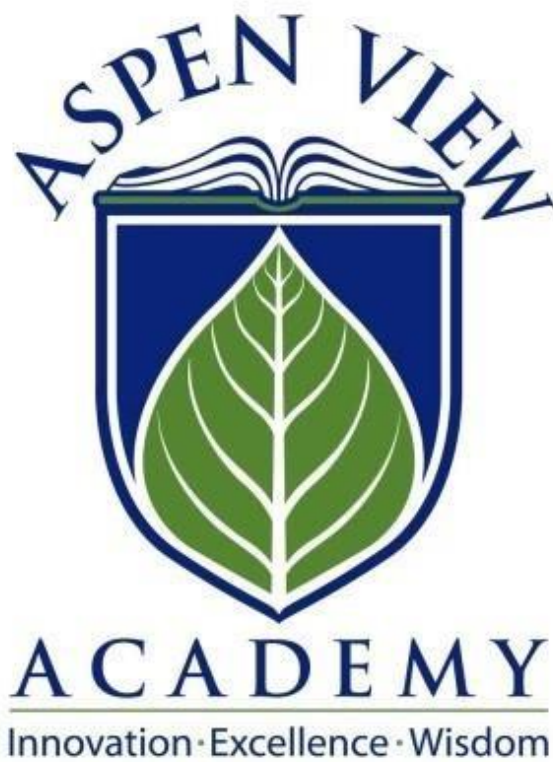


# Parent and Student Handbook



2020-2021

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## **Section 1. ASPEN VIEW ACADEMY**

Aspen View Academy (AVA) is a public, tuition-free, Pre-K-8 charter school in the Douglas County School District that will serve the parents, children, community, and residents of Castle Rock and south Douglas County.

AVA follows the Core Knowledge Sequence, which has proven to be so successful in other schools, and will utilize Saxon Math, skill groupings, and instruction in Latin to deliver an academically excellent educational program that focuses on individual students in a balanced way.

AVA does not knowingly discriminate against any person based on age, race, color, religion, creed, national origin, ancestry, disability, sexual orientation, sex (includes pregnancy), or any other status protected by applicable law. This prohibition may include harassment based on any protected class or classes. Harassment may include verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive environment.

If you believe there has been a violation of this policy, immediately report the incident to the Principal or the President of the Board of Directors. They may investigate the matter and take appropriate action. Your concern will be kept as confidential as practical.

### **MISSION**

Aspen View Academy will succeed through academic excellence in a challenging and stimulating learning environment that emphasizes math, technology, and language arts, enabling our students to become critical thinkers, responsible citizens, strong community members, and future leaders.

### **VISION**

We recognize that an education is incomplete without fostering the arts, sports, nature, and character. Together, with our students, faculty, parents, and community, we will develop civic and personal responsibility, intellectual passion, and differentiated instruction in a safe, orderly, balanced, and nurturing environment.

### **PURPOSE**

This Student-Parent Handbook outlines policies of Aspen View Academy (AVA). This document is not meant to cover every aspect of AVA in specific detail. Instead, this document outlines the basic expectations, policies and day-to-day practices. Please be mindful that these policies were created with the best interest of the entire school in mind. A charter school is a school of choice; by enrolling your child at AVA you have chosen to abide by this handbook and AVA's policies. Please review this document thoroughly. This document may be modified throughout the year as necessary. As such, please check AVA's website ([www.aspenviewacademy.org](http://www.aspenviewacademy.org)) for the latest version.

SCHOOL GOVERNANCE

The Aspen View Academy (AVA) Board of Directors works for the students, parents and patrons of AVA in promoting the vision and mission of the school. As a governing board, AVA's board sets policies and has oversight over financial matters of the school while focusing on the long-term strategic direction of the school.

AVA's board is comprised of seven individuals, committed to the success of AVA's students. You may find more information about by the AVA board by visiting the AVA website.

## **Section 2. Student, Parent and Teacher Rights and Responsibilities**

### **STUDENT RIGHTS**

As a student, you have the right to:

1. attend a safe, orderly and caring school.
2. receive daily instruction that is competent, well-planned and geared to increase student achievement.
3. be treated with respect by all staff, students and school personnel.
4. receive the extra support needed to help you excel at your individual level.
5. receive ongoing assessment of progress.
6. receive academic and personal guidance as needed.

### **STUDENT RESPONSIBILITIES**

As a student, you have the responsibility to:

1. learn and live AVA's character values.
2. abide by all rules of behavior and to demonstrate your personal best in all areas.
3. attend school on a regular and timely basis.
4. make AVA a better place.
5. treat all students, staff, and teachers with respect.
6. take home your daily academic planner, homework and correspondence as required by your teacher.
7. follow AVA's policies, procedures and rules.
8. make up work missed.

### **PARENT RIGHTS**

As a parent, you have the right to:

1. Be informed of your child's progress on a regular basis.
2. Be involved in your child's education.
3. Have your child attend a safe, orderly and caring school.
4. Be properly informed of all ongoing school issues by obtaining information from AVA's website.

### **PARENT RESPONSIBILITIES**

As a parent, you have the responsibility to:

1. Check your child's progress by logging into Infinite Campus.
2. Provide educational support by ensuring your child attends school daily, is on time and prepared to learn by having the necessary materials.
3. Support school rules and work cooperatively with the school, avoiding confrontational and adversarial resolution or grievances.
4. Be familiar with and follow school procedures.
5. Complete your volunteer commitment.



## **TEACHER RIGHTS**

As a teacher, you have the right to:

1. Work in a safe, caring and orderly environment, conducive to teaching and learning.
2. Receive support required to provide optimum learning in the classroom.
3. Work with students who make an honest effort to learn.
4. Receive support from parents in the teaching and learning process.
5. Have distractions from educational tasks kept to a minimum.
6. Be treated with respect by all students, parents and school personnel.
7. Correct inappropriate behavior to maximize the learning environment.

## **TEACHER RESPONSIBLTIES**

As a teacher, you have the responsibility to:

1. Come to school dressed appropriately, for a professional environment, prepared to teach all students.
2. Provide well-planned instruction.
3. Make every effort to address the needs, concerns and problems of each student.
4. Provide assessment, data and feedback to students and parents.
5. Read and know AVA's policies and procedures, including student discipline.
6. Treat all students, parents and school personnel with respect.
7. Inform parents of behavior changes in students that may potentially affect their academic success.

### **Section 3. SCHOOL OPERATIONS**

#### **CONTACT INFORMATION**

Address: 2131 Low Meadow Blvd, Castle Rock, CO 80109

Email: [office@asperviewacademy.org](mailto:office@asperviewacademy.org)

Main Office phone number: (720) 733-3436

Hours: 7:45 am - 4:00 pm, Monday through Friday

The Main Office will hold regular office hours on all school days. It will be closed on all holidays listed on the school calendar and during weather-related school closures as determined by DCSD

#### **SCHOOL HOURS OF OPERATION**

|                   |                   |
|-------------------|-------------------|
| Pre-K:            | 8:15 am - 3:30 pm |
| Kindergarten:     | 8:15 am – 3:30 pm |
| 1st - 8th Grades: | 8:15 am - 3:30 pm |

#### **CALENDAR**

The current school calendar is available at [www.AspenViewAcademy.org](http://www.AspenViewAcademy.org) under the calendar tab.

#### **CLOSED CAMPUS**

Students are not permitted to leave campus without being signed out by a parent, guardian, authorized adult, or a signed note with written parental/guardian permission to walk or bike home. If a student leaves school grounds without permission, (s)he is considered truant and subject to disciplinary action.

#### **CHANGE OF CONTACT INFORMATION**

At all times throughout the year, AVA must have current emergency contact information for students. Please log in to the Parent Portal and update information as needed. This can include phone numbers, email, place of employment, and emergency contact information.

For temporary changes, please email [office@asperviewacademy.org](mailto:office@asperviewacademy.org).

***Incorrect information could place the health/safety of your child at risk.***

## **MESSAGES FOR STUDENTS**

In the case of an emergency or unforeseeable circumstance, a message can be delivered to a student. Please make all after-school arrangements and communicate them to student(s) before the start of the school day. Parents are not allowed to call a student directly during the school day. This includes calling a student's cell phone or teacher.

## **WEATHER RELATED SCHOOL CLOSURES AND DELAYS**

AVA will follow DCSD for school closures and delays. In the event of a closure or delay, the information will be immediately posted on DCSD's [home page](#) as well as on the AVA website. DCSD will also notify local media outlets of any closures or delays. Broadcasts are usually made by 6 am and periodically thereafter until approximately 9 am.

In the event DCSD schools are closed, all other activities scheduled at AVA's facilities will also be canceled.

