



School Family Handbook

PURPOSE OF THIS HANDBOOK

The Board of Directors, Faculty, and Administration welcome you to Caprock Academy. This handbook has been prepared to inform you about Caprock Academy's mission, philosophy, policies, and practices.

We ask that you read this handbook carefully and refer to it whenever questions arise. We also hope that it will reaffirm your decision to attend Caprock Academy. This handbook is both a narrative and a means to provide you with the Caprock Academy policies that are most frequently addressed.

The Caprock Academy Difference

“Competition from charter schools is the best way to motivate the ossified bureaucracies governing too many public schools. This grass-roots revolution seeks to reconnect public education with our most basic values: ingenuity, responsibility, and accountability.”

--Senator Joseph Lieberman

VISION:

Strengthening the community through the involvement of parents, educators and community leaders working together to provide an environment that fosters academic excellence and develops strong character in our students. We shape global citizens who set life goals and practice lives of service and virtue.

To accomplish this Vision, Caprock Academy's Mission is to...

Help all students achieve their highest academic and character potential using proven, accelerated academic programs while providing a safe environment.

To support our mission, Caprock Academy builds upon the foundational elements of...

Academics:

- Learned citizens draw on the knowledge of the Ancients (scholarship)
- Accelerated academic program exceeds Colorado standards
- Classical Education (Grammar, Logic and Rhetoric): students are explicitly taught to seek the truth and use truth to have a conversation
- Latin instruction provides a foundation for language acquisition of American English, as well as European languages
- Core Knowledge curriculum provides solid, sequenced, specific and shared learning
- Curricula chosen that reflects the mission of Caprock Academy are proven effective through solid research and proper implementation

Character:

- Community oriented
- Character education: integrated, purposeful character education based on widely accepted virtues such as integrity, respect and honor
- Strong sense of community: K-8 students serve 10 hours per school year of Community Service projects and parents/family members serve 40 hours per student/per year (see page 9) of volunteer time; HS students serve 20 hours per school year of Community Service projects (15 hours for community and 5 on the school campus) and parents/family members serve 10 hours per student/per year of volunteer time (see page 9)
- Active family involvement
- Firm code of conduct
- Dress code

Accountability:

- Highly qualified, passionate teachers
- Independent governing board (increased autonomy in exchange for accountability)
- Accountable to families through yearly surveys
- Ongoing staff and board development
- Student evaluations
- Accountability council will adhere to all state accreditation standards

A classical education for modern times

A Word from the Headmaster

Dear Parents and Students,

Welcome to Caprock Academy. We are glad that you have chosen a Classical education and we are convinced that you have made a good choice. At Caprock Academy, our students learn from the masters. From Aesop and George Washington in kindergarten, Michelangelo and Beethoven in fifth grade, and *The Federalist Papers* and modern science in secondary school, our teachers lead their students to the riches of our tradition. It is our conviction that all students can and should learn about the events, documents, and discoveries that have shaped our tradition and led us to where we are today. A basic premise of classical education is that we have much to learn from our ancestors, especially those who made history. Studying the culture-shaping events, texts, theories, works of art, and biographies that came before us, slowly creates a background in front of which our students begin to understand the events of today.

In addition, or rather, as a condition of becoming culturally literate, we hold that our students ought to be good human beings. Intelligence and learning by themselves do not necessitate goodness. Therefore, our students ought to be honest, respectful, full of integrity and perseverance; they ought to cooperate with others, be responsible, and display citizenship and courage in their daily lives. Character is more than an adornment of a classical education; it is its *conditio sine qua non*. It is only fitting, therefore, that the mission of our school is to hold everyone to high academic and ethical standards. We know that elevating the minds and characters of our students neither is an easy task nor is it guaranteed to succeed. Any time we transcend the status quo, we have to seek out a certain amount of discomfort. The removal of ignorance from our minds requires effort. This effort usually pays off quickly, but if you have concerns about your child's progress, we encourage you to speak with his or her teachers in order to make sure that we are all working for the benefit of your child's intellectual and moral growth. As teachers, we know that we do not know everything and we benefit from hearing about your experience in the home; please do not hesitate to contact us. What we do know from our years of experience, however, is that a Caprock Academy education ends up being fun for those who stick with it. Our students delight in being challenged, they rise to the tasks we give them, and they astound themselves, their parents, and us with their eloquence, their learning, and, more often than not, with a maturity that is beyond their peers. The years between kindergarten and high school at Caprock Academy are full of the wonders of young students growing intellectually, socially, and morally to become men and women who deserve to be called human beings. It is our promise to you that we will do what we can to help our students establish good habits of the mind and heart as they grow up amidst a myriad of challenges and influences. It is our ambition to offer time-tested, meaningful challenges and thus influence our students according to the ideals of our tradition. It is our hope that our students will delight you with the knowledge and the character traits that Caprock Academy's classical education espouses.

With best wishes for a good year,
Kristin Trezise
Headmaster

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HOW TO CONTACT CAPROCK ACADEMY

School Phone Number..... (970) 243-1771

School Attendance Line (970) 243-1771

School Fax Line..... (970) 243-3612

School Address.....714 24 ½ Road, Grand Junction, CO 81505

Web Page.....www.caprockacademy.org

E-Mail Address.....info@caprockacademy.org

CAPROCK ACADEMY BOARD OF DIRECTORS (CABD)

The CABD oversees the educational and operational policies of the school to ensure continued adherence to the vision and mission. The implementation of policies and procedures and daily operations are the responsibility of Caprock Academy's administrative personnel. The CABD meets to discuss school operations. It is during these meetings that they examine operations, establish new policies, and review and change existing policies as needed. Requests, concerns, and information may be offered by parents, students, and teachers during the scheduled community comment times at the board meetings. **All other spoken comments must be presented in writing to the CABD secretary one week prior to the CABD meeting in order for them to be accurately reflected in the CABD agenda.** All meetings are open to the public, and your attendance is not only welcomed but also encouraged. Meeting agendas are posted 24 hours in advance on the front office door. For issues involving personnel, contracts, or other sensitive matters, the CABD holds executive sessions prior to the regularly scheduled board meeting according to the Colorado Open Meetings or "Sunshine Law." The lengthy documents regarding the curriculum and operation of the school (Charter and Amendments) are on our web site and are available in the office for perusal or purchase by parents. The governance documents can be found in the Caprock Academy administrative offices.

ADMINISTRATION

Headmaster – Kristin Trezise
Director of Curriculum – Carrie Sherrill
Director of Assessment and Data – Ron Phillips
Dean of Students – Joe Fanning
Director of Facilities and Business Management – Dan Sherrill

OFFICE STAFF

School Secretary – Carla Johnson
Registrar – Correne Coty
Financial Secretary – Julie Hoge
Health Technician—Heather Clementson

ACADEMIC PROGRAM POLICIES-AP

Policy AP-1.0

Educational Priorities

The CABD desires that all students receive a classical, liberal education. To this end the CABD has determined the following educational priorities.

1. Basic cognitive skills: reading / writing / mathematics.
2. Core subjects: English language and literature; history, geography, and government; physical and biological sciences; mathematics.
3. Other classical subjects: music, art, and Latin.
4. Auxiliary subjects: foreign languages, P.E., performing arts, and other social sciences.
5. Extracurricular activities of any type as defined by the Headmaster.

K-8

The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the school will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The CABD and Headmaster will determine these instances. The Headmaster will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught at some point in grades K-8.

9-12

The High School will feature an advanced arts and sciences curriculum. The objective of the high school curriculum is to explore issues and texts intensively rather than to offer a superficial “covering.” The humanities program will be centered on a coordinated Western Civilization sequence. In all humanities courses, priority will be given to original sources and great works as opposed to textbooks. Mathematics and the sciences will offer rigorous training in the fundamentals and theories of these disciplines. Students will receive extensive training in analytical thinking and the scientific method. *In all subjects, textbooks will be used as a resource, not as the basis of the curriculum.* The curriculum will exceed the State and District Model Content Standards. Teachers must develop a curriculum under the direction of the Headmaster who is accountable to the CABD.

