis, and the ability to respond appropriately when a student suffers an anaphylactic reaction. The training also includes instruction in the administration of self-injectable epinephrine.

## Forms

All forms are under the [Parent Tab](#) on the CSA website.

## Grievances

It is always our intent to resolve concerns in the simplest manner for all. If a parent has a classroom concern, it is expected that they will try to resolve the concern with the classroom facilitator. If the concern is not resolved, please bring your concern to the school administration. Every effort will be made to find a fair resolution through a personal conference or a meeting between the parties involved.

*Colorado SKIES Academy does not discriminate on the basis of race, color, national origin, sex, age or disability in admission to its programs, services or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in the school's activities and programs. Colorado SKIES Academy also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance officer or directly to the U.S. Department of Education, Office for Civil Rights, Region VIII, Federal Office Building 1244 North Speer Blvd., Suite #310, Denver, CO 80204.*

## Health Information Board Approved (date)

The health, safety and medical needs of students are important for success at school. As such, the school has a health assistant and health office. The school also contracts with a Colorado Department of Education (CDE) qualified registered nurse consultant to manage health/wellness services and standards and provide delegation. The nurse provides resources, training, screening, and medication/health oversight, and is available to discuss your child's needs and coordinate care. School health is a team effort in the school environment and research supports that health and academics are related.

(CDC. (2014, May). *Health and Academic Achievement*. Retrieved 5/24/20 from

[https://www.cdc.gov/healthyyouth/health\\_and\\_academics/pdf/health-academic-achievement.pdf](https://www.cdc.gov/healthyyouth/health_and_academics/pdf/health-academic-achievement.pdf))

School policies and practices for health services follow applicable current federal and state laws. Some of the Colorado governing bodies may include the local school district, Public Health (CDPHE), Department of Education (CDE), Board of Health, Board of Education, Board of Nursing, and the Department of Human Services (DHS), along with accrediting agencies and associations. Local governments may override some policies if/as necessary for public health. (6 CCR 1010-6, 6.3A3 pg.2)

Please complete a health history for your child each year, and refer to the Medication Administration Policy if medication is to be administered at school.

If your child has a health condition and you choose to not share that information with the school, or you choose to not provide daily or emergency medication and applicable forms if needed or prescribed, the undersigned parent(s) or guardian(s) hereby agree to release the school and its personnel from any and all claim(s), which they now have or may hereafter have arising regarding the consequences of this choice, and are aware that 911 may be called in an emergency.

A parent may request that the school take into consideration specific health needs of a student and schedule a meeting to determine next steps.

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities (such as extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide, without affecting the health and safety of other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.

**Children with the following symptoms or illness should be kept (excluded) from school:**

<b>SYMPTOMS</b>	<b>Must Child Be at Home?</b>
<b>DIARRHEA</b> Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication	<b>Yes</b> – if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the toilet
<b>FEVER</b> with behavior changes or illness	<b>Yes</b> – when fever is accompanied by behavior changes or other symptoms of illness, such as malaise, rash, sore, throat, vomiting, etc.
<b>FLU SYMPTOMS</b> Fever over 100 F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea	<b>Yes</b> – for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine.
<b>COUGHING</b> severe, uncontrolled coughing or wheezing, rapid or difficulty breathing	<b>Yes</b> – medical attention is necessary

Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/ treatment	
<b>MILD RESPIRATORY OR COLD SYMPTOMS</b> Stuffy nose with clear drainage, sneezing, mild cough	<b>No</b> – may attend if able to participate in school activities
<b>RASH WITH FEVER</b> Note: Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice	<b>Yes</b> – seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
<b>VOMITING</b> Two or more episodes of vomiting in the past 24 hours	<b>Yes</b> – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and watch for signs of dehydration
<b>CHICKEN POX</b>	<b>Yes</b> – until blisters have dried and crusted (usually 6 days) if blister occurs after vaccination, refer to Health Dept Guidelines
<b>CONJUNCTIVITIS (PINK EYE) OR</b> Pink color of eye and thick yellow/green discharge	<b>Yes</b> – until 24 hours after treatment starts If your health provider decides not to treat your child, a note is needed
<b>CROUP (SEE COUGHING)</b>	<b>No</b> - Seek medical advice
<b>FIFTH’S DISEASE</b>	<b>No</b> – child is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE</b> (Coxsackie virus)	<b>No</b> – may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
<b>HEAD LICE OR SCABIES</b>	<b>No</b> - May return after treatment starts
<b>HEPATITIS A</b>	<b>Yes</b> – until 1 week after onset of illness or jaundice and when able to participate in usual activities
<b>HERPES</b>	<b>Yes</b> – if area is oozing and cannot be covered, such as mouth sores
<b>IMPETIGO</b>	<b>Yes</b> – for 24 hours after treatment starts
<b>RINGWORM</b>	<b>No</b> - May return after treatment starts Keep area covered for the first 48 hours of treatment
<b>ROSEOLA</b> Note: A child with rash and no fever may return to school	<b>Yes</b> – seek medical advice
<b>RSV</b> (Respiratory Syncytial Virus) Note: A child does not always need to be excluded unless he/she is not well enough to participate in usual activities	<b>No</b> - Seek medical advice. Once a child in the group has been infected, spread of illness is rapid
<b>STREP THROAT</b>	<b>Yes</b> – for 24 hours after treatment starts and the child is able to participate in usual activities
<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> – until determined not infectious by the health care provider. Consult with RN or Health Department.
<b>YEAST INFECTIONS</b> Including thrush or candida diaper rash	<b>No</b> – may attend if able to participate in school activities Follow good hand washing and hygiene practices

**Please contact the school health assistant or the school nurse consultant with any questions or concerns for your child.**

**Colorado Skies Academy**  
**(720) 400-7612**

## **Homework Policy**

As a school that utilizes the project-based learning model, Colorado SKIES Academy makes every effort to provide learners with ample time to complete their work in class, so that they do not have any homework. We encourage homework to be self-driven, where learners WANT to do some additional research on a particular topic because they want to know more. We strive to create inquiring minds, ready and willing to ask questions and seek out the answers to those questions, to create truly life-long learners. We take every opportunity to prepare our learners for high school and careers and use classwork, homework, and make-up work as a time for learners to learn and practice time management, personal responsibility, and self-advocacy.