If there is a 90-minute delay, all before-school activities including morning kindergarten and Before School Care will be cancelled.

## **VISITORS/GUESTS**

All visitors must enter AVA through the Main Office. To receive a Visitor Pass, individuals must provide photo identification to be processed through and sign in by providing their name and purpose for visiting the school. Parents must submit a photo ID to be processed through. While on campus, the Visitor Pass must be displayed. Administration has the right to deny access to any individual. Visitors must also sign out in the Main Office prior to leaving the building.

Visits to classrooms must be prearranged with the teacher prior to entering the school. Access to specific areas and classrooms may be restricted at the discretion of Administration. Visitors are expected to comply with the AVA Community Agreement.

Please see the [Visitor and Volunteer Policy](#) for additional information.

## **LOCKERS**

AVA provides lockers for all students in grades 6-8. Lockers are school property and do not belong to individual students. Students will be held responsible for any excessive damage to their lockers. AVA has the authority to search lockers when deemed necessary. Locks may be cut off in order to search a locker.

Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and to avoid careless accidents. Items outside of lockers or on the floor may be removed and disposed of.

It is the student's responsibility to keep lockers secured. Locker combinations are not to be given to anyone else. AVA cannot be held responsible for valuables that are taken and/or damages from lockers.

**GUM**

Gum is not permitted in school or on the playground. Gum may be consumed during approved classroom parties or other approved events.

**PUBLIC DISPLAY OF AFFECTION**

Display of affection is not appropriate or permitted at AVA. Students are not allowed to hold hands, hug or kiss or demonstrate similar acts of affection. In certain circumstances involving sorrow or extreme joy, hugging is natural and acceptable.

**LOST AND FOUND**

Any valuable or delicate item will be kept in the Main Office for safekeeping and identification will be required to claim an item. If a name is written somewhere on an item, every effort is made to return it to the student.

Found clothing, water bottles, lunch boxes, outerwear, etc. will be collected and placed in Lost and Found and will be kept until the end of each month. Periodically, all unclaimed items will be donated to a charitable organization. At the end of the year, any unclaimed uniform items in good condition will be donated to AVA’s Uniform Sale.

To help prevent lost items, parents are strongly encouraged to label their child(ren)’s belongings.

**ANIMALS**

No animals, except documented service dogs, may be brought onto the school grounds. This policy is designed to add safety in the school and on school grounds. AVA may also have students who are severely allergic to certain animals. Even for service animals, please contact the Main Office before bringing any animal onto school grounds.

**ARRIVAL AND DEPARTURE EXPECTATIONS**

The building doors will be open from 7:45 a.m. to 8:10 a.m. There will be no supervision prior to 7:50 a.m. We will adhere to the following schedule for morning arrival:

| Arrival Time      | Grade Levels | Report To            |
|-------------------|--------------|----------------------|
| 7:45 am – 8:00 am | PreK-5       | Homeroom             |
| 7:45 am – 8:00 am | 6-8          | Homeroom             |
| 8:00 am – 8:10 am | PreK-8       | Homeroom             |
| After 8:10 am     | PreK-8       | Office for late pass |

There will be no supervision for students for students arriving before 7:45am. AVA has an excellent before and after school program available if you must drop off your child before 7:50 a.m. The Before and After School Program opens at 6:30 a.m. More information about AVA’s Before and After School program can be found on our website.

Unless they are enrolled in AVA’s Before Care Program, students are expected to arrive on school grounds no earlier than 7:45 am. AVA assumes no responsibility for students

who arrive prior to 7:45 am. Parents will be asked to sign-in their child(ren), in the Main Office, if they arrive after the start of school. Once students have arrived on school grounds, they are not allowed to leave during the school day without a parent, guardian, or designee signing the student out in the Main Office.

Upon dismissal, students will exit their rooms toward the appropriate exit. Preschool students must be checked out by an authorized person. Students are asked to go directly home after dismissal, unless they are enrolled in the AVA After Care Program, AVA extracurricular programs, or other school-sponsored activity. All other students must be picked up by 3:55 pm.

## **CARPOOLING/TRANSPORTATION**

Please use the upmost caution when participating in drop off/pick up. Pay attention and follow these rules:

- **ABSOLUTELY NO cell phones, tablets, or electronic devices of any kind, including Bluetooth or other hands-free devices, may be used by drivers in the student loading and unloading zone(s).**
- To ensure the safety of all, a vehicle may not exceed 10 mph on school property at any time for any reason.
- Each family will be issued a carpool tag with their family number.
- Do not block crosswalks, driveways, cross streets or fire lanes at any time.
- No parking is allowed in staging areas 30 minutes before pick-up time.
- Line up single-file in student loading zones.
- Respectfully follow directions of staff members or volunteers assisting with drop-off/pick-up.
- Pull your car as far forward as possible. Do not stop in front of the main entrance if there is more room in front of your car.
- Do not attempt to pass the car in front of you at any time during drop-off/pick-up. Follow the car in front of you at all times.
- Prepare your child(ren) for exiting the vehicle. When you stop in the drop-off zone, students should be able to immediately exit the vehicle.
- Students should only exit/enter your vehicle on the right side. Never allow them to exit on the left. Never allow them to walk between vehicles.
- Do not get out of your vehicle to assist children. AVA expects students to exit vehicles unassisted, unless there are extenuating circumstances (a student on crutches, for example). Attendants will be available to help students who need assistance.
- Release your child(ren) after you have safely stopped wherever you are in the drop-off zone. Do not wait to be in front of the main entrance.
- Please be patient and Respectful!

### **MORNING DROP-OFF**

Drop-off will begin at 7:45 am. If you are dropping off students in both programs, they may all be dropped off at this time. There will be no supervision prior to 7:45 am.

### **AFTERNOON PICK-UP**

Afternoon pick-up will run from 3:30 pm to 3:55 pm for all students.

When students are picked up after 3:55 pm, parents must come into the front office and sign out the student.

Parents are required to submit an emergency BASE permission form for each student as part of the registration process. Students not picked up by 4:00pm will be sent to BASE and fees will be assessed.

Students enrolled in AVA's BASE program who remain after 6:00 pm will be assessed a \$5.00 childcare fee per student. Additional \$5.00 charges (per student) will be added for each 10-minute interval.

### **PRESCHOOL STUDENTS**

Parents of preschool students must park and sign their children in and out of school each day.

### **EARLY STUDENT PICK-UP**

Early pick-up of students should be completed before 3:15 pm to avoid the congestion that occurs during afternoon pick-up. Parents must sign out their student in the office. The student will be contacted to come to the office for dismissal. For the safety and security of all students, parents must wait in the office for their child.

### **PARKING**

Parking at AVA is very limited, so only do so when absolutely necessary. Please understand that you may not be able to enter/exit a parking space once parents have begun lining up for drop-off and pick-up. To make your visit to AVA as enjoyable as possible, try to plan around these high-volume times.

### **SCHOOL LUNCH**

AVA participates in DCSD's school [lunch program](#). Students may purchase a hot lunch or bring a lunch from home. Milk is available for purchase for children who prefer to bring a cold lunch. Monthly menus are available from DCSD's [Nutrition Services](#).

Free and reduced-price lunches are available to families who meet specific income guidelines. Please contact [Nutrition Services](#) for more information and required forms.

### **LUNCH AND CAFETERIA GUIDELINES**

Students who generally bring their lunch from home are still required to have a lunch account as a backup. If a student forgets to bring their lunch to school, they will be allowed to charge their school lunch to their account.

In general, students are to use positive behavior and to treat others with R.E.S.P.E.C.T. while in the cafeteria. The following guidelines will help ensure an orderly lunch period: All food and drink items are to be consumed in the cafeteria and students are responsible for

cleaning their table and floor area before leaving the cafeteria. For spills, ask for assistance from lunch room supervisors by raising a hand.

Parents may bring outside food and drink for their own children only. For the safety of children with food allergies, bringing in food for anyone other than your own children is strictly prohibited.

- Respect and politeness must be shown to all, including the cafeteria staff and parent volunteers.
- Students must be patient while waiting to be served. A single file line must be maintained and no “cutting” is allowed.
- Students must be seated at a table when eating. Once seated, there is to be no moving without permission.
- Throwing food, ice, or other objects is not allowed. Running, excessive noise, “horse play” or other disruptive behavior is not allowed. Students should refrain from shouting across tables. Noise levels should remain reasonable.
- Students must not share food with others due to allergy/safety concerns.

### **STUDENT FEES AND FINES**

A variety of before and after-school activities will be provided by AVA. Most of these activities will include a fee for participation.

### **REGISTRATION FEE**

Registration fees are collected at the time of registration to cover various fees (book and technology fees, for example) and student school supplies, while the majority of funds will go directly to a classroom budget for classroom supplies.