Policy AP – 2.0

Special Events and Field Trips

Policy AP – 2.01

Special Events – Parties

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Any special event or party must be approved by the Headmaster or Director of Curriculum a minimum of 2 weeks **prior** to its planning. Approval for one year does not carry over to the next.

Policy AP – 2.02

Special Events – Guest Speakers

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

Policy AP – 2.03

Special Events – Field Trips

Field trips must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. The Headmaster or Director of Curriculum must approve field trips a minimum of 2 weeks **prior** to planning. The teacher must submit the Field Trip Approval Form to the Headmaster or director of curriculum and obtain a signed approval prior to notifying students, parents, and front office of the event. The business office must review and sign the Field Trip Approval Form to verify costs and cost estimates prior to notifying students, parents, and front office of the event. A permission slip signed by the parent/guardian of each student must be obtained prior to occurrence of the field trip. Parents may not drive students outside Mesa County. Only under specific circumstances (field trip cannot occur because the number of students make contracted transportation impossible) in which a limited number of students are involved may parents transport students outside of Mesa County. Whenever parents are driving each driver must complete the Volunteer Fieldtrip Driver Application which includes submitting a copy of his/her driver's license, vehicle registration, and proof of insurance a minimum of 1 week in advance. Under no circumstance, will students or a student organization plan field trips. Teachers must adhere to these guidelines:

- The chaperone to student ratio must be a minimum of 1:10.
- Chaperones must submit a copy of their current driver's license and be registered with Caprock Academy as a volunteer.
- The following must be completed and submitted to the business office prior to the event:
 - Document of Rules, signed by students,
 - Document of Responsibilities, signed by chaperones,
 - Established Discipline Policy,
 - Written Emergency / Accident Procedures.

If any of the aforementioned criteria are not met, the field trip will be canceled. The Headmaster must meet with the field trip sponsor a minimum of 3 days in advance of the trip to verify the completion of the requirements. Five minutes prior to departure, the Headmaster or the Headmaster's designee will approve or deny departure. If the trip is canceled due to violation of the field trip policy, the school will refund the students. Extended field trips will follow Caprock Academy guidelines and must be approved by the CABD.

Policy AP 2.04

Extended Field Trips

All extended field trips require specific CABD approval a minimum of 90 days (180 days outside US) prior to the trip. All students attending the extended field trip must have the approval of Headmaster. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees by trip participants.

Caprock Academy GUIDELINES FOR EXTENDED FIELD TRIPS

1. All extended field trips shall meet the following Caprock Academy criteria for approval:

- Field trips are for the educational enhancement of Caprock Academy students. Field trips shall be directly related to a course or area of study in accordance with established curriculum guidelines and shall be based upon clearly stated, educationally related objectives.
- The field trip shall include instruction by a Caprock Academy staff member and/or tour guide. Such instruction will begin prior to departure and must be accounted for upon submitting a final report.
- All Caprock Academy policies that have not been waived by Caprock Academy apply to extended field trips, and teacher and student behavior must be followed. The field trip sponsor should contact the Headmaster/Headmaster designee to receive a current list of all applicable policies.
- High school students participating on extended field trips will receive course credit and a letter grade that will appear on their transcript. Any credit earned will be determined by the Headmaster prior to the trip.

2. A teacher who wishes to sponsor an extended field trip should follow the steps outlined below.

- The trip sponsor(s) shall notify the Headmaster of the desire to plan and conduct an extended field trip. After the Headmaster gives approval to plan the trip, the sponsor shall complete a Preliminary Field Trip Approval form, submit a proposed itinerary/budget and have it signed by the Headmaster. After an approval signature has been obtained, the sponsor(s) shall prepare a detailed proposal to conduct an extended field trip, which must include the following:

1. An outline of course or subject area goals to which the tour is complementary
2. Trip goals for students

3. The manner in which the instruction is to be provided

4. Instructional materials to be utilized

5. An itinerary with proposed dates

6. A preliminary list of adult chaperones and other arrangements for supervision.

- At least ninety days prior to the field trip, the trip sponsor will submit the signed Preliminary Field Trip Approval form, the detailed proposal for the field trip, and estimated cost as an agenda item to be reviewed by the CABD for final approval. Extended Field Trips to foreign countries will be presented no later than 180 days prior to the trip.

- Selection of travel agencies and carriers shall be made by the trip sponsor(s) and shall be approved by the Headmaster on the Preliminary Field Trip Approval form. Only commercial means of transportation (e.g., bus companies, airlines, etc.) may be used for extended field trips. Parents are responsible for travel to and from the point of departure unless other arrangements have been made.

- Overnight trips may be exclusive to all males or all females when only one sponsor is available for the trip. In trips where male and female students attend, both an adult male and female sponsor shall be required. In selecting adult chaperones, priority will be given to Caprock Academy staff members.

Exceptions will be made when there are not enough qualified adults to meet chaperone needs. A sufficient number of adult chaperones, as determined by the Headmaster, must accompany the extended field trip to ensure the safety and good conduct of students. The required ratio is one adult chaperone for every 10 or fewer students. The trip sponsor(s) are responsible for informing accompanying adults of their duties and responsibilities. The Headmaster is responsible for final approval of all adult chaperones.

- Caprock Academy staff members, other adults, parents, siblings, and Caprock Academy alumni may accompany students on extended field trips if they receive prior approval by the Headmaster to do so. These participants may not share lodging with Caprock Academy students unless permission has been granted by the Headmaster. All participants are expected to follow the same tour itinerary, comply with the same behavioral expectations that apply to Caprock Academy students, and pay their own expenses. Participants who are not Caprock Academy faculty, staff or students must be registered Caprock Academy volunteers. All parent participants should be willing to serve as chaperones if needed.

- Under no circumstances shall any person be included in an extended field trip who has not been approved by the Headmaster.

3. Responsibilities for Trip Sponsor(s) Conducting the Extended Field Trip

- The trip sponsor shall hold required orientation meetings with parents/guardians, students, chaperones and other trip participants prior to departure in order to clarify the responsibilities and review the acceptable standards of conduct of all participating parties. At this meeting, copies of the following documents will be given to the parents/guardians of each participant:

1. Behavior Contract/Document of Rules (Document of Responsibilities for chaperones)

2. Extended Field Trip Release, Indemnity, Assumption of Risk and Power of Attorney

3. Medical History

- Completed and signed forms must be submitted with the first payment for the trip and are **required** for all trip participants who are not Caprock Academy employees.

- The trips sponsor(s) shall prepare a roster which includes the address and telephone numbers of parents/guardians and pertinent medical information for all students on the tour. The trip sponsor(s) shall take one copy of the roster on the trip and shall leave a second copy with the Headmaster/Headmaster designee. This information will be used to contact parents/guardians if an emergency should occur.

- Prior to departure, the trip sponsor will obtain minimum \$100 cash for emergencies. If the trip is to a foreign country, the cash will be in the currency of the first destination country.

- The trip sponsor(s) shall handle medical and other emergencies while on the extended field trip and will be responsible for the welfare of the group. Receipts and claim checks must be completed for medical or other insurance claims. First aid kits shall be required on all field trips. It shall be the responsibility of the trip sponsor(s) to alter the itinerary or program of the extended field trip if local circumstances endanger the welfare of participants. Should an emergency occur, the trip sponsor(s) is responsible for notifying the Headmaster by telephone as soon as possible.

- The trip sponsor(s) shall assume responsibility for student conduct consistent with the school's policies and regulations governing student behavior. Use of the "buddy system" or similar partner system is required to ensure constant awareness of each student's whereabouts, needs, and participation.