If a learner is absent, we expect the learner to assume personal responsibility and to follow these steps the day they return to class:

- Access Google Classroom where class assignments and any handouts are available for the class time missed.
- Access PowerSchool to see when the assignment is due and/or if the assignment was turned in at the end of class.
- Discuss with the facilitator the scope of missing work and:
  - Establish the due date, providing a minimum of two (2) days to complete the assignment for every day absent.
  - Discuss next steps so the student can stay current with the class.
  - Identify any work time in class the student can use to make up assignments. (Note: Class work time to make-up missed work is not guaranteed.) The rest of the missing work will need to be completed at home in order to catch up with the rest of the class. We appreciate parent support when missed classwork needs to be completed at home.
- If a parent has any questions about what is missing, we ask parents to have their student email the facilitator, and copy the parents, for further details about what work is missing. This helps students build necessary communication skills, self-advocacy, and personal responsibility with parent support.

## **Absence/Make-Up Policy**

*Updated November, 2019*

For every day a learner is absent, the learner will have a minimum of two (2) days to make up missing work. Facilitators use Google Classroom to post classwork, handouts, and assignments and students turn in much of their work in Google Classroom. PowerSchool, our student information system, documents graded assignments and missing assignments also. Colorado SKIES Academy provides time and opportunity for learners to demonstrate mastery by completing missed assignments and/or resubmitting low scoring assignments. All

make-up work and/or resubmitted work must be turned in on or before the Monday of the last week of each quarter. This allows adequate time for grading student work.

Access to learners' Google Classroom (with "read only" permission) can be provided to parents/guardians by sending an email request to the facilitator. Facilitator email addresses can be found in the "Contact Info" tab within each facilitator's weekly newsletter.

Please use the link under "Parent Info", "[Report an Absence](#)" to ensure that your learner is excused from the school day(s).

## Lost and Found

All personal items should be labeled with the learner's name. CSA is not responsible for lost or stolen items, including electronic items such as cell phones, iPods, tablets, and/or laptops. Lost and found items are placed in bins located by the back door. Please check lost and found regularly as unclaimed items are donated to a local charity.

## Lunch

### Lunchroom Rules:

- Walk at all times in the lunchroom.
- Get your lunch, set it down, get water if desired, then have a seat.
- Please stay seated for the duration of the lunch period.
- Raise your hand if you need something.
- When overhead lights are turned off, learners are to stop talking immediately and listen for instruction from staff.
- When it is time to clean up, each table group is required to pick up and throw away all trash on, under, and around the table; wipe down the table, and put away any lunch bags. Your area should be left clean for the next group. Everyone is expected to help clean up!
- Quiet and clean tables will be the first to be excused.
- Lunch will be 30 minutes. This time must be spent in the cafeteria.

### Please Note:

- The lunchroom does not provide food to students who do not bring lunch to school.
- Please keep a copy of any hot lunches ordered so there is no confusion for your student.
- Birthdays are not celebrated in the lunchroom. All birthday treats are to be kept in the classroom.

There is **limited** access to a microwave for student lunches. Please remember, it is **your** responsibility to ensure your student has lunch every day. **CSA will endeavor to always support learners in any way. However, CSA is not responsible for providing lunch for students.**

CSA offers a lunch program that is coordinated and delivered by an outside vendor, Mile High Catering Food Services from BOONLI. Lunch must be pre-ordered using the online ordering system [Mile High Catering](#).

(also available online once you are logged in to your account)

- **FOOD & POLICY QUESTIONS** (Food questions/concerns including menu offerings, Missed/Late Orders, Credits, Changes/Cancellations): email [milehighjolynn@gmail.com](mailto:milehighjolynn@gmail.com) or call [303-552-6722](tel:303-552-6722) and we'll get back to you right away.
- **TECHNICAL SUPPORT** (help navigating the site): email [support@boonli.com](mailto:support@boonli.com)
- **PAYMENT INFORMATION** The program accepts payment by Debit Card or Credit Card: Visa, MasterCard & Discover. **Be sure to proceed to checkout** and process your payment. Orders that are left in the shopping cart will **NOT** be processed and your student(s) will not be included in the lunch service.
  - **Ordering for more than 1 person?** Please be sure to add all items for your student(s) into the shopping cart BEFORE checking-out.\*\*\* **Ordering Closes at 1pm the day before the lunch is served, you are able to order or cancel orders up until that time. We suggest ordering a week or so at a time, so you aren't having to log in everyday! \*\*\***
- **PROCESSING FEE:** A nominal processing fee is charged so that we can offer our lunch program online.

Lunch orders can be canceled by 8:00 am each day, if your learner is sick/absent. Snow days will automatically cancel your lunch order and credit your account.

## Miscellaneous Information

**Classroom Parties and Celebrations:** As a school, CSA expects facilitators to keep both the number of parties and time spent away from academic study to a minimum. Facilitators are traditionally asked to use the advisory period of the day for a party. CSA does not celebrate religious holidays. CSA wishes to make sure that all learners feel included, therefore we encourage parents to include all students if birthday party invitations are passed out at school.

**Class Videos:** There are many opportunities within our curriculum to show videos in the classroom setting and in some cases, movies are shown as class rewards, etc. All facilitators are expected to inform Administration of any video being shown in the classroom PRIOR to its viewing. If a video is rated PG, the facilitator will send home a permission slip for the parent to sign, indicating that his/her learner has permission to watch that particular movie. Any learner not receiving permission will be given the opportunity to read or work outside the classroom.