### **BOOK FINES**

All textbooks and electronic devices are the property of AVA and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and electronic devices and must maintain them in good condition. Students should not highlight or write in textbooks.

At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Excessive damage will be noted at this time and students may be charged a fine for damages beyond typical wear and tear.

Students/parents will be responsible for the replacement cost of textbooks or electronic devices that are damaged beyond repair or not returned for any reason. If a textbook or electronic device is lost during the school year, a duplicate item will not be issued until the cost of replacing the lost item is paid. All replacement textbooks or electronic devices will be purchased by AVA.

Failure to pay these fees/fines may result in withholding report cards or transcripts, denying participation in graduation/end-of-year party activities, and/or loss of library privileges for the student.

Please refer to the [Comprehensive Fee Policy](#) for more information.

### **SCHOOL PARTIES**

Classroom parties are limited to three occasions during the school year: Halloween, the last day before Winter Break and the last day of school, except for curriculum-related activities. Other parties or special events may be added with school administration approval.

### **BIRTHDAY PARTIES**

No individual birthday parties will be held at school. Treats and refreshments are not to be sent to school for an individual child's birthday. See Lunch and Cafeteria guidelines 4.11.1. At the staff's discretion, monthly birthday acknowledgement programs maybe setup in the individual classrooms.

### **VALENTINE CARD EXCHANGE**

Teachers will provide an opportunity for a card exchange in the classroom for grades K-5 for students who want to participate. Students who participate shall provide cards for all other students in the class who are also participating.

### **UNIFORM**

The learning environment of any school is significantly influenced by student's attire. The purpose of AVA's Uniform Policy is to promote school unity and pride, lessen peer pressure, and minimize the distractions and disruptions that ordinary clothing may attract. Enrollment in AVA constitutes acceptance of this Policy, agreement to adhere to it, and acknowledgement of discipline for noncompliance.

Uniforms must be purchased from Land's End using school code 900150863.

For detailed information regarding uniforms at AVA, please refer to the [Uniform Policy](#).

### **SAFETY AND SECURITY**

Students develop safety habits by practicing them and following proper examples set by adults. AVA's primary concern is to create a safe environment for learning, which includes avoiding disruption to the educational process, ensuring the safety of students and staff, and protecting the facilities from misuse or vandalism.

Our security procedures will be developed in coordination with Douglas County School District and local emergency response agencies. This plan will take into consideration a variety of situations that could potentially arise in our school or our neighborhood, and plans will be created should an emergency or crisis arise.

Please encourage students to cross only at crosswalks, to look in all directions before crossing, to enter cars only from the curbside, and never go between cars in the carpool line. Please make sure Emergency Contact information is always up-to-date.



## **EMERGENCY SITUATIONS**

AVA follows the DCSD's School [Safety and Security](#) page or the " I love you guys" [Standard Response Protocol](#) page.

In the event of an emergency, parents will be contacted via email and/or phone. Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you will not be able to enter the school building if it compromises the safety of the children during a lockdown or lock out.

***Please DO NOT call the school directly during an emergency as this will tie up phone lines and prevents important inbound or outbound calls with emergency personnel.*** Communication will go out as soon as it is safe to do so.

## **LIGHTNING DELAY**

If lightning is a threat in the immediate area of the school, students will be kept indoors until the threat has passed. Parents are asked to remain in their cars until students are released. If parents choose, they may enter the building and sign their child out.

## **COMMUNICATIONS**

The AVA website ([www.aspenviewacademy.org](http://www.aspenviewacademy.org)) shall be up to date on all school matters and will be the primary communication tool. This website, as well as, email communication shall be the primary mode of communication between AVA and parents.

## **AVA MOBILE APP**

Stay connected to AVA from your mobile device through the AVA mobile app. Download the AVA App for instant access to AVA contacts, the latest news, calendars, menus and more! If you enable push notifications, you will receive important announcements immediately after publication. You can also use the app for attendance reporting and connecting with Infinite Campus.

The app is available on IOS and Android devices.

## **Section 4. STUDENT ATTENDANCE**

Regular attendance is considered critical for a good education at AVA. We strongly encourage parents to see that students attend school on a regular basis. If your student is absent or tardy, we ask that you please call the school as soon as possible. This will eliminate a call to you at home or work. When a student leaves during the day, a parent/guardian must sign them out at the office. Students may not be checked out from the classroom. Parents are asked to notify the office, in writing, when they have prior knowledge of students' upcoming absences and/or early dismissals.

State law requires school attendance by every child between the ages of seven (7) and sixteen (16) years. Attendance in class is an integral part of the successful educational process. Students are required to be in attendance every day school is in session during each academic school year. Parents, guardians and legal custodians of students between the ages of seven (7) and sixteen (16) are obligated by state law to ensure the child's attendance.

The courts may issue orders against the child, child's parent, or both compelling the child to attend school or the parent take reasonable steps to assure the child's attendance. The order may require the parent, child, or both to follow an appropriate treatment plan that addresses problems affecting the child's school attendance and that ensures an opportunity for the child to obtain a quality education.

### **ATTENDANCE PROCEDURES**

All absences and tardies must be called in to the attendance line at 303-660-5940 or reported via the AVA mobile app no later than 8:30 a.m. If you have not contacted the office by 8:30 a.m., the main office will contact you to ensure the safety of your child(ren).

### **TARDIES**

Being late to school is disruptive to the educational process, and attendance is taken at the start of every class. Any student not seated, ready to learn, by the beginning of class will be marked tardy. Students who accumulate five or more tardies in a month will lose dress of choice privileges. K-5 students who arrive after the start of school must be signed in at the Main Office by a parent or guardian. Middle school students may sign themselves in with a call from the parent or guardian. A tardy is considered excused if the student is at an appointment and the parent provides a signed doctor's note. Parents are urged to inform the office and teacher in advance of scheduled appointments.

### **ABSENCES**

Excused absences include those due to illness (temporary or extended), family emergency, pre-approved extended absences, and medical appointments that could not be scheduled outside of the school day. All full-day and half-day absences will be recorded. Upon returning from an absence, bring your child's teacher a note explaining the absence. The student will have two (2) days to complete school and homework for each day of the absence. If the student completes all work in the allotted time, they will be given full credit for the work.

### **EXTENDED ABSENCES (NOT DUE TO ILLNESS)**

School days missed for family vacations or trips are unexcused unless the school is notified at least two weeks in advance. An Extended Absence Form must be signed by the parent and submitted to the office at least two weeks prior to the absence. Families should be prepared to ensure that the education of their student continues during the proposed vacation or trip.

Because AVA emphasizes classroom instruction, within the context of a sequential and challenging curriculum, regular attendance is a necessary component for success. Although a student can make up assignments, the benefit of a knowledgeable teacher leading a class discussion cannot be replaced.

Any student who is absent for 10 consecutive school days or 10 days total in one school year for any reason other than a documented medical reason may be considered truant per Colorado law. In these instances, AVA will meet with the parents to consider whether AVA is the best choice for that student.

### **UNEXCUSED ABSENCES**

Unexcused absences are absences (with or without prior knowledge and approval of the parents) that are not acceptable to the administration. An absence is classified as unexcused if a parent/guardian fails to properly notify the school of the absence. Unexcused absences also include those resulting from out-of-school suspensions and expulsions.

### **HABITUALLY TRUANT STUDENTS**

Habitually truant students are those who have four (4) or more unexcused absences with a one (1) month period or ten (10) or more unexcused absences during one (1) school year. Once a student is deemed habitually truant, the school administration shall notify the student's parent/guardian in writing. In cooperation, the parent/guardian, teacher and school administration will develop a plan to prevent any further unexcused absences. As a last resort, court action may be initiated by the school administration when necessary to enforce attendance requirements. If students have ten (10) unexcused consecutive absences, without any communication with the school, the student may be withdrawn from school.

AVA tracks attendance and tardies closely. Each time a student has five (5) absences or seven (7) tardies within a single trimester, either excused or unexcused, administration will send home a letter informing the parent/guardian of the situation. If there are an additional five (5) absences or five (5) tardies in the same trimester, either excused or unexcused, another letter will be sent home requesting a conference with the parent/guardian, the assistant principal and the classroom teacher.

### **TRANSFERS AND WITHDRAWALS**

Please send a note or call the school registrar if you plan to transfer or withdraw your child from AVA as soon as possible so that all appropriate forms may be completed. This will allow us to process a student's records, anticipate a request for records from the next school, and ensure a smooth and timely transfer or withdrawal process for all involved. Any tuition-based program requires a two-week notice.