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

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

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

5. Students

- Participating students must comply with all Caprock Academy policies and regulations governing student behavior and with other conditions and directions of the trip sponsor(s) and/or adult chaperones. Students are prohibited from the possession or use of weapons; possession, purchase, or consumption of alcoholic beverages, tobacco, drugs (other than those prescribed by a physician), and/or toxic vapors at any time. The Caprock Academy Student's Guidelines of Behavior will be enforced on all field trips. A student who has been expelled or suspended from school is ineligible for participation in an extended field trip, depending on the length of suspension/expulsion. Only the Headmaster may grant permission for such a student to participate in an extended field trip.
- Students will not be permitted to leave the field trip group during the trip unless they are released by the trip sponsor(s) to parents/guardians.
- If students return to the school from a trip after school hours, the trip sponsor(s) will make provisions for their safe departure home, taking into account the age of the students and the hour of arrival at the school.
- Students whose conduct is disruptive to the trip and in violation of the above requirements may be disciplined or sent home by the trip sponsor(s). A student may not, however, be sent home without prior arrangement with the Headmaster/Headmaster designee and the student's parents/guardians. The student's family is responsible for any additional cost incurred in sending a student home early. Students whose conduct is disruptive may receive an F for the course associated with the trip that will appear on their permanent transcript.

Policy AP – 3.0

Academic Textbooks and Supplies

Caprock Academy desires the best in learning materials for its students. Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given to a student are lost the student must pay for any needed replacement. If loaned materials are lost or damaged the student must also pay for its replacement. In the case that reimbursement has not been made to Caprock Academy for lost or damaged materials, **NO FURTHER MATERIALS WILL BE PURCHASED OR ISSUED TO THAT STUDENT UNTIL THE PAST DUE FEES ARE PAID.**

Policy AP - 4.0 Specific Subjects

Policy AP – 4.1 Human Sexuality

Teaching Human Sexuality

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs and reproduction. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will only be discussed in the context of a monogamous relationship between two people of opposite sexes. Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time. In the high school,

themes that deal with sexuality may emerge from the reading of a serious text, such as *Anna Karenina* or *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will adhere to the school philosophy as best seen in the relevant chapters of Kilpatrick's *Why Johnny Can't Tell Right* from Wrong. Teachers will engage the material in a serious way. The purpose will not be to claim that "Hester Prynne could be just as happy as a single mother," or that "Greek culture proves that homosexuality is an appropriate sexual preference," or any other such highly contestable claims that violate our policies. When in doubt over the teaching of an issue, the teacher should always consult the Headmaster. In the higher grades, students may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the Headmaster or a faculty member who has the full confidence of the CABD in these matters. Moreover, parents will always be notified of these discussions before they take place in case parents wish their children to opt out. In addition as mandated by the state, sex education must be taught in the high school in the context of human health. Just as in the elementary school, sex education will be taught in a gender-separated environment. Sexuality will be taught as an aspect of a monogamous marriage, and the moral and physical consequences of promiscuous sex will be made plain. Character education is part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

PRINCIPLES TO BE COMMUNICATED

Sexuality in practice is best accompanied by marital commitment and fidelity.

Premarital abstinence is a positive, practical, achievable lifestyle that promotes self-control, self-respect, respect for others, responsibility, maturity, and good health. Abstinence prior to marriage is the only 100% safe approach to sex physically, emotionally, morally, and spiritually. The sex education program in the high school will include discussion on sexually transmitted diseases (including AIDS), condoms (only with respect to their limited effectiveness in prevention of sexually transmitted diseases), and fetal development.

Policy AP-4.2

Teaching Evolution

Much of modern biology rests on the theory of evolution. The Core Knowledge Sequence introduces the theory of evolution in the seventh grade. Caprock Academy will adhere to the Core Knowledge Sequence. The theory of evolution in relation to human origins will not be taught at this time. In the high school biology class, the evolutionary theories of human development will be canvassed. The teaching of evolution is not intended to exclude other theories of origins, such as creation, and parents are encouraged to discuss such other theories at home as they deem appropriate.

Policy AP-4.3

Teaching Controversial Issues

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are differences of opinion and passions run high. Controversial issues will only be explored when emanating from some part of the curriculum (9-12). When these subjects come up teachers will present an impartial view of both sides without proselytizing. Contemporary controversial issues will not be discussed in the elementary school even if part of the CK sequence, without Headmaster approval.

Policy AP – 5.0

Student Publications Policy

Student publications must uphold Caprock Academy's mission, philosophy, character pillars, and board policies. The purpose of such publications is to inform the Caprock Academy's community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted in the student newspaper subject to prior review of the Headmaster. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Headmaster acts as the final editor in all cases.

Policy AP-6.0

Video Viewing Policy

From time to time, videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Director of Curriculum in order to show a video. Teachers are responsible for previewing videos to ensure that they are appropriate. The permission form is to be distributed by each teacher who intends show a video, and teachers are to abide by the choice of the parents.

POLICY AP-6.1

Internet/Network Use

Student Internet/Network Acceptable Use Policy

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

User Accounts

Access to the network requires the granting of a user account. The following criteria will govern the granting of an account.

- No user accounts will be granted to K – 4th grade students.
- User accounts for the Internet for 5th –12th grade students may be granted for classroom or research purposes only.

Electronic Mail

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

Netiquette

During supervised classroom activities on the network, such as "*Pen Pals Abroad*," students are expected to observe the same standards of behavior as they do in the classroom.

- Be polite and courteous.
- Never reveal any personal information about yourself. This includes addresses, phone numbers, and credit card numbers.
- Do not reveal addresses or phone numbers of any other student or member of the staff.

Network Security

Periodically you may be allowed to access other networks and/or computer systems. These are to be used for research purposes only. Do not make copies of copyrighted materials.

Penalties for inappropriate actions: See discipline policy.

Policy AP-7.0

Grading Policy

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

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

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

A 94-100% 4.0

A- 90-93 3.7

B+ 87-89 3.3

B 84-86 3.0
B- 80-83 2.7
C+ 77-79 2.3
C 74-76 2.0
C- 70-73 1.7
D+ 67-69 1.3
D 64-66 1.0
D- 60-63 0.7
F 0-59 0.0

The grading scale as defined above is utilized for all students with the exception of kindergarten and first grade, where the scale will reflect A, B, C, and Needs Improvement. Incompletes will only be given under special circumstances as determined by the Headmaster. Parents and students should always be informed of the student's progress. To be in good academic standing the student must obtain a 2.0 GPA and be eligible.

AP - 7.1

Class Rank, Valedictorian, Salutatorian

Final class rank for seniors will be based solely on the classes taken at Caprock Academy by full-time students. Only students who have attended Caprock Academy for at least the complete junior and senior years will be given a class rank. Students who come just for the senior year may graduate but will not be ranked. The system of ranking students who have attended for different numbers of years will be as follows.

- The students who attend full time for four years will all have their cumulative grade-point averages compared.
- The students who attend full time for three years will have their cumulative grade-point averages compared to the three-year averages (sophomore-senior) of the above students.
- The students who attend full time for two years will have their cumulative grade-point averages compared to the two-year averages (junior-senior) of the above students.
- The students who attend full time for only one year will not be ranked. Nonetheless, in writing letters of recommendation to colleges, the Headmaster will inform admissions officers of what the student would be ranked in his or her graduating class. The selection of valedictorian and salutatorian will be based upon final grade point averages and upon good standing in terms of character. Students found guilty of academic dishonesty or similar offenses will not be ranked. In line with the process detailed above, both the valedictorian and the salutatorian must have attended Caprock Academy full time for two complete years upon graduation. The final class rank will be determined after the first semester of the senior year. It is important to make the cutoff at that point since colleges will wish to know the final rankings as soon as possible and since the valedictorian and salutatorian should be afforded the opportunity of including their honors on their graduation invitations. All students must nonetheless complete all graduation requirements in the last semester in order to graduate.

In the unlikely event of a tie for a certain place, two or more people may hold the same class rank. The subsequent place in rank will not be skipped. For example, if two students tie for third place, the next student in rank will be fourth.

Students who attain a 3.0 grade-point average or above while at Caprock Academy will graduate with honors. Students who attain a 3.5 grade-point average or above will graduate with high honors.