Movies viewed by CSA learners must always have an educational purpose. In every case, the CSA staff member must preview the movie in advance. Movies must contain no nudity; not even a "small amount." Movies must contain no drug usage or implied drug usage - no exceptions. Always preview even "safe" movies like Discover, NOVA, etc., as many of these movies are inappropriate.

### Movie Rating Guidelines for CSA Students:

- G OK for all grades – no permission slip needed.
- PG OK for grades 5-8 w/o permission slip.

- PG-13            OK for grades 5-8 with permission slip.
- R                 NOT permissible for any grades under any circumstances

## Notice of Nondiscrimination

NOTIFICATION OF NONDISCRIMINATION Colorado SKIES Academy which is a part of the Cherry Creek School District No. 5 (“District”) does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Colorado SKIES Academy does not discriminate in enrollment or access to any of its available programs.

The lack of English language skills shall not be a barrier to admission or participation in Colorado SKIES Academy activities and programs. Colorado SKIES Academy also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator, Ms. Stephanie Davies, Cherry Creek School District Compliance Officer, Educational Services Center, 4700 S. Yosemite St., Greenwood Village, CO 80111, telephone (720) 554-4471, or directly to the U.S. Department of Education, Office for Civil Rights, Region VIII, Federal Office Building North, 1244 Speer Blvd., Suite 310, Denver, CO 80204.

## Parent Board

CSA is managed by an elected governing board, known as the [Board](#), made up of parents with learners at the school. [The Board](#) meets a minimum of six times per year for open-forum meetings and work sessions. Additional executive sessions may be held on an as-needed basis to handle employment, contract, and legal issues.

## Parent-Accountability Committee (PAC)

CSA is fortunate to have a very active and effective PAC. In addition to the President and the PAC officers, there are numerous committees. Check the [CSA website](#) for meeting times and opportunities to volunteer through the PAC.

## Pet Policy

**Animals on Campus:** Personal pets are not allowed on the school campus unless they have an educational purpose or serve as a service animal. Class pets must be pre-approved by Administration. Mammals or birds are discouraged due to the possibility of them carrying pathogens or causing allergic reactions.

## Playground Rules

### General:

- Freeze when the whistle is blown.
- Walk quickly to line up in the designated area when the whistle is blown three times.
- Five short whistle blows mean there is an emergency and to line up immediately.

- No playing in line.
- Leave recess equipment in designated area on playground.
- Only sports balls may be brought from home.
- Use playground equipment only as it is designed and intended to be used.
- Stay within established boundaries.
- Stay away from fences.
- No children in front of the building without adult supervision.
- No spitting, pushing, shoving, grabbing, or hitting.
- No playing with PE equipment during recess.
- No piggybacking, lifting, or carrying another learner.
- No dog piling or laying over other learners.
- Keep your hands to yourself.
- Keep away from stray animals.
- Shoes are to be worn at all times.
- Use good sportsmanship.

**Playground Area:**

- No jump ropes attached to equipment.
- No throwing rocks or wood chips.

**Field Area:**

- No tackling or wrestling.
- No climbing or hanging from the basketball hoops.
- No throwing snowballs.
- No rolling snowballs up or down hills(unless specified by recess monitors).
- No ice sliding games.
- No tackle football.
- No hanging on soccer goals or soccer nets.
- No tug-of-war or above the head aerial helicopters with jump ropes.
- Jump ropes may only be used on the basketball courts and field.
- Stay away from ditches.
- Do not throw objects other than balls or Frisbees.
- Ask permission before retrieving balls from beyond boundaries.

**Lunch Recess:**

- No food, drinks, or water bottles allowed outside at lunch recess.
- No throwing balls against the building.

**Indoor Recess:**

- No running or throwing balls.
- No playing with PE equipment.
- No jump ropes indoors.
- Stay away from designated “off-limits” areas.

**Religious Expression**

CSA maintains a non-religious, non-sectarian status. The educational program of CSA shall be non-religious, non-sectarian and shall not discriminate against any student on the basis of religion.

CSA shall operate, in all respects, as a nonsectarian, nonreligious, non-home based public school. CSA shall not be affiliated with a non-public sectarian school or religious organization.

CSA shall comply with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of religion.

The basic guidelines that staff are expected to follow in respect to religion at CSA are:

1. Staff may not endorse religious activity or doctrine, nor coerce participation in religious activity.
2. Staff may not forbid learners acting on their own from expressing their own religious beliefs provided these expressions do not intrude on the rights of others.

Factual and objective teaching about religion, the impact of religion and religious-based ideas and ideals are included in the classroom as a part of the curriculum. Factual and objective teaching about religion is to be distinguished from the teaching or promotion of religion. Consequently, staff shall not:

1. Use instructional materials that promote or encourage non-religion, religion, religious viewpoints, religious groups or religious activities.
2. Conduct assemblies and/or program that promote or encourage religion or non-religion.
3. Offer any form of religious instruction, workshop, exercise, or persuasion.
4. Attack or promulgate religion, the absence of religion, or any particular belief system.
5. Question the religious belief or absence of religious belief of any learner.
6. Require a learner to declare a religious preference.

Classroom displays and decorations pertaining to religion or religious symbolic holidays shall relate to instruction that is based solely upon the objective study of that subject. No public school funds, property, or facilities shall be used for a decorative display of religious symbols. This shall not infringe upon the rights of learners to wear symbols in a manner that is not materially or substantially disruptive of the educational process or school dress code.

Religious musical selections may be included on the basis of their particular musical and education value and/or traditional secular usage and be presented with other musical works that are non-religious in nature. Musical pieces should be selected and performed as works of art.

## **Report Cards/Grading Scale**

CSA assesses student progress in all subject areas in grades 6-8 using traditional letter grades. All graded work is assigned a grade according to the following scale:

- A = 90 - 100%
  - B = 80 - 89%
  - C = 70 - 79%
  - D = 60 - 69%
  - F = 59% or lower
- “plus” grades are the top 2% points,  
“minus” grades are the lowest 2%  
points in each range

Report cards will be available through PowerSchool the week following the end of each quarter. No report cards will be sent home or mailed.