**BEFORE AND AFTER SCHOOL CARE**

AVA will provide supervised care for students through the school's Before and After Care Program. This program will be staffed by quality AVA personnel and include a variety of activities.

Parents registered for the program may drop off their student(s) starting at 6:30 am and can pick up as late as 6 pm in the evening. Please refer to the [Before and After Care](#) Program webpage for up-to-date rate, payment, and registration information.

## **Section 5. HEALTH SERVICES**

Many communicable diseases are as contagious before the symptoms appear. For this reason, AVA asks parents to keep children at home whenever they appear to be ill, even with a common cold. Parents are urged to consult a family physician for professional advice in such matters.

In order to ensure the safety of students, please notify the Main Office, Health Assistant, and your child's teacher of any significant medical conditions that may need special consideration or additional attention during the school day.

The school's Health Clinic will be staffed by a Health Assistant who works in conjunction with a RN to address the needs of students who come to the clinic.

### **ILLNESS**

Please do not send your child to school if your child has vomited or experiences diarrhea in the last 48 hours, your child has a contagious illness or condition, your child has had a fever of 100 degrees or higher in the last 24 hours, or if your child has any contagious illness (i.e. chicken pox, pink eye, strep, measles, upper respiratory infection or impetigo). Your child will be sent home if they vomit, have diarrhea, have a fever of over 100 degrees, or other symptoms that interfere with the learning environment.

When a student becomes ill at school:

- (1) The parents will be notified that their child must be picked up.
- (2) If a parent cannot be reached, the emergency contact person listed on the emergency card will be called.
- (3) In case of a more serious injury or illness, "911" will be called for medical assistance and the parents notified immediately. Emergency personnel will determine if the child should be transported to the closest hospital.
- (4) Please be sure to keep your emergency contact information up to date in case we need to contact them to pick up your child.

### **IMMUNIZATIONS**

Colorado State Immunization Law requires all students to submit a Certificate of Immunization or Exemption to attend school.

Incoming kindergartners through 5<sup>th</sup> graders:

DtaP/DT (Diphtheria, tetanus and pertussis) = 5 doses

IPV/OPV (Polio) = 4 doses

HepB (Hepatitis) = 3 doses

MMR (Measles, Mumps, Rubella) = 2 doses

Varicella (Chickenpox) = 2 doses

Incoming 6<sup>th</sup> graders:

Tdap (Diphtheria, tetanus and pertussis) = 1 dose

If immunizations are not up to date, only 14 days are given to provide documentation that the required immunizations have been completed before exclusion from school will occur.

Statement of Exemption is allowed for medical, religious, and personal reasons when properly documented and signed.

## **MEDICINE**

Prescription medication will be administered to students at school only on the specific written request of the student's parent or guardian **AND** with the written authorization of the student's physician. The parent or guardian must execute a full release of the District and its personnel from claims arising out of the administration of the medication. The required authorization and release is encompassed in the Request to Administer Medication at School and Release Agreement and Physician's Signed Order, which must be completed by the parent or guardian, for each medication or change of medication the parent wishes to have administered to the student.

If a student must receive prescription medication during school hours, the parent or guardian shall furnish the medication in the original pharmacy labeled container. The label shall state the student's name, medication, dosage, number and/or time(s) of dosages per day and name of the prescribing physician. Medication will be administered by the Health Assistant, only in accordance with the instructions on the physician's order.

A parent or guardian may deliver medication to the school during school hours. Medications that are brought by the student must be in the original pharmacy (or pharmaceutical) bottle and sealed in an envelope. If the medication is not in a sealed envelope, the parent or guardian will be contacted.

Medication may not be carried during the school day by elementary school students unless there is an extreme need that is documented by the student's physician.

## **SELF-ADMINISTER MEDICATIONS**

Sixth through eighth grade students may assume responsibility for bringing to school and administering their own medication providing they carry only enough for one day and have completed the [Permission to Carry / Self-Administer Medications](#) form and it is on file in the school office. Students using poor judgment in carrying and taking their own medication will have such medication confiscated by school personnel and parents or guardian will be notified. A structured plan will then be developed for the administration of the medication. Any parent or guardian who chooses not to sign the permission to carry medication form may request that a structured plan be devised for his or her student.

## **SPECIAL CONSIDERATIONS – ASTHMA AND ANAPHYLAXIS**

Notwithstanding the above, any student with Asthma, severe allergies, or another related, life-threatening condition may possess and self-administer medication as provided in an approved treatment plan developed in accordance with the Colorado Schoolchildren's Asthma and Anaphylaxis Health Management Act.

Students who carry their own emergency medication for life-threatening health conditions should report to the Main Office that they carry such medication in the event that an

emergency renders them unable to respond as planned. The school's Health Assistant will contact such students to work out an emergency plan for the administration of this medication.

**INJURY**

Most injuries that occur at school require minimal assistance administered in the school's Health Clinic by the school's designated Health Assistant.

In the event of more serious illness or accidents, we will first attempt to reach parent(s)/guardian(s) at home or work. If we are unable to reach you, we will call the emergency numbers listed on your child's enrollment form. If neither you nor your emergency contacts can be reached within a reasonable amount of time, school authorities will take the necessary steps to ensure the welfare of your child.

In the most serious instances, school staff may contact emergency medical personnel prior to calling parents or emergency contacts.

## **Section 6. ACADEMIC PROGRAM**

Students at AVA will be guided toward academic excellence through a challenging, stimulating and balanced learning environment. Together, with our students, faculty, parents, and community, students at AVA will learn to become critical thinkers, responsible citizens, strong community members and future leaders.

The academic focus will be on the individual student; differentiated instruction and skill grouping will be utilized. The curriculum will emphasize math, technology, and language arts and will be infused with instruction in art, physical education, and character development.

### **CORE KNOWLEDGE**

The Core Knowledge Sequence is a research-based program founded by Dr. E.D. Hirsch, Jr. and utilized by over 60 schools in Colorado. Students are exposed to language arts, history, and geography, visual arts, music, mathematics and science topics that build from year to year in a clearly defined, sequential manner. The goal is to ensure that all children are given access to the same knowledge base that assures later educational success.

Core Knowledge also provides opportunities for learners to use higher order thinking and reasoning skills while motivating students to become life-long learners. Furthermore, Core Knowledge encourages cooperation among students, schools, and communities, providing many opportunities for parents and community members to become involved.

The current Curriculum Maps are available at [www.AspenViewAcademy.org](http://www.AspenViewAcademy.org) under the Academics' section.

### **MATH**

No matter how well students initially learn a concept, if they are not able to retain their learning, connect it to other concepts, and apply it in problem-solving situations, they have not reached mastery. Saxon Math is designed to support the long-term mastery and applications that will make a difference during testing and in students' future education and careers.

According to the pedagogy, Saxon is:

- **Incremental** - concepts are taught in small, approachable progressions. This means students have time to understand and practice a small portion of the concept before adding the next more difficult increment.
- **Distributed** - increments are spread throughout the year, building complexity, so that by the end of the year students have reached deep understanding and fluency.
- **Cumulative** - practice and assessments include concepts from the most recent lessons as well as from earlier in the year, ensuring that students retain all concepts and can make connections between them.



## LATIN

AVA's approach to Latin and world languages is designed to foster an enhanced understanding of key vocabulary words while promoting English language mastery, cultural awareness, and critical thinking. Our Latin program expands upon Core Knowledge basics with an emphasis on Latin root words in grades K-3. Students in grades 4-5 are introduced to Latin grammar and continue to build their Latin vocabulary, in connection to Language Arts skills in English. In 6<sup>th</sup> grade, every student takes a daily introductory Latin class that balances a technical study of the discipline with an appreciation for the Ancient Roman world. With this foundation in Latin established, students may have the option of studying another world language in grades 7-8 (such as Spanish)

## CHARACTER EDUCATION

Good character is a critical part of AVA's educational program. Through character education, our students learn skills that will help them make life-long, responsible, and intelligent choices. When children learn to make good choices, they are more committed to learn and develop habits that make them life-long readers and writers. Our teachers reinforce character traits within the content of our rich curriculum.

Based on community input and guidance, Aspen View has chosen seven fundamental values that we believe important to creating a foundation for lifelong learning and developing strong community, staff members, and future leaders. The seven fundamental values form the acronym R.E.S.P.E.C.T. The character values encompassed by the R.E.S.P.E.C.T. program are as follows:

**RESPECT** – We believe all healthy relationships begin with respect which includes showing high regard for authority, other people, self and country, and treating others as you would want to be treated.

**R = Responsibility:** Understanding that maturity comes from increasing responsibility, we assist students to be honest and accountable in word and deed and to having a sense of duty to fulfill tasks with reliability, dependability, and commitment.