AP-7.2 HOMEWORK AND CLASSWORK

Homework is a fundamental part of our general academic program.

The expected homework time allotment for each grade is as follows:

Kindergarten: 10 minutes plus family reading time

Grade 1: 10 minutes plus family reading time

Grade 2: 20 minutes plus reading time

Grade 3: 30 minutes plus reading time

Grade 4: 40 minutes plus reading time

Grade 5: 50 minutes plus reading time

Grade 6: 60 minutes plus reading time

Grade 7: 70 minutes plus reading time

Grade 8: 80 minutes plus reading time

Grades 9-12: 2 hours plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honors classes may require additional homework time. For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher.

Homework will not be sent home nor will credit be awarded for any work done during periods of unexcused absence.

Policy AP - 8.0

Plagiarism

Plagiarism will not be tolerated by any teacher in any subject. Students progress academically only by receiving comments and corrections on work they turn in and by taking these comments and corrections to heart in order to improve their performance. The entire system of assessment rests on the assumption that the work a student turns in is the student's own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment. Whenever a student has been caught plagiarizing, the following process will be followed.

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

Policy AP - 9.0

Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing the student's own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating. Whenever a teacher suspects two students of cheating, the teacher should confront the students individually before speaking to them together. Otherwise, the same process outlined for plagiarism should be followed for instances of cheating. A student who allows others to copy the student's work will also be held accountable in the same fashion. A disciplinary referral will be issued if cheating has occurred.

Policy AP-10.0

Reporting

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

After the 5th full week of school, teachers will send home progress reports.

- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Quarterly and semester report cards will be mailed or sent home.
- Once a semester, parent-teacher conferences will occur to discuss the student's academic progress.
- Parents have the ability to review student progress via internet access to Caprock Academy teachers' grade books.

· Parents who request notification in writing for their student's grade of C- or lower or for two consecutively missed assignments must complete the "Parent Notification Request Form" and submit it to the front office.

Grades will be posted within 7 business days after the due date unless otherwise notified by teacher on the syllabus.

Missing assignments can be monitored by parents.

There will be a computer available for parents to use in the lobby. Access will be from 7:15-3:30 on school days.

Parents are encouraged to notify the teacher and the Headmaster if there is no assignment/grade information for a particular academic subject or course.

Report Cards Student report cards are completed at the end of each quarter. Final report cards will be mailed approximately two weeks after the end of the school year.

Mid-term Reports and Report Cards

Mid-term Reports are sent home half-way through each quarter to students with a "C-" grade or lower in any subject.

Student Report Cards are completed at the end of each quarter. They will be sent home with students or mailed. Final Report Cards will be mailed approximately two weeks after school is out in June.

Policy AP-11

Promotion, Grades

Policy AP- 11.01

Promotion

K-8 students

A student may pass to the next grade if he reads just above grade level. For example, first graders must read at a minimum of a 2.0 instructional level to pass to second grade; second graders must read at a minimum of a 3.0 instructional level to pass to third grade; third graders must read at a minimum of a 4.0 instructional level to pass to fourth grade. (2.0 means 2nd year 0 months)

To avoid loss of reading skills over the summer, a vacation reading program will be instituted. This will consist of reading specified works and completing written assignments. These assignments are due the first day of school and will be evaluated.

In addition to literacy, K-8 students must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition; history; math; science) over the course of the year and attained at least a C average.

Competence is attained by not only knowing the material but by completing assigned work. Completion of work demonstrates not only the ability of the student in the various subjects but also the mastery of study skills necessary for academic and personal achievement. Students whose grades or skills fall below the requirements of their grade level will be retained.

"Borderline" cases will be decided by the teacher and the Headmaster.

In addition, students in grades K-2 must achieve mastery of the phonograms at the following minimum levels:

Kindergarten: 80% of phonograms taught at the kindergarten level

First grade: 80% of phonograms taught at the first grade level

Second grade: 100% of phonograms taught at the second grade level

Age is the second criterion for placement in a grade level at Caprock Academy. A student must fall within state guidelines to enter a grade.

The upper age limit for 9th – 12th graders will be determined by Caprock Academy's administration in accordance with Colorado law.

High School Students (grades 9-12)

A student must attain a 1.7 GPA in core courses (English, history, math, science) to pass to the next grade level. Students who make a C in a single class may retake that class with the approval of the Headmaster. A D in a single class may be a passing grade and may be awarded credit when recommended by the teacher and approved by the Headmaster. Failing a core course will require the student to re-take the class. A student who fails an elective course may retake that course with the approval of the Headmaster.

See policies AP – 7.1 and SE – 10.0

Policy AP 11.02

Grade Level Placement of Newly Enrolled Students

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

AP-11.03

Re-Admittance

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

Policy AP – 11.04

Admissions During the Current School Year

Full-time Students

Space permitting, K-8 students will be admitted through the third Friday after the first Monday in January.

High School students will not be admitted after the fall enrollment period (Oct. 1st).

The Headmaster may consider special circumstances of a family and admit a student at any time if it is in the best interest of the student/school.

Part-time students must come to the school at a specified time and leave the school upon completion of their last course for the day. These students may not come and go due to the closed campus. Part-time students are not eligible for the honor roll, all-school awards, or school scholarships.

Space permitting, high school students may enroll in any available course.

K-8 may not attend CAPROCK ACADEMY.

Enrollment for Kindergarten and 1st grade students is dependent upon the age criteria for placement as determined by Colorado law and the funding of students.

See policies AP – 7.0 and SE – 10.0

Policy AP – 11.05

Graduation Requirements

Caprock Academy will award students their diplomas. Students must earn at least 28 credits to graduate, but may have the opportunity to earn 32 credits.

English: 6 credits

1. Classical Lit/ Composition I – 9th
2. British Lit./Composition II – 10th
3. American Lit. – 11th
4. World Lit./ Senior Seminar – 12th
5. Rhetoric – 10th, 11th or 12th
6. English Elective (such as Modern Lit., Journalism, Poetry, Creative Writing, Debate)

Math: 4 credits

1. Foundations of Math
2. Algebra I
3. Algebra II
4. Geometry
5. Pre-Calculus
6. Calculus
7. Calculus II
8. Economics/Personal Finance – 12th
9. Math Elective (such as Business Math)

Science: 3 credits

1. Earth Science -9th

2. Biology – 9th or 10th
3. Chemistry – 10th or 11th
4. Physics – 11th or 12th
5. Science Electives (such as Astronomy, Rocks and Minerals, and Environmental Science)

Social Science: 4 credits

1. Western Civilization I – 9th
2. Western Civilization II – 10th
3. American History – 11th
4. American Government – 12th (1 semester)
5. Eastern Civilization – 12th (1 semester)
6. Social Science Electives (such as Current Events, Heroic Archetypes)

Foreign Languages: 3 credits

1. Latin I – 9th

Students choose two consecutive years of the following:

2. Latin II
3. Spanish I
4. Spanish II
5. French I
6. French II
7. Other languages based on resources and staff

Philosophy: 1 credit

1. Moral Philosophy I (.5 credit – one semester) 9th
2. Moral Philosophy II (.5 credit – one semester) 10th, 11th or 12th

Physical Education: 1 credit

.25 credit is allowed per organized sport per year not exceeding 1 credit during high school

Technology Education: 1 credit

1. Computer Literacy .5 credit (one semester) 9th
2. Graphic Design
3. Web Design
4. Computer Programming

Fine Arts: 2 credits (.5 credit every year)

1. Studio Art I
2. Studio Art II
3. Studio Art III
4. Studio Art IV
5. Drum, Fife and Bugle Corps
6. Show Choir
7. String Ensemble/Beginning Orchestra
8. Guitar Ensemble
9. Cap Rock Commercial Music Ensemble
10. Drama

Policy AP-11.06

Eligibility (K-12)

Students are only eligible for extracurricular activities if they have a 2.0 GPA (grades 9-12) or cumulative C average (K-8) in all classes. Academic eligibility will be determined with quarter ending grades. Ineligible students will remain ineligible for the remainder of the following quarter.

Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of that quarter. Four disciplinary referrals will render a student ineligible for all extracurricular

activities and functions for the remainder of the school year. The Headmaster may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.

Policy AP - 12 **Extracurricular Activities**

Students will be allowed to participate in extracurricular activities outside of the school day. The intent of Caprock Academy is to have extracurricular activities as time, interest, and space allow. Students will not be allowed to leave school early for practice, but will be excused from classes when there are games or competitions from other clubs. Students will be required to make up the work according to the excused absence policy.

According to C.R.S. 22-32-116.5.1.a, each school district or public school shall allow any student to participate on an equal basis in any activity offered by the school district or the public school that is not offered at the student's school of attendance.

Policy AP – 12.01 **Participation in Extracurricular Activities by Part-time and Non-Enrolled Students**

Part-time and non-enrolled students will be allowed to participate in extracurricular activities outside of the school day. The intent of Caprock Academy is to have extracurricular activities as time, interest, and space allow. Students will not be allowed to leave school early for practice, but will be excused from classes when there are games or competitions from other clubs. Students will be required to make up the work according to the excused absence policy.

According to C.R.S. 22-32-116.5.1.a, each school district or public school shall allow any student to participate on an equal basis in any activity offered by the school district or the public school that is not offered at the student's school of attendance.

Policy AP-12.02 **Off-site Extracurricular Activities**

All Caprock Academy off-site extra-curricular activities must be "registered" with the Dean of Students or the Headmaster. All adults present at these activities must be registered Caprock Academy volunteers. A list of all sanctioned Caprock Academy off-site extra-curricular activities will be maintained and updated by the Dean of Students or Headmaster.

Policy AP-13.0 **Schedule Changes**

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

Policy AP – 14.0 **Student Fees and Supplies**

Student fees and supplies are used to:

- provide additional educational opportunities for specific courses. In some courses, students will be required to purchase books and/or supplies. Actual fees and the courses, which require such fees, will be communicated in the course description. All students taking band courses or orchestra will be required to purchase music books. Certain elective classes may also require an additional fee and/or supplies.
- provide additional resources for specific student related use. These include but are not limited to postage and mailing supplies, paper and printing supplies.

These fees above are voluntary and are non-refundable.

Other required Fees

Official Transcripts for Seniors and Alumni

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

All fees are set and approved annually by the CABD. All supply lists are set by the teacher and approved by the Headmaster.

Not part of policy for information only:

Fees for academic school year 2011-12:

· The Student Fee is \$60 (K-4); \$65 (5-9). It may be paid either in full at the beginning of the year or by semester with the first installment due by August 5, 2011 and second installment is due by January 6, 2012.

· \$3 per transcript

Fees for field trips, classroom activities, supplies, elective fees, extracurricular fees for participation in competitions as deemed appropriate by the event sponsor/teacher and school sponsored sports will be waived for qualifying students. The qualifying students' (who desire and are eligible for district teams) participation fees will be paid to the appropriate public school by Caprock Academy.

If partial payments are able to be made, the balance of the fees will be covered by the school. "Alternate Program Funding" is the determining factor. Qualification is determined solely by Federal guidelines. In the event a family does not qualify, but cannot allow participation of a student due to a financial hardship an administrator may authorize a waiver for that specific situation.

Full Time Kindergarten Tuition

Tuition for full time kindergarten students for the 2011-2012 school year has been set at \$300.00 per month. Tuition is payable by the 5th of the month. Checks are accepted at the office during normal business hours or via mail. Credit card payments may be available in the near future. A \$25 late fee may be imposed for payments received after the 10th of the month and the returned check fee is \$25.

SCHOOL ENVIRONMENT POLICIES-SE

Policy SE-1.0

Student Leadership

Any student leader must demonstrate high moral character and be in good academic standing.

Policy SE-1.5

Guidelines for Creating the School Calendar

The CABD and administration will make every attempt to adhere to the following in adoption of the school calendar:

- The calculated hours of student instruction will meet or exceed the number required by C.R.S. §22-32-109 (n)(I). Calendar is based on contact hours equal to the requirement for High School students. Goal is to be a K-12 school.
- The first semester to conclude the last day before Winter Break.
- A full week break after first quarter and five days after the state student count date.
- A full week break during the week of Thanksgiving.
- The Winter break will be a minimum of two full work weeks. If at all possible the majority of the break will coincide with D51 break.
- Spring Break will coincide with D51 until Caprock Academy offers a K – 12 education.
- A second, full week break, scheduled after CSAP, after the 3rd quarter, but before the first week of May.

- Labor Day, President's Day and Memorial Day will be observed with school in session on the Friday of the observed holiday.
- No more than eight (8) week summer break.
- The calendar will reflect NCLB standardized test in the spring.
- No partial days.

The school calendar will be presented to parents, students, and employees of Caprock Academy prior to its adoption, enabling comments and suggestions to be heard by the BOD. Adjustments, if deemed appropriate, may be made by the CABD.

Policy SE-2.0

Attendance

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage doctors' and other appointments when avoidable. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement.

School starts promptly at:

High School: 7:15 a.m.

Grades K-8: 7:45 a.m.

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

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

EXCUSED ABSENCE/TARDY

The following will be considered excused absences:

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

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

TO REPORT AN ABSENCE

If your child is absent because of illness or an appointment for which we have not been notified previously, please call to make us aware of the situation before 8:00 a.m. It is critical to student safety that we know where all students are on school days. You may call early and leave a message. Please notify the school every day your child is to be away from school. Office staff will place calls daily to parents for unaccounted absences.

UNEXCUSED ABSENCE

If a student has more than four unexcused absences in one month or ten days in any year, the student may be classified as habitually truant according to Colorado School Law. When the parent does not explain sufficiently the reason for

unexcused absences, the department of social services will be notified, a parent conference will be required, and credit will be withheld. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence will be entered on the student's record. The parents or guardian of the student receiving an unexcused absence will be notified by the school of the unexcused absence. Homework will not be sent home nor will credit be awarded for any work done during periods of unexcused absence except as defined in "Explanation of Excused/Unexcused Absences."

When those occasions are unavoidable, as well as for illness, students are responsible for any make-up work during their absence. Students will have 2 calendar days to make up missed work for the first day of an absence and one calendar day for each day missed thereafter. Note: Work assigned before the absence will be due the first day the student returns to school. When calendar days fall on a date when school is not in session, missed work will be due the next day school is in session. There is a 50% penalty of the credit earned for missed work that is turned in late.

Special note about dress code violations: Students must be strictly in code to attend class. Students in violation of the dress code will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are NOT excused.

Late Arrival /Tardiness

Tardiness is a form of absence and interferes with student learning. Disruption and loss of instruction time result when students are not in their classrooms ready to begin learning on time. Classes begin promptly at 7:15 a.m. for High School and 7:45 a.m. for Elementary School. Parents are expected to have their students at school a minimum of 5 minutes prior to the start of classes. **Tardy students must be checked in at the office by their parent or guardian before going to class.**

High School

Promptly at start time, doors to classrooms are closed and the academic day begins. For high school classes, tardy students will not be admitted to class and incur an unexcused absence. Four unexcused absences in one month or ten in a school year will cause credit to be withheld.

Grades K-8

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

Extended Excused Absences

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

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

Student Check-out

Students may NOT be taken from the school or playground unless parents/legal guardians have signed them out in the office. School sponsored activities require a teacher or sponsor to be responsible for the students. Therefore if a parent desires to take his or her student at the completion of an activity, written notification must be given to the teacher or sponsor. Students may only leave the activity or event with their own parent/legal guardian unless prior written authorization is given to the teacher or sponsor. For high school students with driving privileges, please see SE-13 for additional guidance.

NOTE: After School Programs

There are many after school activities for Caprock Academy students. If students are not participating in a scheduled event or activity they are not to be in the building.