**PowerSchool:** CSA uses PowerSchool to maintain and update grades. A letter will be sent home in August, which will contain parent and student login information. Online login information changes each school year. This will allow you to check your student's grades online, as well as sign up for weekly updates should you prefer. If you lose your log-in information, please contact the Registrar for another copy.

## Classroom Liaison's – Helpful Hints

Request a meeting with your facilitator shortly after becoming a Classroom Liaison. Ask what the facilitator's needs are throughout the year, including:

- Your facilitator's preferred method of communication with you.
- If they would like you to create and maintain a volunteer calendar for copying, classroom help, etc. (There are online methods for this and signing up for parties, such as: [pleasebringit.com](http://pleasebringit.com), [volunteerspot.com/school](http://volunteerspot.com/school) and [signupgenius.com/school](http://signupgenius.com/school))
- What the typical parties, field trips, etc. are throughout the year so you have an idea.

Ask the facilitator to put your name and contact information into their Monday letter. In the letter, ask parents to send you their contact information (including child's name, parent name(s), phone number and email address) to share with the class. Set up an email distribution list (it's much easier to communicate back and forth than calling everyone).

Ask for the other class Classroom Liaison's contact information in that grade. There are some things that can be helpful to work on together during the school year. One person may prefer to work alone, but it's worth talking to see if it may help either of you.

Facilitator gift ideas (for holidays, facilitator appreciation, birthdays, special events):

- Based on the experience of several past Classroom Liaisons, the recommendation is to not ask for a specific amount of money when collecting money for a class gift. This way families can donate what they feel comfortable with and experience has shown you will get between \$5 and \$25 per family. If you collect for special or supporting facilitators, communicate with your class and make sure you know what amount of money each family wishes to donate to this gift.
- For holidays and end of year school gifts, the school has a Gift Card Fundraiser as an option. This allows you to order the facilitators what they like and support the school at the same time. This is something you should brainstorm with the other grade Classroom Liaison so facilitators get something comparable (if possible).
- Asking for a donation per family is also nice for facilitator birthdays. It's fun to also ask each family to send in a birthday card (children can make these) on the facilitator's birthday.
- Teacher Appreciation week in May can be a fun week! One great and simple idea is to email the class and have each child bring in one small item each day. This is something you could brainstorm with the other grade Classroom Liaisons. Some ideas from years past are:
  - A card from the learner
  - A card or note from the parent
  - Homemade art

- o A child written poem
- o A sweet treat (candy, fruit, cookie, cupcake)
- o Stationary or pens
- o Tea basket item
- o A flower (make sure to have a couple vases on 'lease', they might not have a vase large enough in the class to hold 25 or more flowers)
- o A snack like a piece of fruit, a bagel, or muffin
- o A relaxing gift such as lotion, bath salts, body scrub, body bath brush, scented candles, pedicure brush, nail polish, facial mask cream etc. (Have families volunteer for these so the facilitator gets a variety.)

## School Closure or Weather Delays

CSA adheres to CCSD policy regarding school closure or delayed start in regards to the weather. Should inclement weather result in the closing of district schools or adjustment to school starting times, parents will be notified via the District Blackboard Connect phone message system. This information will also be posted on the district's website ([www.coloradoskiesacademy.org](http://www.coloradoskiesacademy.org)), on local television and radio broadcasts, and on the CCSD's Weather Delay and Closure Hotline: 720-554-4702. Weather-related schedule decisions will be made by geographic area by the CCSD Superintendent. Since CSA is a commuter school, weather may be drastically different at your home compared to weather at the school. We encourage you to make the best decision for you own safety even if CSA is open.

**Delayed Start** refers to a 90 minute delay for Colorado SKIES Academy. This includes our middle school students. For CSA, this means the official starting time would be 9:30 am. Students arriving after that time would be considered tardy on these designated days.

## School Hours

- Mon. – Thurs. 8:00 am – 3:30 pm
- Friday 8:00 am – 1:00 pm

## School Safety

Building Emergency/Crisis: CSA has a comprehensive plan for safety and security and is in compliance with CCSD policies. If it becomes necessary to invoke a “lock-down” or a “secure perimeter,” the cooperation of parents is extremely important. No one will be allowed in or out of the building until a danger assessment is made and the situation is deemed safe--NO EXCEPTIONS.

CSA completes an annual REMS Plan (Readiness Emergency Plan) that addresses all safety procedures and plans drills according to CCSD Requirements.

CSA has a School Resource Officer who is regularly scheduled to be on site to help ensure the safety and security of our school community. All visitors to CSA must enter through our secured entrance. All visitors will have a designated destination and will not roam freely throughout the building.

## Student Services

CSA operates in accordance with all federal and state guidelines in meeting the needs of all learners and works very closely with CCSD in providing necessary services. An “inclusive” model is used at CSA

unless otherwise specified in a learner's IEP. If a parent has a concern regarding his/her learner's learning, he or she should speak to the classroom facilitator. If testing is to be considered, the facilitator will schedule a meeting with the problem-solving team regarding that learner. Parents will be notified of the outcome after this meeting.

## Standardized Testing

Standardized testing serves an important role in the assessment of learner performance at Colorado SKIES Academy. We administer CMAS testing as mandated by the Colorado Department of Education. This program currently requires statewide testing of various subjects at differing grade levels. We also administer NWEA MAP, Northwest Evaluation Association Measures of Academic Progress, and ACCESS depending on student needs.

## Supervision

All entry doors are kept locked at all times. Admittance to the school is only through the front entry double doors.

**Before School:** There is **no student supervision before 7:00am**. Learners are supervised in the design Village by assigned staff between 7:00am and 7:50am.

**After School:** Learners will be dismissed depending on their class and the student's carpool schedule. Please refer to the Traffic and Parking section for more information. Learners left at school 15 minutes after their dismissal time from classes or from after school activities such as clubs, team sports, or tutoring, will be sent to Wings Afterschool Program and parents will be charged a supervision fee.