**E = Empowerment:** We believe children must be equipped with the ability to make good decisions independently of adults. By internalizing the habits and behaviors that demonstrate responsibility, they will be empowered to lead successful, productive lives.

**S = Sharing:** We endeavor to develop in our students a willingness to share knowledge, experiences, and time to enrich learning, to give back to the community through school projects, and to constantly seek ways to improve through continuous input and feedback.

**P = Patience:** We strive to develop AVA students with a level of perseverance and diligence that will instill the confidence needed to succeed in whatever endeavor our students undertake.

**E = Excellence:** We uphold excellence as striving to do the best in everything you do, while maintaining a positive attitude, and a spirit of self-confidence.

**C = Compassion:** One sign of our success to develop the virtues listed above will be our students' display of compassion, caring in action, as they daily treat others with kindness, generosity, and a forgiving spirit.

**T = Teamwork:** We will create an atmosphere that fosters collaborative and team-focused success to enrich our students and prepare them for high school, college, and a collaboration driven marketplace.

**SKILL GROUPING**

Students will be placed in small groups where smaller group size is most important in the lower grades. However, it is understood that the student population changes from year to year and that primary, intermediate and middle school levels will implement flexible skills grouping differently. Students are placed in flexible skills groups that best meet their individual needs and students making progress within a certain group may not need to be moved to another group.

Students will be assessed each trimester throughout the school year to ensure correct placement in groups. Frequent assessment is critical to ensure that groups are fluid. Moreover, teacher observations, testing and other evaluation tools may be utilized to reassess students' progress. Please see the Skill Grouping webpage for more information.

**CLASSROOM PLACEMENT AND TEACHER REQUESTS**

Decisions regarding classroom placement are determined through a collaborative effort between teachers and administration and are made with the best interest of each student in mind. AVA does not accept requests for specific teachers.

**GRADES**

Grades will be regularly updated through Infinite Campus. Please contact teachers directly if there are any questions regarding updated grades. Please contact the Main Office if you do not have an Infinite Campus Activation Key.

**GRADING SCALE**

The following scale will be used for all grades and classes:

|           |           |           |               |
|-----------|-----------|-----------|---------------|
| <b>A</b>  | 93 – 100% | <b>C</b>  | 73 – 76%      |
| <b>A-</b> | 90 – 92%  | <b>C-</b> | 70 – 72%      |
| <b>B+</b> | 87 - 89%  | <b>D+</b> | 67 – 69%      |
| <b>B</b>  | 83 – 86%  | <b>D</b>  | 63 – 66%      |
| <b>B-</b> | 80 – 82%  | <b>D-</b> | 60 – 62%      |
| <b>C+</b> | 77 – 79%  | <b>F</b>  | 59% and below |

## HOMEWORK

**AVA's full homework guide can be accessed by clicking [here](#)**

Homework is an important part of the learning process and will be intentional, accomplishing tasks or re-enforcing skills that coincide with objectives for the course in which they are assigned. Homework may include work that was not completed in class, memorization or repetitive practice, enrichment activities, research or other activities that a teacher deems important for learning about a topic.

When a daily assignment is given, teachers may devote some class time (approximately 10 minutes) for students to begin work on the assignment. This will give students time to ask clarifying questions and for the teacher to check for understanding.

As a general guideline, homework will not be assigned over the weekend, breaks, K-5 Parent-Teacher Conferences, and during state assessment testing.

## TIME COMMITMENT

The amount of time needed to complete homework will vary from student to student, from grade to grade, but the general expectation the amount of time a student should be spending on homework per night is:

| Grade | Nightly Homework Guideline |
|-------|----------------------------|
| K-2   | 15 - 30 minutes            |
| 3-5   | 30 - 60 minutes            |
| 6-8   | 1- 2 Hours                 |

If your child is consistently spending an inordinate amount of time completing homework or experiencing extreme frustration, please contact the teacher to discuss.

**Note: These estimates *do not include time spent reading*. AVA expects students to read every day for at least 10-15 minutes for grades K-2, 15-20 minutes for grades 3-5, and 20-30 minutes for grades 6-8.**

## LATE ASSIGNMENTS

AVA values the learning that takes place with each assignment and does not accept incompletes. Late assignments will be deducted 10% per day, or one letter grade, up to 50%.

If students have not completed assignments, recess may be missed, or middle school students may be required to attend a study skills session to complete the assignment. If missing work becomes a habit, a call home will take place to enlist parental support. Afterschool detention may be assigned if the situation persists. If the missing assignments are still not completed, a teacher-parent-student conference will be held.

## **PARENT/TEACHER CONFERENCES**

A detailed discussion and summary of your child's progress and grades will occur at parent/teacher conferences. Two parent/teacher conferences will be held during the year for all students.

AVA strongly encourages parent(s)/guardian(s) to stay in close contact with teachers and other school staff throughout the school year. If questions regarding a student's progress arise, please call and schedule a time to meet with the appropriate teacher(s). Scheduling such conferences before or after school will prevent the interruption of valuable instructional time.

## **PHYSICAL EDUCATION**

Children must have a doctor's note for temporary/permanent exclusion from Physical Education activities that specifies the dates applicable. In many cases, children can learn from instruction given and from observation even though they do not participate actively. If a child cannot go outside with the class, they will be given schoolwork to complete.

Athletic shoes should be worn for Physical Education classes. As a safety measure, no street shoes or platform shoes will be allowed. Please see [Uniform Policy](#) for specifics.

## **REPORT CARDS**

Report cards will be posted to the Parent Portal on a trimester basis. Grades will be reported as a letter grade based on the grade scale percentage.

## **ACADEMIC INTEGRITY**

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes.

## **RETENTION**

AVA's administration, teachers and staff are dedicated to ensuring all students are making adequate academic progress throughout the year, but in some cases a student may benefit from remaining at a grade level for an additional year.

Most retentions should be made at the primary level, although middle school students may be considered if they do not meet required grade level expectations. Retention will never be used as punishment and will only be considered after all other interventions have proven ineffective.

If a student is failing to make normal progress, the parent(s)/guardian(s) must be notified early, so that the school and home may cooperate in helping the student achieve greater success. This is not to discuss retention, but to facilitate working as a team to help the student succeed. If a student continues to not make adequate progress, retention may be considered. After obtaining input from teachers and parent(s)/guardian(s), the Principal will make the final decision regarding retention.

## **TESTING**

At AVA, various formal and informal assessments are administered to all grade levels throughout the school year. In addition to these assessments, state-mandated tests,

instructional tests or diagnostic tests and informal assessments may also be given to children. Copies of the results are shared with parents.

## **FIELD TRIPS**

AVA recognizes the great potential for learning outside the school premises. Field trips will be planned to supplement the regular educational program and shall have definite learning objectives supporting AVA's academic standards.

Field trips represent an extension of in-school responsibility, and they will be fully supervised by an appropriate number of teachers. Parents and/or staff may also be enlisted to supervise and assist.

Students must wear their uniform when on field trips, unless prior approval for alternative attire is granted by Administration. Students not in the appropriate attire will not be allowed to participate in the field trip. School buses will provide transportation to and from the field trip, however, parents may sign out their children for the return trip to the school if they choose. **Field trip costs are not included in student fees and will be determined by the venue and transportation costs. Parents will sign up for field trips via MySchoolBucks – a field trip specific link will be provided by the teachers.**

### **AVA Field Trip Chaperone Responsibilities**

Each field trip is a little different as far as student/chaperone ratio due to the grade level of students and the venue. For instance, if students will be contained in an auditorium, the ratio could be higher than a trip to the zoo. Our number one priority is student safety; therefore, the ratio variation is necessary.

Chaperone Selection:

We know that we have an amazing parent body who is willing to help whenever there is a need. We are very thankful for this but will need to limit the number of Chaperones for each trip. If we have more volunteers than needed by the deadline, we will hold a drawing and notify those who will be joining us for the field trip as a chaperone. Please review the chaperone responsibilities below before volunteering.

Chaperone Responsibilities:

- Chaperone will be required to check into Raptor prior to the field trip.
- Chaperone fees will be determined per trip. This will pay for the entrance fee to the venue and cover bus transportation.
- Chaperone will be required to ride the bus. This gives you time to become acquainted with your group and memorize faces and names.
- Chaperone will always be required to supervise and monitor their group. This includes taking them to the bathroom as a group.
- Chaperone are not allowed to bring other children with them. Student safety is the number one priority, and we want to limit distractions.
  
- Chaperone are not allowed to deviate from the lesson plan or schedule provided by the teacher.
- Chaperone may not buy items (food, toys, etc.) for students.

Other parents may join the school on any field trip but will need to make their own arrangements for venue fees, transportation, etc.