Elementary students who have not been picked up by 3:20 and are not waiting with a secondary student will be placed in the office with the school secretary after a call has been placed to the parent or guardian. Students whose parents call notifying the office that they will be later than 3:20 will also be placed in the office. Secondary students who have not been picked up by 3:15 will be allowed to use the phone to call a parent but must wait in the office.

Policy SE – 2.2

Dance/Prom Attendance

No student under 6th grade may attend school dances.

For Grades 6-8:

1. Dances are for 6th, 7th, and 8th grade students currently enrolled at Caprock Academy ONLY. No guests are allowed.
2. Students are expected to adhere to school dance dress codes. Ladies: Skirts and Dresses are to adhere to Caprock Academy dress code lengths. Nice slacks or Bermuda shorts may be worn. There will be absolutely NO exposed midriffs or cleavage; this modesty preserving provision shall be strictly enforced. Gentlemen: Collared Hawaiian or solid colored button down shirts. Nice slacks or Bermuda shorts. Ties are optional. Students not complying with the dress code will be asked to call home to arrange a wardrobe change. Dress code may change due to theme, but will not be less restrictive than the proceeding.
3. Admission to the dance starts promptly at 6:30 PM. No one will be admitted after 7:00pm unless arrangements have been made with the Dean of Students or Headmaster. Students will not be permitted to leave before the end of the dance unless a parent or guardian comes for them. All students are to be picked up promptly at 8:30 PM. We do not allow students to walk or ride bikes home after the dance. Students should have rides planned prior to the dance. A telephone is available in case of emergency.
4. Students are encouraged to dance, chat with friends, enjoy the music and enjoy snacks. Students should not run, rough house, wrestle or play boisterously. There will be no public displays of affection; no moshing; no promiscuous, provocative, inappropriate or slam dancing.
5. The following items will **NOT** be permitted at the dance:
 1. Personal electronic devices
 2. Hand-held video games
 3. Illegal drugs/alcohol/cigarettes
 4. Weapons/explosives/fireworks
 5. Valuables you don't want lost or broken

Students found in violation of any of the above rules will not be allowed to remain at the dance. These regulations are for the safety and enjoyment of the students attending the dance.

High School

1. Dances are for High school students currently enrolled at Caprock Academy. Guests will be allowed if they are a high school student, 18 or under and have a statement of good standing – behavior and academics on their school

letterhead. The guests must be registered one week ahead of the dance and have their statement of good standing when attending the dance to be admitted.

2. Students are expected to adhere to school dance dress codes. Ladies: Skirts and Dresses are to adhere to Caprock Academy dress code lengths. Nice slacks or Bermuda shorts may be worn. Ladies' dresses should not expose midriffs or emphasize cleavage. Students should ask the Dance Committee sponsor for guidance before selecting a dress. Immodestly attired students will not be allowed to attend. . Gentlemen: Collared Hawaiian or solid colored button down shirts. Nice slacks or Bermuda shorts. Ties are optional. Students not complying with the dress code will be asked to call home to arrange a wardrobe change. Dress code may change due to theme, but will not be less restrictive than the proceeding.
3. Admission to the dance starts promptly at posted time. No one will be admitted 30 minutes after the dance has started unless arrangements have been made with the Dean of Students or Headmaster. Students will not be permitted to return if they leave before the end of the dance. All students are to be picked up promptly at posted time that the dance is to end. We do not allow students to walk or ride bikes home after the dance. Students should have rides planned prior to the dance. A telephone is available in case of emergency.
4. Students are encouraged to dance, chat with friends, enjoy the music and enjoy snacks. Students should not run, rough house, wrestle or play boisterously. There will be no public displays of affection; no moshing; no promiscuous, provocative, inappropriate or slam dancing.
5. The following items will **NOT** be permitted at the dance:
 1. Personal electronic devices
 2. Hand-held video games
 3. Illegal drugs/alcohol/cigarettes
 4. Weapons/explosives/fireworks
 5. Valuables you don't want lost or broken

Students found in violation of any of the above rules will not be allowed to remain at the dance. These regulations are for the safety and enjoyment of the students attending the dance.

Policy SE – 2.3

Attendance at Caprock Academy Events by Alumni and Former Students

Caprock Academy Alumni

-are welcome at any “public” (Plays, Concerts, Caprock Academy graduation, Student-Faculty Games) or “all-school” (Family Picnics, Caprock Academy Annual Meeting) events.

-may attend specific clubs, events, etc., if a minimum of one week prior to the event the alumni is invited by the event sponsor and approved by the Headmaster or Dean of Students.

-may not attend Caprock Academy dances (Prom is an exception see policy SE 2.2), game nights, or other social events unless a specific need/duty (chaperoning if over age 21) is determined. There also must be prior approval following the guidelines outlined above.

Caprock Academy Former Students (non-alumni)

-are welcome at any “public” (Plays, Concerts, Caprock Academy graduation, Student-Faculty Games) events.

-may not attend “all-school” (Family Picnics, Caprock Academy Annual Meeting) events unless they are a family member of an enrolled student and accompanied by parent or guardian until the age of 18, at which time he or she is not allowed unless the parent or guardian requests his or her attendance a minimum of one week prior to the event and his or her attendance is approved by the Headmaster or Dean of Students.

-may not attend specific clubs, events, etc.

-may not attend Caprock Academy dances (Prom is an exception see policy SE 2.2), game nights, or other social events.

Policy SE-3.0 Classroom Placement

Parents may provide a written request to the enrollment coordinator for a specific classroom environment for their child by using the classroom placement form, which can be obtained from the office. However, such requests are not guaranteed because they can lead to imbalances in the classroom. Prior and future teachers at each grade level will provide information to the Headmaster regarding classroom dynamics, special needs, balance of boys and girls, friendships, availability of volunteers, diversity of student achievement, etc., to assist in determining classroom assignments in order to provide a fair and common education for all students. Classroom assignments must be approved by the Headmaster.

Policy SE-4.0 Discipline

Dean of Student's Role in Discipline - Meeting with the Dean of Students

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

The included goals of a parent conference with the Dean of Students are:

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

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

Discipline

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the Code of Conduct to which they have agreed. If a student does misbehave, the consequences for the infraction will be immediate, relevant and effectual. In evaluating consequences, teachers and Dean of Students will determine if the act is a "first time," a "repeated," or a "habitual" offense.

In accordance with this policy, Caprock Academy has adopted the following procedure for disruptive behavior that requires an office referral after certain steps have been taken in the classroom to redirect behavior. Referrals are cumulative throughout the school year.

- First Referral: Student removed from class, sees Dean of Students.
- Second Referral: Student removed from class, sees Dean of Students, calls home.
- Third Referral: Student removed from class, sees Dean of Students, calls home, leaves that day.
- Fourth Referral: Student removed from class, sees Dean of Students and/or Headmaster, and receives a one day suspension. Students may attend field trips during the remainder of the school year only if accompanied by their parent.
- Additional Referrals: Multiple-day suspensions for each referral, possible request for expulsion.

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

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

Students' misbehavior will not be used to "teach" the class a lesson. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in attempt to discern truth. Caprock Academy desires to educate all students who enter our school, expecting nothing less than the best from each one. Caprock Academy cannot and does not tolerate students who disrupt class. Caprock Academy requires all students to be polite and attentive. All other behavior is disruptive. Caprock Academy will notify District 51 Board of Education and the Colorado Charter School Institute, our authorizer, that Caprock Academy is expelling a student from school. Colorado State Law clearly states that a student can be expelled for "continued willful disobedience or open and persistent defiance of proper authority."