- All families must be registered online with Wings prior to the start of the school year in case of need or emergency.

Any student participating in after school activities should be picked up no later than 15 minutes after the activity is scheduled to end. CSA is NOT RESPONSIBLE for the safety of learners after their dismissal times. Siblings of a learner in after school events may NOT wait on campus and must be picked up by parents at the end of the school day.

**Recess:** CSA employs playground aides for the safety and supervision of all learners during lunch recess times. Playground and field rules are necessary and enforced due to the large number of learners on the field at one time. The responsibility and liability surrounding the protection of your learners is great, and we appreciate your support and cooperation regarding adherence to these rules. Please note playground rules apply at all times. Please refer to the Playground Rules section for more information learners and siblings not enrolled at CSA are NOT allowed on the playground/field during school recess times.

## Use of Video Cameras at CSA

The Board of Education recognizes the District's continuing responsibility to maintain and improve discipline and to promote the health, welfare, and safety of its staff and students. After having weighed carefully and balanced the rights of privacy of learners with the District's duty to promote discipline, health, welfare, and safety of staff and learners, the Board supports the use of video cameras on its transportation vehicles and in District schools.

Colorado SKIES Academy follows CCSD's video camera use policy JICA. Video cameras may be used to monitor student behavior in school facilities. Students in violation of conduct rules shall be subject to

disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. CSA shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the learner's behavioral record as determined by the school and accordance with law. Video surveillance shall be used only to promote the order, safety, and security of students, staff, and property.

[20 U.S.C. § 1232g \(Family Educational Rights and Privacy Act\)](#)

[42 U.S.C. § 1201 et seq. \(Americans with Disabilities Act\)](#)

[34 U.S.C. § 99.1 et seq. \(FERPA Regulations\)](#)

## **Title IX - Sexual Harassment Regulations**

### **Sexual Harassment**

The board of directors recognizes that sexual harassment can interfere with a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the board's policy concerning unlawful discrimination and harassment.

### **Colorado SKIES Academy's Commitment**

Colorado SKIES Academy is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass students or for students to harass other students or staff members through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.

Colorado SKIES Academy shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third-parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

### **Sexual Harassment Prohibited**

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the student being harassed are the same sex and whether or not the student resists or submits to the harasser, when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's participation in an education program or activity.
2. Submission to or rejection of such conduct by a student is used as the basis for education decisions affecting the student.

3. Such conduct is sufficiently severe, persistent or pervasive such that it limits a student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive educational environment. For a one-time incident to rise to the level of harassment, it must be severe.

Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

Sexual harassment, as defined above, may include but is not limited to:

1. sex-oriented verbal "kidding," abuse or harassment,
2. pressure for sexual activity,
3. repeated remarks to a person with sexual implications,
4. unwelcome touching, such as patting, pinching or constant brushing against the body of another, suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns,
5. sexual violence.

### **Reporting, Investigation and Sanctions**

Students are encouraged to report all incidences of sexual harassment to either a facilitator (teacher), counselor or school director in their school building and file a complaint, through the school's complaint and compliance process. All reports and indications from students, district employees and third parties shall be forwarded to the Title IX coordinator.

All matters involving sexual harassment reports shall remain confidential to the extent possible as long as doing so does not preclude the school from responding effectively to the harassment or preventing future harassment. Filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

Any student found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, being placed under a remedial discipline plan, suspension or expulsion, subject to applicable procedural requirements and in accordance with applicable law. Conduct of a sexual nature directed toward students shall, in appropriate circumstances, be reported as child abuse for investigation by appropriate authorities in conformity with applicable law and Board policy.

### **Title IX Coordinator**

Joshua Rau, Assistant School Director  
720-400-7612  
joshua.rau@csacs.org

## Technology

### **Cherry Creek School District Student Use of the Internet and Electronic Communications:** Policy JS

The Internet and electronic communications (including but not limited to email, chat rooms, file-sharing and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes these resources should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take reasonable steps to protect students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district technology devices to avoid contact with material or information that may be harmful to minors.

#### **Blocking or Filtering Obscene, Pornographic and Harmful Information:**

Technology that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be implemented or installed on each technology device provided by CSA that allows for access to the Internet by a minor, from any location. Students shall report access to material and information that is obscene, pornographic, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

#### **No Expectation of Privacy:**

School technology devices are owned by the school and are intended for educational purposes at all times. Learners shall have no expectation of privacy when using the Internet or electronic communications. The school reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of school technology devices, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through school technology devices shall remain the property of the school district.

#### **Unauthorized and Unacceptable Uses**

Students shall use school technology in a responsible, efficient, ethical, and legal manner. Because technology and ways of using technology are constantly evolving, every unacceptable use of school technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

No student shall access, create, transmit, retransmit or forward material or information or software:

- That is not related to school education objectives
- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
- For personal profit, financial gain, advertising, commercial transaction or political purposes
- That plagiarizes the work of another without express consent
- That uses inappropriate or profane language likely to be offensive to others in the school community
- That is knowingly false or could be construed as intending to purposely damage another person's reputation
- That is in violation of any federal or state law, or district policy, including but not limited to copyrighted material and material protected by trade secret
- That impersonates another or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator
- That accesses another individual's Internet or electronic communications account without written permission from that individual
- That runs port scans, network scans, network monitoring, keyloggers, password-cracking programs, hacking software or unauthorized file-sharing. Hacking is defined as "to gain access to a computer, computer file or network illegally or without authorization; or to view, alter, steal, damage or destroy computer data without authorization"

### **Security:**

Security on school technology devices is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a staff member is prohibited.

Students shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to district technology or computer devices
- Read, alter, delete or copy or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with technology devices may be denied access to the Internet and electronic communications.

### **Use of Personal Computers:**

Students may be allowed to connect their own personal computers and/or electronic communication devices to the CSA Network at any time or through any means, including wireless or telecommunications, for legitimate educational or other purposes deemed appropriate by the district.