## **PARENT/TEACHER COMMUNICATION**

Email is an important form of communication between teachers and parents. Please be sensitive to the volume of messages teachers receive during the day but expect that email and voicemail will be checked daily and responded to within two (2) school days. For lengthier concerns, please schedule a parent/teacher meeting.

Classroom teachers will update their website weekly. Teacher websites may include information regarding test dates, spelling lists, special events or general assignment expectations and deadlines.

## **TECHNOLOGY**

**AVA's full technology guide can be accessed by clicking [here](#)**

AVA will enhance its instruction using technology. Students will have the opportunity to access information, organize data, and create and problem-solve using a variety of age-appropriate technologies.

## **COMPUTER AND INTERNET USE POLICY**

AVA provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The school believes that the resources available through the Internet are of significant value in the learning process and prepare students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Aspen View Academy complies with state laws for student privacy. You can access and view websites, privacy policies, and terms of use on our website under the student data privacy link. You, as the parent, and the student will need to review the link to understand the requirements of the law and acknowledge the usage of the websites that are used and approved by DCSD and Aspen View Academy.

Student use of AVA computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All AVA computers remain under the control, custody, and supervision of the school. AVA reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, AVA cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of AVA policies/procedures and rules. AVA is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student can use AVA computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment. AVA will retain the signed acknowledgment.

The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with AVA policy and these rules may result in loss of computer and Internet access privileges, disciplinary action, and/or legal action.

### **COMPUTER USE IS A PRIVILEGE, NOT A RIGHT**

Student use of the AVA's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary, and/or legal action.

The building administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

### **ACCEPTABLE USE**

Student access to AVA computers, networks, and Internet services are provided for educational purposes and research consistent with AVA's educational mission, curriculum, and instructional goals. The same rules and expectations governing student use of computers apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing AVA's computers, networks, and Internet services.

### **PROHIBITED USE**

The user is responsible for his/her actions and activities involving AVA computers, network, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

- Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, in violation of other AVA policies, procedures and/or rules, and/or illegal;
- Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission;
- Plagiarism – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;
- Copying Software – Copying or downloading software without the express authorization of the system administrator;
- Non-School-Related Uses – Using AVA's computers, networks, and Internet services for non-school-related purposes such as private financial gain,

commercial, advertising or solicitation purposes, gaming that has not been approved, personal email access, or for any other personal use;

- Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
- Malicious Use/Vandalism – Any malicious use, disruption or harm to AVA's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses; and
- Unauthorized Access to Chat Rooms/News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

### **NO EXPECTATION OF PRIVACY**

AVA retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by AVA. AVA reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

### **COMPENSATION FOR LOSSES, COSTS AND/OR DAMAGES**

The student and/or the student's parent/guardian shall be responsible for compensating AVA for any losses, costs, or damages incurred by AVA related to violations of policy and/or these rules.

### **SCHOOL ASSUMES NO RESPONSIBILITY FOR UNAUTHORIZED CHARGES, COSTS, OR ILLEGAL USE**

AVA assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### **STUDENT SECURITY**

A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

### **SYSTEM SECURITY**

The security of AVA's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

### **PARENTAL PERMISSION REQUIRED**

Students and their parent/guardian are required to sign and return the Computer and Internet Access Acknowledgment Form before they will be given access to AVA's



computers, networks, and Internet services. *Students' user names and passwords shall be provided to their parent/guardians. We request that parent/guardians are actively involved and monitoring their child's network and Internet activity.*

## **PERSONAL ELECTRONIC DEVICES**

*In order to protect the focus on learning and to keep inappropriate content outside of our school:*

- Students' mobile technology (phones, tablets, etc.) are not to be seen or heard during the school day (8:15-3:30)
- If a student needs to communicate with parents, s/he should ask the teacher (who may excuse the student to the Front Office).
- Students' mobile technology are not to be connected to AVA's internal WIFI unless it is approved by AVA administration.
- Consequence Ladder:
  - First Offense: homeroom teacher keeps the phone until student meets with the teacher to get it back from teacher at the end of that school day.
  - Second Offense: homeroom teacher keeps the phone until a parent makes an appointment to get it back from teacher; student also must sit out one recess as a consequence for not learning the first time.
  - Third Offense: Administrator keeps the phone until a parent makes an appointment to get it back from him; student also must serve a detention as a consequence for not learning the first or second time.
- AVA assumes no responsibility for any loss, theft, or damage to any electronic device, approved or unapproved, that is brought to school by a student.

## **SOCIAL MEDIA POLICY**

The purpose of this policy is to provide guidelines to staff, students, and parents on use of social media at AVA.

### **DEFINITION**

"Social media" means any form of online publication or presence that allows end users to engage in multi-directional conversations. Social media includes: Facebook, MySpace, Instagram, Ning, TikTok, SnapChat, Twitter, Second Life, YouTube, blogs, wikis, social bookmarking, document sharing, email, and other media of a similar nature.

### **USE OF AVA LOGO AND BRANDING**

The use of AVA logos and branding in any media, social media included, by parents and students is prohibited unless specifically approved by the AVA Board of Directors. Parents and students may not represent or imply they represent AVA in any official capacity in any social media.

### **STUDENTS**

Students are not allowed to use any form of social media (Facebook, Instagram, Twitter, Skype, etc.) on an AVA issued device. Chat rooms or instant messaging using tools

provided by AVA is also prohibited unless a teacher has set up the group and is involved with conversations. Social networking between a student and AVA staff is prohibited.

## **STAFF**

AVA staff members are strongly discouraged from using any forms of social networking (Facebook, Instagram, Twitter, Skype, etc.) except officially approved communication tools when communicating with AVA parents. Social networking between AVA staff and students is prohibited. All emails to students must have parent copied.

## **AVA COMMUNITY COMMUNICATION**

All members of the AVA community should be conscious of the impact of all communication. Adults should strive to be role models of positive communication and when conflict arises, refer to the AVA Community Agreement. Students should always strive to be their best. The culture of AVA will, in the long run, be determined by how we treat each other, including the use of social media.

## **LEGAL RAMIFICATIONS**

All members of the community should be aware of potential legal action that can result from extreme forms of negative communications, including Libel, Slander, Sexual Harassment, Racial Harassment, Cyber Bullying, and other crimes.

## **CONSEQUENCES**

In addition to possible legal ramifications set forth above, consequences enforceable by AVA for behavior inconsistent with this policy include, but are not limited to; warnings, demand for formal written apology, suspension, expulsion of students, and barring parents from school media, school committees, and AVA premises and events.

## **Section 6. BEHAVIOR, DISCIPLINE AND CONFLICT RESOLUTION**

AVA expects students to treat others with R.E.S.P.E.C.T. and encourages positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth, and students will learn that there are consequences for their inappropriate behavior and for making poor decisions. We help students to reflect on errors in judgment and support them in learning to make better decisions. We encourage students to make independent decisions and act responsibly toward others and property. When this occurs, we believe that a positive learning environment will result.

These expectations were developed so that parents, students, and staff members will have a common understanding of what is expected from students regarding their behavior while attending school. Proper adherence to these expectations ensures a safe and orderly learning environment conducive to optimum learning. It is the full intent of AVA that expectations will be implemented in a fair and consistent manner and that open communication and cooperation will exist among parents, students, and staff members.

Students are expected to conduct themselves at all times in a manner which is compatible with the school's function as an education facility and in accordance with District policies and regulations concerning student conduct and discipline including, but not limited to, the grounds for suspension, expulsion, and classroom removal. Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the rights and privileges of other students or citizens, which endangers the health or safety of any person, or which damages property will not be tolerated and will result in disciplinary action.

Students, staff and parents are expected to

- Develop and use productive work habits.
- Behave in a manner which fosters a positive school environment.
- Dress appropriately for the school environment.
- Promote, create, and maintain an environment free from physical and emotional harm.
- Be thoughtful caretakers of the school and district property and the property of others.
- Accept personal responsibility and accountability for their actions or inactions.
- Respect the unique attributes and qualities of every individual.
- Communicate effectively to build a more positive school environment to align with the AVA Communication Pathway
- All employees of the AVA shall be expected to share responsibility for supervising behavior of students and for seeing that students abide by the established rules of conduct.

- Principal has ultimate authority and responsibility to fulfill the in loco parentis role. State law authorizes the Principal to administer disciplinary consequences, such as suspension, without obligation to show due process leading to a consequence.

### **BULLY PREVENTION POLICY PURPOSE**

The purpose of this policy is to define and describe bullying and the consequential disciplinary action.