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

Suspension

The Headmaster or Dean of Students has the authority to suspend students as appropriate. **Suspensions last from one to five days depending on the severity of the infraction. All suspensions will require a parent/Headmaster conference. A remedial student discipline plan will be created during this conference. The conference will occur before the student is readmitted to class. A parent of the student is requested to attend a full day of class with the student upon return.**

According to Colorado statute, a student may be declared habitually disruptive after being suspended three times in one year on the grounds set forth in CRS 22-33-106 for causing a material and substantial disruption in the class, on school grounds, on school vehicles, or at school activities or events because of behavior that was initiated, willful and overt on the part of the student, and the suspensions were made for:

- continual, willful disobedience or open and persistent defiance of proper authority;
- willful destruction or defacing of school property;
- behavior on or off school property, which is detrimental to the welfare or safety of other students or of school personnel;
- serious violations in a school building or on school property;
- repeated interference with the school's ability to provide educational opportunities to other students;
- other grounds found in CRS 22-33-106(1) (a), (b), (c), (d), and (e).

Expulsion from Caprock Academy will be mandatory for the following violations:

- the carrying, bringing, using, or possessing a dangerous weapon;
- the sale or distribution of a drug or controlled substance;
- or the commission of an act which, if committed by an adult, would be robbery or assault other than third-degree assault.

Expulsion is also mandatory if a student is declared habitually disruptive.

Student Guidelines for Behavior

Students will:

1. Be polite and attentive.
2. Attend school consistently, be on time, and take responsibility for making up any work promptly when absent. Each student will bear the responsibility for his/her own conduct. Each student will respect the school's atmosphere of learning by attending class, being prepared, and punctual.
3. Follow directions when they are given.
4. Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others and property. Each student is expected to cooperate with and respect the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working in the school. Students are expected to communicate in an acceptable tone of voice using an acceptable choice of words.
5. Follow playground, field-trip, and individual classroom rules. Each student is expected to follow school rules when participating in school-related events.
6. Adhere to the dress code.
7. Not use threats or intimidation against any other person.
8. Respect the health and safety of others, safety rules, and not use tobacco, alcohol, or other illegal substances.
9. Be dismissed by the teacher, not by the clock.
10. Not leave school or the playground without signing out in the main office.
11. Not bring electronic devices (CD players, radios, games, iPods, MP3 players etc.). Such items will be confiscated until the end of the day for the first offense, one month for the second offense and for the remainder of the year for the third offense. Acceptability of other toys is at the discretion of the teachers and administration. Please see cell phone policy SE-14.0.
12. Students will not bring anything to school that could be used to harm another or that is illegal.

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school

rules. School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

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

Dress Code

Policy SE – 4.25

Personal Hygiene

All students of Caprock Academy must be independent in toileting. On occasion students may have “accidents”. When an “accident” occurs, it is the responsibility of the parent to assist the child and to provide clean clothing. If there are repeated “accidents”, a meeting with the parents, the Dean of Students or Headmaster, and school health official will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students.

Policy SE-4.2

Dress Code

In order to minimize distractions and ensure a safe environment, the following dress code is in effect. Students not in “code” may not attend class. Teachers are expected to enforce the dress code.

EXCEPTIONS to the dress code are:

- 1) special event days, which have been pre-scheduled and approved by the Headmaster.
- 2) students participating in Scouting programs who wish to wear the Scouting uniforms on meeting days.
- 3) uniforms for other groups will be allowed at the discretion of the Board of Directors and Headmaster.

The Board of Directors FULLY SUPPORTS the discretion of the faculty and administration as they enforce the dress code. Please check with the Dean of Students or designated administrator if you have any questions. This code is for the benefit of ALL our students. Parents, please help your older students set a good example and keep your school clothes shopping within our dress code parameters. The school is not responsible for school clothing purchases that do not comply strictly with our code.

Both Genders Dress Code

Fit and condition: Clothing should not be excessively tight, or body hugging. Conversely, pants should not be so loose that they are at risk of falling down. Clothing should be of generally good condition—without holes or stains. Items like pants may be patched from the inside if necessary. If pants have belt loops, then a belt must be worn. Belt loops may not be removed and leave holes or be unsightly.

Tattoos and Piercings: Students are not allowed to have visible temporary or permanent tattoos. Aside from one piercing in each earlobe for earrings, piercings are prohibited.

Shoes: The intent is for students to wear dress-type shoes. Dress shoes reflect the formal nature of the classroom environment. Athletic shoes as an alternative to dress shoes are discouraged, but if worn must be of a uniform black or brown color (no contrasting components), of leather or leather-like material and lack contrasting stitching, decorative

adornments (e.g., stripes or Nike “Swoosh”) or a plastic sheen; such shoes should be very plain and logo-free. Shoes should be closed toe. Hiking boots, work shoes, “combat boots” and any type of shoe that extends above the ankle are prohibited.

Polo Shirts: Polo shirts, whether long- or short-sleeved, shall have only two or three buttons at the neck closure. The intent is to prohibit shirts with openings that extend down the chest such that modesty is at risk.

Backpacks, Lunchboxes, book bags, etc.: These lists are intended to include extra items a student may bring to school. While it is not the intention to limit choices it is important to maintain school philosophy with regard to these types of items. Therefore, there are no color restrictions or design restrictions, however, no logos, advertisements or characters are allowed. Exception to Dress Code Rule: A small brand name identification is permissible. For example, a 6-inch Nike symbol would not be allowed, however, a small 1-inch unobtrusive name like Cabela’s would be acceptable. A backpack with “Colorado Rockies” displayed on it would not be acceptable. A lunch box with characters (i.e. -Bugs Bunny or Sponge Bob) would not be acceptable. The Headmaster or the Dean of Students will have the final say in determining acceptability.

Apparel advertising tobacco, alcohol, illegal substances, and/or offensive slogans are not acceptable attire at school-sponsored activities. Clothes making statements with sexual innuendoes are not allowed. The wearing of clothing, jewelry, or a style of grooming that is identified with membership in a gang will not be tolerated in school or at any school-sponsored activity. Apparel that interferes with or endangers self or others while participating in school or school sponsored-activities is not allowed. Dress will not be worn that causes or is likely to cause disruption of the educational process. The final decision as to the safety or unsuitability of the clothing, hair or jewelry will be left up to the Headmaster. *Anyone who cannot follow the dress code for medical or religious reasons will need to talk with the Headmaster.*

Students must be in code to attend class. Students in violation of the dress code will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home with their parent or guardian. These absences are NOT excused.

FURTHER INFORMATION ON DRESS CODE

EXCEPTIONS to the dress code

- 1) special event days, which have been pre-scheduled and approved by the Headmaster.
- 2) students participating in scouting programs who wish to wear the Scouting uniforms on meeting days.
- 3) Other uniforms for other groups will be allowed at the discretion of the Board of Directors and Headmaster.

The Board of Directors FULLY SUPPORTS the discretion of the faculty and administration as they enforce the dress code in the coming year. Please check with the Headmaster or Dean of Students if you have any questions. This code is for the benefit of ALL our students. Parents, please help your older students set a good example and keep your school clothes shopping within our dress code parameters. The school is not responsible for school clothing purchases that do not comply strictly with our code.

Dress Code - ELEMENTARY (K-8)

Gentlemen’s Uniform and Dress Code(K-8) In addition to the Both Genders Dress Code above:

Gentleman’s Pants: Tan/khaki or navy blue dress slacks that reach to the shoe but are not dragging on the ground. Pants and shorts need to be logo free. No patch pockets, extra zippers or seams. No oversized, super-baggy pants will be permitted. Dress slacks (with belt) are to be worn at the waist. During hot weather months (beginning of school – October 15th and March 15th – end of school) tan/khaki or navy blue walking shorts with belt may be worn. Shorts should

go to just above the knee but not below, and should not be tight fitting or excessively baggy. The leather (or faux leather, but not cloth) belt will be black or brown, free of grommets, logos, words or other adornments and should match shoes. The buckle should be worn centered on the body and be plain—no rodeo-style or other uniquely shaped (hearts, smiley faces, etc.) buckles are permitted.

Gentlemen's Shirts: Solid white, red or navy blue collared, knit polo shirts (two-or three-button, no logos, except the CA logo). Shirts must always be tucked in. Red, white or navy blue tee shirts may be worn under polos; red, white or navy blue turtlenecks may be worn under **long** sleeved polo shirts only.