Students shall have no expectation of privacy once they have been authorized to connect to the district's electronic network.

The school district is not responsible for any loss or damage to the student's computer while it is connected to the CSA Network, including but not limited to losses or damage caused by hardware failure, data loss or the incurring of a virus.

#### **Use of Electronic Communications for a Public Audience:**

The use of school computers is limited to educational and school business. Personal blogs, wikis, podcasts or other electronic communications or online discussions that do not pertain to educational assignments or educational programming should not be accessed from school computers or through the school's electronic networked resources.

Electronic communications for a public audience and forms of online discussion including, but not limited to, blogs, wikis, bulletin boards, podcasts, chatrooms, listservs, or other electronic mailing lists being used for district educational programming are considered an extension of the classroom or educational programming and are subject to all applicable school board policies and regulations.

Students must have written parent/guardian permission to access the Internet through school electronic networked resources in order to participate in any educational or classroom related blog, wiki, podcast, or other electronic communication or online discussion that are accessible through the school's electronic networked resources.

#### **Safety:**

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

#### **Vandalism:**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

#### **Unauthorized Software:**

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

#### **Assigning Student Projects and Monitoring Student Use:**

The school will take all reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, facilitators and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

**Student Use as a Privilege:**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

**School Makes No Warranties:**

The school makes no warranties of any kind, whether expressed or implied, related to the use of district technology devices, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the school make any guarantee as to the accuracy or quantity of information received. The school shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Revised: December 10, 2012

Adopted: January 9, 2012

LEGAL REFS.: 47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 C.F.R. Part 54, Subpart F (Universal Support for Schools and Libraries)

20 U.S.C. 6751 et seq. (Enhancing Education Through Technology Act of 2001)

C.R.S. 22-87-101 et. seq. (Children's Internet Protection Act)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity

EGA, Electronic Mail

EGAD, Copyright/Royalties

EHC, Networked Electronic Resources

EHCA, Web and Internet Publishing

JB, Equal Educational Opportunities

JICDA, Conduct and Discipline Code

JICJ, Student Use of Electronic Communication Devices

## Traffic and Parking

### AM Dropoff

From E. County Line Road, turn N. on S. Warren Court and then E. on Isbill Drive. Drive **past** the entrance to the Wings Over the Rockies parking lot and turn right into the CSA driveway. Drive around the circle to the front of the building to drop off your learner(s). Morning dropoff will occur between 7:30 – 7:55am. If you are dropping your learner(s) off from 7:00 a.m. to 7:30 a.m., follow the same entrance route to CSA for ease of traffic flow.

If you are at the front of the line, pull up to the far south end of the building. Several cars should be able to unload at once. Since this is a west-to-east approach to the campus, learners will all unload from the left side away from exiting cars. Once your learner is safely out of the vehicle, follow the loop around and exit the parking lot. The exit onto E. County Line Road will be a right-turn only from 7:30 – 8:00 a.m. and 3:00 – 4:00 p.m.

### PM Pickup

Please display your carpool sign in your front window on the driver side. Follow the same stacking procedure during your afternoon pickup interval. The staff member at the front end of the line will read the name on your sign and call your learner to the designated car position where you will pull up. Learners should only load from the driver side. [Note: Carpool signs will be distributed along with maps detailing the pickup/drop-off route during the August “CSA Take-Off!”.](#)

Each grade will have their own designated window for PM pickup and a specific colored sign for display. The grade of the youngest member of the carpool will determine the pickup time for the group. For example, if you have a 6th and an 8th grader attending CSA, both learners will be picked up between 3:30-3:40pm.

Pickup Window (M-Th)	Color	Grade	Pickup Window (Fridays)
3:30 – 3:40p.m.	Yellow	6	1:00 – 1:10 p.m.
3:40 – 3:45 p.m.	Blue	7	1:10 – 1:15 p.m.

3:45 – 3:50 p.m.	Orange	8	1:15 – 1:20 p.m.
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Please do not arrive before your designated pickup time as your learner will not be ready. There will be no available waiting areas on Isbill Rd.

**Safety Reminders:**

1. Loading and unloading should always be done on the left side of the vehicle due to the west-to-east approach to CSA. Unloading or loading on the right side of the vehicle, in this case, puts learners at risk with cars pulling around to exit the campus.
2. Cell phones **should not be in use** during the loading/unloading process. Please hang up before going into the loading zone.
3. Drive cautiously and slowly through the entire carpool process. Learner safety is our primary concern.

To reduce parked cars and confusion leading up to afternoon carpool and pick-up, we ask that if you need to pick up your learner earlier than the assigned time for your pick-up, you do so at the front office by **3:15 p.m. (M-Th) and by 12:15 p.m. (Fridays)**.

**Please remember your learner’s safety is our highest priority.**

**Tutoring**

All facilitators will provide weekly tutoring on an “as-needed” basis to a limited number of students who have been identified as struggling academically through CSA’s MTSS program (Multi-Tiered Student Support). Parents will be notified and tutoring times scheduled. Tutoring can be done before school, after school, mutually agreed upon by the parent, learner, and facilitator.

**Visitors**

**In light of COVID-19, Colorado SKIES Academy currently cannot allow visitors to tour the school unless all learners have vacated the premises. All tours are conducted within the Office area.**

Visitors are always welcome at Colorado SKIES Academy. CSA uses School Check-In for its Visitor and Volunteer Management System. To be allowed entrance to CSA, you will need to present a valid State-issued ID. The ID will be run through the School Check-In system and a badge will be printed that you must wear at all times while in the building. Visitors and Volunteers must enter through the double doors at the main entrance near the Exploratorium. Visitors must remove their hats when they enter the building for security reasons so that all visitors can be identified on our security cameras.

If you are picking up a learner before dismissal (before 3:30 p.m.), please check in at the Main Office. The front desk will call the necessary classroom for the learners to be dismissed. Learners will be called out of the classroom when parents have arrived and not prior. Please allow enough time for your learner to pack up. If you are leaving an item for your learner (lunch, Chromebook, etc.), please leave it at the front desk. CSA staff will ensure that the learner receives it.