### **BULLYING DEFINITION**

Bullying is a conscious, willful, deliberate activity intended to do harm. It can be verbal, physical, relational, and/or with the use of the internet, social media, cell phones, texting, or any wireless connection device. It includes all forms of hazing, extortion, and cyber bullying. **Once may be enough to constitute bullying.**

Bullying can occur on school premises, in school dispatched vehicles, or off campus in a manner that causes a disruption of school activity, school attendance, or individual student performance.

### **TRAINING AND PREVENTIVE EDUCATION**

Training and in-services will be given to teachers and staff to assist AVA personnel in being alert to student bullying, taking appropriate action when bullying occurs, and engendering an atmosphere where bullying is not tolerated at school or school-related activities.

Assemblies may be held and programs implemented to educate students about bullying, warn that bullying is prohibited, advise students of the consequences for engaging in bullying activity, encourage all students to immediately report incidences of student bullying, and engender an atmosphere where bullying is not tolerated at school or school related activities.

### **HARASSMENT**

If the bullying is based on race, color, national origin, sex or disability, and is sufficiently serious that it creates a hostile environment, Aspen View Academy will address the problem using the guidelines set forth by the United States Department of Education's Office of Civil Rights enforcements of the following statutes:

Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (Section 504); and Title II of the Americans with Disabilities Act of 19904 (Title II). Section 504 and Title II prohibit discrimination based on disability.

Simply stated, when harassment meets the above description, AVA will address the issue not only on a case-by-case basis, but also by taking concrete steps to rectify the problem on a larger scale. Such steps may include, but are not limited to the following: publicly reaffirming its bully prevention policy, re-publicizing procedures on how to report bullying, addressing the issue with students in the classroom or at an assembly, offering counseling to victims and/or bullies, staff training, and parent outreach.

## **REPORTING BULLYING**

### **STUDENTS**

Students are highly encouraged to report incidences of bullying to school staff. Any person who takes any retaliatory action against a student who reports in good faith an incident of bullying will face consequences at the principal's discretion. Consequences may range from positive behavioral interventions up to and including suspension or expulsion.

Students may report anonymously through **Safe2Tell.org**.

### **STAFF**

Staff should always be on the lookout for bullying. All AVA staff members are responsible for trying to prevent bullying and for addressing it if it occurs in their presence. When a staff member becomes aware of bullying, either by student report or by witnessing the incident, the staff person should follow these steps:

1. Speak to the students involved, separately, as soon as possible.
2. When you feel you have a clear idea of what happened, determine appropriate consequences for the bully(s) and take steps to protect the victim(s).
3. Use your judgment, depending on the severity of the incident, to decide whether to call the parents of the bully(s) and victim(s). Make any phone calls within 24 hours of the incident.
4. Make sure that other staff members who interact with the involved students (specials teachers, assistants, office staff, etc.) are aware of the situation.
5. Notify Administration of the situation so that they may log it and follow up as needed. If the bullying incident relates to an ongoing issue, or if the incident is severe, send the involved students directly to the Principal.
6. In order to pursue prompt resolution to bullying situations, Administration may become involved earlier in the process than indicated above.

### **PARENTS**

Parents are also encouraged to report incidences of bullying directly to school staff. When a parent becomes aware of a bullying incident, the parent should follow these steps for reporting:

1. Report the incident to the classroom teacher.
2. If more support is needed, report to the counselor or principal.
3. Do not intervene directly with student's issues or concerns, let school staff handle these situations.

### **ADDITIONAL RESOURCES**

Below are additional websites DCSD cites as potential resources:

- [StopBullying.gov](http://StopBullying.gov)
- [Safe2Tell Tip Line](http://Safe2Tell Tip Line)

- [Colorado School Safety Resource Center \(C.S.S.R.C.\)](#)
- [Youth Education and Safety in Schools \(Y.E.S.S.\)](#)
- [Douglas County Youth & Family Resource Guide](#)
- [Arapahoe/Douglas Mental Health Network](#)
- [Promoting Alternatives to Violence through Education \(Project PAVE\)](#)
- [Centers for Disease Control and Prevention - Parent Information re: "The Choking Game"](#)

## **DISCIPLINE POLICY**

AVA will attempt to address the needs of students through a quality education program. To be effective and to fulfill this goal, we believe that students need a positive, safe, and orderly environment in which learning can take place without disruption. The AVA Board of Directors has empowered Administration of AVA to make student disciplinary decisions. Rarely will the Board of Directors meet to discuss a student discipline issue.

It is our belief that students who do not obey the rules of good conduct are interfering with the learning process and safety of others, as well as minimizing their own opportunities to learn. Both minor and major acts of student misconduct will initiate school disciplinary procedures.

## **GENERAL DISCIPLINARY PROCESS**

Listed below are the steps that will be followed by the teacher, staff and/or Administration when student misbehavior occurs:

### Step 1

The teacher or other staff member addresses the inappropriate behavior. If the act of misconduct is considered minor, the form of disciplinary action used (if any) is recorded by the teacher.

### Step 2

If the same or similar act of misconduct continues or a more serious act occurs, the teacher informs the parent by phone or email. The student will complete a reflection process and lose a privilege (recess, field trip, performance, etc.).

### Step 3

If the inappropriate behavior continues or if a more serious act of misconduct occurs (not covered in Steps 1 and 2), an Office Referral will be issued and a conference with parent, teacher and student will be held in order to discuss the incident, appropriate disciplinary action and a Behavior Plan. The plan is written, distributed to all persons included in the meeting, and placed in the student file. Every Behavior Plan will have an end date as determined by Administration.

### Step 4

If the Behavior Plan does not result in correction of the behavior, or a major act of misconduct occurs (e.g., blatant defiance of authority, fighting, sexual harassment, etc.), Administration may suspend the student from school, not to exceed five (5) days. Prior to readmission after suspension, Administration will convene a meeting with the student, parent and any others who Administration deem necessary in

order to review the student record of misconduct and to plan a future course of action. Administration will document and communicate disciplinary consequences according to school procedures.

#### Step 5

If all the actions taken at steps 1-4 have not corrected the inappropriate behavior or if it threatens the safety of others (e.g., bringing a weapon to school or physically assaulting others\*), Administration may suspend the student from school, for the second time for up to 10 days. For any period of suspension longer than five days or expulsion, a meeting with all involved persons shall be convened by Administration to determine the next course of action. Such action may consist of Administration recommendation that the student be expelled for a period of up to one year.

\*Examples of other major acts of misconduct including, but not limited to those below, that do not require procession through steps 1-3 but rather call for discipline to be administered immediately at the 4<sup>th</sup> or 5<sup>th</sup> step are the following:

- Continued willful disobedience.
- Open and persistent defiance of proper authority.
- Behavior on or off school property that is detrimental to the welfare or safety of other pupils or school personnel.
- Threats of physical harm.
- Declaration as a habitually disruptive student.
- Repeated interference with the school's ability to provide educational opportunities to other students.
- Name calling, teasing, lying, and/or swearing that has continued after discipline was administered at previous steps.
- Racial, religious, and/or sexual harassment.
- Possession/use of any form of alcoholic beverages, tobacco, inhalants, illicit drugs, etc.
- Arson, theft, vandalism, and other behaviors of a criminal nature.
- Carrying, bringing, using, or possessing a dangerous weapon.
- The sale of a drug or controlled substance.
- Commission of an act which if committed by an adult would be robbery or assault.
- Carrying, using, actively displaying, or threatening with the use of a firearm facsimile.

In all matters where expulsion is indicated, the matter will be referred to the District's designee.

With respect to any suspension of a child with a disability, such suspension shall comply with federal law.

In the event there is a conflict between the foregoing and state or federal law, state or federal law shall control.

### **PLAYGROUND AND RECESS EXPECTATIONS**

Students will have recess daily and are always encouraged to participate in a variety of activities and to remain visible to staff.

In line with district protocol, outdoor recess will be held every day unless it is raining, snowing heavily, or excessively cold. Students should come to school prepared with appropriate outerwear for the variable Colorado weather.

### **PLAYGROUND RULES**

- Obey directions given by all playground supervisors.
- Students are always to be visible to the playground supervisors on duty.
- Students are expected to line up in the appropriate area. When the whistle blows, playtime stops immediately.
- All equipment will be used with common sense and safety in mind.
- Hard balls, baseball bats, skateboards, rollerblades, and electronic equipment and devices are not permitted on the playground.
- If a student is hurt, contact an adult immediately.
- Fighting, real or pretend, is not an appropriate activity.
- Contact games, such as red rover, crack the whip, tackle football, etc. are not allowed for safety reasons.
- Students may not throw or kick rocks, sand, snowballs, ice or any object that might hurt others.
- No food is permitted on the playground. Snacks should be consumed on the amphitheater and trash properly disposed of.