To ensure the least disruption to the educational process and the highest and best parent/facilitator communications, the following procedures will be applicable to all parent visits to a learner's classroom:

1. The visitor must check into the office to make his/her presence in the building known and must indicate the purpose of the visit.
2. 24-hour notice is preferred so the facilitator can be notified of the parent's visit.
3. Every effort will be made to accommodate the requested visit. However, the request may be denied and another date suggested in the event the date and time of the visit conflicts with scheduled or proposed exams, field trips, special projects or other school events which could be disrupted by the inclusion of an outside visitor.
4. Visits to classroom activities normally should be limited to 20 minutes, but no more than one class period. This may be extended under exceptional, unusual, or emergency circumstances. Additionally, visits on successive or continuous days may be denied unless unusual, exceptional, or emergency circumstances dictate the appropriateness of such visits.

If there are issues with a school visit, please see Cherry Creek School District's Policy KI-R that outlines the actions CSA may exercise.

## **Volunteers**

Colorado SKIES Academy seeks to make education a community passion. To this end, parent participation is essential to the success of the education process. We request that parents participate in the operation of the school as an integral part of the support team with the charter staff in the development and successful completion of the individual learning plan for your child. Volunteer time may vary from year to year based on the needs of the school. Currently, a suggested time commitment is 3 hours per month or 30 hours per family, per academic year. Not all volunteer activities require a background check.

NOTE: All volunteers working with children must have a current background check. A background check is required only once and can be obtained at various locations. Please see the Main Office for more information and required forms if you choose to volunteer in this capacity.

### *ANNUAL FAMILY GIVING*

Annual Family Giving is a tradition at many charter schools. As a charter school, Colorado SKIES Academy receives less per-child funding from the state than a traditional school would get. In addition

to reduced funding, Colorado SKIES Academy directly pays for all buildings rather than being supported by a school district.

The Annual Family Giving Campaign donations directly benefit every learner by providing playground equipment, hands-on curricula, state-of-the-art technology, art materials, professional development, and the day-to-day operating expenses that are not funded by the state of Colorado.

The Annual Family Giving Campaign is an important part of strengthening your child's school as well as demonstrating our collective commitment to Colorado SKIES Academy. While family giving is voluntary, our school expenses are mandatory, and no financial gift is too small.

Volunteer time may vary from year to year based on the needs of the school. Currently, we suggest a 3-hour per month or 30 hours per family, per academic year. All parents/legal guardians of children at CSA shall volunteer as outlined below:

All families shall sign a confidentiality agreement before completing any privacy-sensitive volunteer work (such as grading).

Parents shall log all hours by using the School Check-In system provided in the CSA Main Office used upon entry to the school.

Parents, Grandparents or Legal Guardians may earn volunteer hours for the following activities:

- Volunteering in the classroom
- Volunteering with individual/groups of children (please do not bring younger children with you)
- Volunteering in school sponsored events
- Volunteering in Watchdog program
- Volunteering with take-home work for facilitators
- Volunteering with any specials facilitators
- Volunteering in the lunchroom
- Volunteering as Chaperones on CSA approved field/grade trips
- Carpooling team members to a CSA event (must be other students in addition to your own child)
- Volunteering with the PAC
- Volunteering with traffic (Drop off and pick up)
- Volunteering on Board Committees (parents/legal guardians only)
- Parents, Legal Guardians, Grandparents, and Family Members (over middle school age – 7<sup>th</sup> or 8<sup>th</sup> grade) may gain volunteer hours for the following activities:
  - Volunteering on school grounds (playground clean up, etc) during off school hours
  - Volunteer on summer building work

Donating your volunteer hours to another family is not permitted.

Volunteer hours may be earned for the current school year within the effective dates of July 1<sup>st</sup> through June 30<sup>th</sup> of each year.

CSA-based extra-curricular activities (i.e. Civil Air Patrol, Lego Robotics Club), conducted with the consent of the School Director, but not a part of the CSA curriculum, may be logged as volunteer hours.

We request that any family with circumstances prohibiting their ability to perform volunteer hours to contact the School Director.

Any hours completed over forty hours are noted and greatly appreciated by the facilitators and staff. Volunteer hours are often included in grant application criteria. We are proud of our commitment to volunteering and all our great volunteers.

## **Waitlist, Admissions, and Withdrawal Policies**

Colorado SKIES Academy is a tuition-free, public charter school for grades 6, 7, and 8, the newest charter school of Cherry Creek School District. CSA is committed to the premise that its school population will represent the educational community of the Cherry Creek School District in terms of gender, ethnicity, and economic status. The educational program of Colorado SKIES Academy will be nonreligious and nonsectarian. Admitted students may continue their enrollment from year to year.

Colorado SKIES Academy follows all state and federal laws prohibiting discrimination. **Colorado SKIES Academy will not discriminate in its enrollment on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services or need for English language support services. Colorado SKIES Academy will comply with all applicable, approved policies and regulations and the requirements of federal and state law concerning the education of children with disabilities. No student will be denied admission because of academic performance.** Please see “Successful Student Characteristics” on our website for further details.

### **Currently Enrolled Students**

**December 1 – 31:** Each year, current Colorado SKIES Academy students will submit an “Intent to Return” for the following school year during the month of December. This will reserve their enrollment in the next grade level. Current students who miss the December 31st deadline for re-enrollment, and cannot justify having missed the deadline, will be placed in the lottery as though they are a new student. Based on current student re-enrollment, the school will determine how many open slots it has per grade level.

### **New/Prospective Students**

**“Intent to Enroll – Waitlist”:** The date on which Colorado SKIES Academy receives your completed “Intent to Enroll” places your student on the appropriate waitlist, based on priority status, of prospective students. Names are placed on the waitlist according to:

1. Priority status (see below)

## 2. Date of “Intent to Enroll”

A single waitlist is maintained for each grade level based on the priority list and date of the “Intent to Enroll”. Please complete an “Intent to Enroll” for each child, if you are enrolling more than one child at CSA. Be ready to complete the **Enrollment Application** during the open enrollment period from January 15 – January 31.