### **DETENTION**

When students are given a detention, parents will be notified by the staff member assigning the detention. This contact is to inform the parent of the reason for the detention and the day it will be served.

Detention will be served as assigned and communicated, by the teacher, assistant principal, Dean of Students, or principal.

Repeated offences are not accepted at AVA, even when the individual issues are relatively small, and by themselves would not warrant further consequences. AVA believes that students are capable of learning from mistakes and not repeating them. We are confident that each student can become a young person of good character.



### **REPEATED OFFICE REFERRALS**

Students who accumulate multiple office referrals from detentions and other minor incidents will be considered for suspension by Administration. A second office referral in a trimester may lead to suspension, and a third office referral in a trimester will result in a suspension unless there are highly unusual circumstances.

### **DISCIPLINE FOR BULLYING**

All bullying shall be subject to discipline in accordance with the General Disciplinary Process above and may include suspension, expulsion, detention, and/or classroom removal. In addition, Administration may consider other actions which may be appropriate in response to student bullying, including but not limited to:

- Implementing the Capturing Kids' Hearts and Bullying Prevention in Positive Behavior Support programs, which empowers students to serve as peer mediators.
- Holding conferences with the parents of students who continue to engage in bullying after administrator/teacher intervention, in order to develop cooperative strategies to correct the students' behavior.
- Separating students who continue to engage in bullying after administrator/teacher intervention from other students at school or from particular school programs or activities, until they can conform their behavior to acceptable standards.
- Withholding privileges (i.e., recess, field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying after administrator/teacher intervention, until they can conform their behavior to acceptable standards.

AVA may also refer to District discipline policies at times when further clarification is required. In the event AVA and District policies conflict, AVA policies shall prevail.

### **CONFLICT RESOLUTION POLICY**

It is the full desire of the AVA staff to resolve conflicts at the lowest level possible. We value our students and parents and will work hard to create positive, professional relationships. In a community that values and models high character, the need for the higher levels of this policy, as addressed below, will be few.

Any parties in a conflict must provide clear, concise, and objective written documentation through any level of the process above Level One. The written communication shall state

the concern, date of meeting(s), persons in the meeting, points of agreement, points yet to be resolved. At all levels, the intent of all parties must be to resolve the issue with compassion, understanding, and respect for differing points of view. Sometimes resolution means just agreeing to disagree in an agreeable way. It is also the goal of this process

that all adults will model high levels of character and conflict resolution skills for our students.

### **GENERAL CONFLICT RESOLUTION PROCESS**

If your student is experiencing a problem in the classroom, contact the teacher. If meeting with the teacher does not resolve the problem, please work within the following conflict resolution guidelines to resolve it:

#### Level 1

Any concern will first be discussed in a pre-scheduled, private meeting between the parent(s) and school employee with the objective of resolving the matter informally at the lowest level within a few days of the onset of the issue/event. Brief hallway conversation is not considered a Level 1 meeting.

#### Level 2

If Level 1 does not bring resolution, the parent(s) must submit in writing the nature of the conflict within one (1) work week following the discussion at Level 1 to the employee's Supervisor and the employee. The Supervisor will then request a joint meeting with the persons in conflict. During this meeting, a Level 2 Conflict Resolution Form will be completed by a staff member and signed by all parties. For any unresolved issues, the Supervisor shall make his/her decision in writing within one (1) work week following the meeting and communicate the decision to the parent and employee. Additional Level 2 meetings may be necessary if additional supervisors are in place between the original Supervisor and the Principal. A supervisory level will not be passed over in this process.

#### Level 3

If Level 2 does not bring resolution, the parent(s) must submit the nature of the grievance within one (1) work week following the decision at Level 2 in writing to the Principal. The Principal will then request a joint meeting with the persons in dispute and the Supervisor(s) who were involved in the Level 2 meeting. Clear written notes from the Level 2 meeting will be submitted along with the Level 2 Conflict Resolution Form and the Level 3 meeting request. During this meeting, a Level 3 Conflict Resolution Form will be completed by a staff member and signed by all parties. For any unresolved issues, the Principal shall make his/her decision in writing within one (1) work week following the Level 3 meeting.

#### Level 4

If resolution is still not achieved at Level 3 and the parent(s) or employee is not satisfied with the decision of the Principal, the conflict may be presented in writing to the Board of Directors at least ten (10) work days prior to the next regularly scheduled Board meeting. The Board of Directors will examine the written documents submitted, and decide whether to let the decisions stand, or to meet with the parties involved in the conflict. The President of the AVA Board of Directors will communicate the direction of the Board within one week of the Level 4 meeting request. If the Board decides to meet and discuss, the Board of Directors will hear the issue at the next regularly scheduled Board meeting in an effort to resolve the conflict, provided the request is submitted at least ten (10) work days before the Board meeting. All parties involved in previous levels will be invited participants to this Level 4 meeting. Decisions rendered at Level 4 will be in writing,

setting forth the decision. Once approved by quorum by the Board of Directors the decision will be transmitted promptly to all parties involved. Decisions at this level are final.

## **Section 7. PARENT/GUARDIAN RESOURCES AND OPPORTUNITIES FOR INVOLVEMENT**

### **BOARD OF DIRECTORS**

It is the duty of the Board of Directors to maintain and promote the mission and vision of AVA.

Each year, beginning in late spring of 2014, one seat on the Board of Directors will be filled by an elected candidate. Candidates for election to the Board of Directors shall be sought who have a demonstrated desire, characteristics, quality, and add to the diversity of the Board to maintain and promote the mission and vision of AVA. Please see the [Board Election Policy](#) for additional information.

### **ACADEMIC INVOLVEMENT**

As a parent, you should expect to be regularly involved in your child(ren)'s education. As a parent/guardian, it is expected that you:

- Provide educational support by ensuring your child attends school daily, is on time and prepared to learn by having the necessary materials.
- Attend conferences.
- Support school rules and work cooperatively with the school.
- Be familiar with and follow school procedures.
- Review AVA's Behavior Expectations with your child.
- Require your child(ren) to complete all assignments on time.
- Support your student with a regular time, a quiet place, and encouragement to complete assignments
- Monitor their assignments, work, and habits.
- Foster independence by helping with but not doing their homework for them.
- Contact your child's teacher if you have concerns about homework.

### **INFINITE CAMPUS**

Infinite Campus is a tool for parents and students to access instant, online, timely, and secure student information: class schedule, assignments, attendance, discipline, course registrations for next year, report cards, and transcripts.

Infinite Campus may be accessed [here](#). If you do not have an Infinite Campus account, please contact the Main Office for an activation key.

### **VOLUNTEERING COMMITMENT**

AVA believes that the success of each student will be a shared responsibility of students, teachers, parents, staff, and community leaders. Volunteers enhance the school and its

culture and character through their involvement. Accordingly, a strong family involvement program will be implemented.

AVA expects 30 volunteer hours per family per school year. Single-parent families are expected to volunteer 15 hours per school year. The volunteer school year shall coincide with AVA's fiscal year, and hours shall accrue from July 1 through June 30. If your family has special circumstances that make it difficult for you to meet the expected volunteer hours, please contact the Volunteer Coordinator.

Many volunteer opportunities exist within AVA's Foundation Council. The Foundation Council is an organization comprised of parent volunteers for the purpose of providing community support, fundraising and planning various events within our school community. For more information, please visit the 'Support AVA' link on AVA's website.

For more information regarding volunteering at AVA, please see the [Visitor and Volunteer Policy](#).

**Parent and Student Handbook Receipt Acknowledgment Form**

I acknowledge receipt of an electronic copy of the Aspen View Academy Parent and Student Handbook. I understand that it is my responsibility to read and understand this Handbook.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legibly Print Parent/Guardian Name

Student  
Name\_\_\_\_\_

Grade\_\_\_\_\_

## STUDENT COMPUTER/INTERNET USE ACKNOWLEDGMENT FORM

As outlined in the Aspen View Academy Parent Student Handbook, I have read, understand, and agree to comply with its rules, regulations, and practices. I have reviewed the student data privacy link on the aspen view academy website and understand/agree with use of any website listed. I acknowledge that my failure to comply with the policy and procedures may result in revocation of my computer use, internet use privileges and/or further disciplinary actions, which may include suspension or discharge.

Student Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

I, the parent has reviewed the Aspen View Academy Parent Student Handbook use guidelines, of Aspen View Academy. I have read, understand, and agree to comply with its rules, regulations, and practices. I have reviewed, understand, and agree with the student data privacy link on the aspen view academy website. I give permission for my student to use the websites used by their teachers for their grade level. I acknowledge that the failure of my student to comply with the policies and procedure may result in revocation of the student's computer use, internet use privileges and/or further disciplinary actions, which may include suspension or discharge.

Parent Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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