**January 15-31:** The open enrollment period for new/prospective Colorado SKIES Academy students is held. The Enrollment Application for new students who will be attending the school for the coming school year are completed online during this time frame. If a student completed an “Intent to Enroll” prior to January 15th, the date of the Intent to Enroll is used to determine the date within the priority status. Open Enrollment is open to any student who resides within the state of Colorado and subject to Colorado SKIES Academy’s total enrollment limitations.

**February 10:** On or before February 10th of each year, Colorado SKIES Academy will first enroll learners with priority status in each grade level, and then by enrollment date, and notify families. Then, the school will determine the number of open slots in each grade level.

**Priority Status:** Priority status for enrollment is given to:

- Current students re-enrolling
- Siblings of currently enrolled students
- Children of past/current board and staff members (referred to as the “founding family”) both full time and part time. This will occur on a first-come, first-served basis, up to 20% of total enrollment. For purposes of this policy a “staff member” is any individual formally employed by Colorado SKIES Academy who receives(d) an I.R.S. Form W-2 from Colorado SKIES Academy.
- In-district students who reside in Cherry Creek School District boundaries
- Out-of-district students

If a grade level is overenrolled, Colorado SKIES Academy will use a random selection lottery and then a waiting list format for enrollment of all students who do not have priority status.

### **Lottery and Enrollment Process**

**Lottery on February 11:** A lottery will be conducted to determine the order of enrollment for students in the next school year for any grade level that is oversubscribed. Each student who applied to be included during the open enrollment period will be added in rank order to the list created by the lottery. The list will be grouped based on priority, namely:

- In-district students will always be placed higher on the list.
- Out-of-district students.
- After the 2020-21 school year when a waiting list can be generated, the lottery list created each year will be added to the end of the existing wait list from the previous year. (Note: In-district students will always be placed higher on the list than out of district students.)
- Open slots in each grade level will be filled in the order in which a student's name is on the list, maintaining the rank order generated by each year's lottery for each group.
- Parents or guardians of students selected for enrollment will be notified of their student(s)'s selection by phone and email (if provided by parent/guardian) and will be given 72 hours from the date of notification to confirm their continued interest in enrolling their student(s) in Colorado Skies Academy.
- If the parent/ guardian declines enrollment or fails to respond within the 72 hours, the next student on the list will be notified, until full enrollment is reached in that grade level.
- Once full enrollment is reached in each grade level, the lottery list will be converted into a waiting list, or added to the existing wait list. Families new to Colorado SKIES Academy who are still on the waiting list will receive notification of their status with updates if their status changes.

**Enrollment Process After Lottery:** Once a student is notified of their selection for enrollment, but prior to being officially enrolled, a registration packet must be submitted.

- Submit a complete registration packet online (Enrollment Application) within five (5) business days of being notified of selection.
- If a student fails to submit a complete registration packet within five business days of being notified of selection, Colorado SKIES Academy may move the student to the end of the waitlist and notify the next student from the waitlist for that slot.
- Depending on any changing requirements, the registration packet consists of items such as:
  - Admission Form
  - Student Information Form
  - Documentation of Age (i.e., copy of birth certificate, etc.)
  - Documentation of Last Grade Completed (i.e., copy of last report card)
  - Copy of Immunization Record
  - Information Regarding IEP/504/GT or other educational plans\*\*
  - Language Survey
  - Photography/Video Permission
  - General Field Trip Permission
  - Other documents as required by Cherry Creek School District or the State of Colorado

Colorado SKIES Academy reserves the right to grant an extension to the deadline to complete the registration packet.

\*\*Enrollment of learners with educational plans or other special education needs who are selected by the lottery will be done in accordance with Colorado SKIES Academy's charter contract and applicable state and federal laws.

Enrollment for any open slot or for a spot on the waitlist will be accepted through the first few days in October. After the lottery is completed, interested students will be added to the end of the waitlist in the order that they complete an enrollment form, except in-district students will always be placed before district students on the waitlist.

Students that remain on the waitlist after all slots have been filled will be carried over to the next year, remaining in the same order on the waitlist.

**Delay/Omission of Completing Registration: If any student does not show up or fails to complete the registration packet prior to the first day of school, Colorado SKIES Academy will make an effort to contact the family to understand their intentions.** If after two days the student still has not shown up for school, there is no communication from the family, or the registration packet is still incomplete, the slot may be offered to the next student on the waiting list, continuing this process until the slot is filled or the wait list is exhausted.

#### **Other Enrollment Policies:**

New students will be assessed the first week of school for placement in reading and math groups. Current students will be assessed at the end of the prior school year for the same purpose. The Registrar follows the procedures used by Cherry Creek School District Schools for the transfer of student records to and from Colorado SKIES Academy. Students who exit Colorado SKIES Academy before the end of the school year are required to complete the Withdrawal Form and take care of any outstanding debts before records will be released by CSA. For students transferring in or out of CSA, student records will go through CSA's Main Office first before being sent to the receiving school or district.

## **Colorado SKIES Academy History and Governance**

Colorado SKIES Academy's governing board is composed of community leaders passionate about providing innovative educational opportunities. They serve with the vision and ability to create and maintain successful schools. For a list of current board members, please visit the Colorado SKIES Academy [website](#). The board is part of a public benefit corporation with IRS 501c3 tax-exempt status. The school is subject to the bylaws of the corporation.

Decisions made by the board will be on a majority basis. The board will oversee Colorado SKIES Academy's policies and general operations and will receive regular reports on the school's academic, financial, and operational progress.

Governing board meetings are open to the public and held monthly on the campus of Colorado SKIES Academy or online. For a current schedule, please see the Colorado SKIES Academy website.

[Board Agenda and Locations](#) [Board and Public Information](#)