Gentlemen's Footwear: Shoes must be worn at all times. Shoes should be either black or brown leather or leather-like material when worn with the uniform (pants or shorts). Tennis, sneakers, or jogging shoes will need to be worn to gym class. Black and brown shoes need to be conservative in style, with a neat and clean appearance. The shoe may not extend higher than the ankle at the heel. Socks will be solid black, brown, tan, white, red or navy, logo-free, with either shoes or athletic shoes. A small (less than ¼"), inconspicuous colored band is permitted at the top of the sock.

Gentlemen's Hair: Hair should be neatly combed and styled. Hair should not be arranged or colored so to draw undue attention to the student. Hair must be natural looking and conservative in its color. Radical changes in hair color during the school year are unacceptable. The hair may be as short as needed, but no shaved heads. No Mohawk, rat's tails, or braids are allowed. No hairnets or bandannas. Gentlemen should be clean-shaven. Students will be allowed to have modest sideburns not to extend below the bottom of the earlobe.

Gentlemen's Jewelry: The intent of this jewelry policy is to minimize distractions and reduce the risk of injuries should students come in contact in PE or other activities. Students may wear one pair of small (no larger than a nickel); small gems are permitted. Ear "plugs" or "spools" are prohibited. Necklaces should be metal-tone and fine linked or leather; any pendant must be concealed under the shirt. One watch with a band that is rubber (-like), metal toned or leather, uniform colored, and not distracting (e.g., Mickey Mouse watch face) are permissible. One small bracelet, leather or metal -tone, is authorized. Plastic, gel or rubber bracelets or "scrunchy" hairbands worn as bracelets are specifically prohibited. One metal-toned ring per hand is permissible as long as there are no sharp protruding or dangling adornments. Anklets are not allowed.

Gentlemen's Headwear: Hats and sunglasses will not be permitted indoors and must be stored.

Gentlemen's Outerwear: Jackets, sweatshirts and sweaters may be worn to school for warmth. Sweatshirts and jackets worn to and from school must be stored during classes and between classes, other than during the lunch period. Sweaters worn in class will be in uniform red, white or navy in cardigan, pullover or vest style. Sweaters will be free of hoods. Sweaters should be of "knit" material – no fleece material.

Ladies' Uniform and Dress Code (K-8) In addition to the Both Genders Dress Code above:

Ladies' Pants: Tan/khaki or navy blue dress slacks with or without belt loops. Slacks should reach to the shoe but do not drag on the ground. Slacks need to be logo free. No patch pockets, extra zippers or seams. No oversized, super-baggy, hip hugger or excessively tight pants will be permitted. Dress slacks are to be worn at the waist. If pants or shorts have belt loops, a black or brown leather (or faux leather, but not cloth) belt free of grommets, logos, words or other adornments will be worn and match shoe color. The buckle should be worn centered on the body and be plain—no rodeo-style or other uniquely shaped (hearts, smiley faces, etc.) buckles are permitted.

Ladies' Shorts: Tan/khaki or navy blue knee length walking shorts with belts (described above) may be worn during hot weather months (beginning of school – October 15th and March 15th – end of school). Shorts should go to just above the knee but not below, and should not be tight fitting or excessively baggy. Shorts are to be worn at the waist.

Ladies' Skorts/Jumpers/skirts: Tan/khaki or navy blue. Hem should reach to just above the knee (skirt hem should be within two inches of the ground when properly adjusted at the waist and kneeling on a level surface). Skorts and skirts are to be worn at the waist. To preserve modesty, jumpers or skirts must be worn with close fitting (e.g., bicycling or athletic), color matching shorts underneath. . If belt-loops are present, belts (as described above) will be worn.

Ladies' Shirts: Solid white, red or navy blue collared, knit polo shirts (two-or three-button, long or short sleeved, no logos, except the CA logo). Shirts must always be tucked in. Red, white or navy blue tee shirts may be worn under polos; red, white or navy blue turtlenecks may be worn under **long** sleeved polo shirts only. Camisoles or other similar garments may not be substituted for tee shirts. Shirts should be buttoned such as to preserve modesty, specifically no more than the top two buttons unbuttoned.

Ladies' Footwear: Shoes must be worn at all times. Shoes should be either black or brown leather or leather-like material when worn with the uniform and be low-heeled(less than one inch), low-soled or flat. Black and brown shoes need to have a neat and clean appearance in a conservative style. The shoe may not extend higher than the ankle at the heel. Open-toes or open-heeled shoes or sandals are unacceptable. Sneakers, tennis, or jogging shoes will be worn during gym. Girls should wear full-length pantyhose, navy blue, red or white tights, or solid black, brown, tan, red, white, or navy colored socks, logo-free. A small (less than ¼”), inconspicuous colored band is permitted at the top of the sock.

Ladies' Jewelry: The intent of this jewelry policy is to minimize distractions and reduce the risk of injuries should students come in contact in PE or other activities. Students may wear one pair of small (no larger than a nickel); small gems are permitted. Ear “plugs” or “spools” are prohibited. Necklaces should be metal-tone and fine linked or leather; any pendant must be concealed under the shirt. One watch with a band that is rubber (-like), metal toned or leather, uniform colored, and not distracting (e.g., Mickey Mouse watch face) are permissible. One small bracelet, leather or metal –tone, is authorized. Plastic, gel or rubber bracelets or “scrunchy” hairbands worn as bracelets are specifically prohibited. One metal-toned ring per hand is permissible as long as there are no sharp protruding or dangling adornments. Anklets are not allowed.

Ladies' Makeup: Makeup is permitted beginning in the 8th grade, and should be applied tastefully and moderately. Heavily lined eyes or gaudy lipstick, glitter or white-powdered faces will not be permitted. Fingernails should not be excessively long or painted garishly. Pink and clear (including “French style”) are the only authorized colors and every nail should be the same color. Patterned nail polish is not permitted. Artificial fingernails should be finger tip length and follow the color guidelines above.

Ladies' Hair: Should be neatly combed or styled. No shaved heads. Hair accessories must be red, white, navy, black or brown. Neat barrettes, headbands and “scrunchies” are permissible. Hair should not be arranged or colored so as to draw undue attention to the student. Hair must be natural looking and conservative in its color. Radical changes in hair color during the school year are unacceptable.

Ladies' Headwear: Hats, bandannas, and sunglasses will not be permitted indoors and must be stored.

Ladies' Outerwear: Jackets, sweatshirts and sweaters may be worn to school for warmth. Sweatshirts and jackets worn to and from school must be stored during classes and between classes, other than during the lunch period. Sweaters worn

in class will be in uniform red, white or navy in cardigan, pullover or vest style. Sweaters will be free of hoods. Sweaters should be of “knit” material – no fleece material.

Dress Code - HIGH SCHOOL (9-12)

Gentlemen’s Uniform and Dress Code (High School) In addition to the Both Genders Dress Code above:

Gentlemen’s Pants: Tan/khaki, black or navy blue dress slacks that reach to the shoe, but are not dragging on the ground. Pants and shorts need to be logo free. No patch pockets, extra zippers or seams. No oversized, super-baggy pants will be permitted. Dress slacks (with belt) are to be worn at the waist. During hot weather months (beginning of school – October 15 and March 15 – end of school) tan/khaki, black or navy blue walking shorts with belt may be worn. Shorts should go to just above the knee but not below, and should not be tight fitting or excessively baggy. The leather (or faux leather, but not cloth) belt will be black or brown, free of grommets, logos, words or other adornments and should match shoes. The buckle should be worn centered on the body and be plain—no rodeo-style or other uniquely shaped (hearts, smiley faces, etc.) buckles are permitted.

Gentlemen’s Shirts: Solid white, red, navy blue, black or gray collared, knit polo shirts (two- or three-button, no logos, except the CA logo). Shirts must always be tucked in. Red, white or navy blue tee shirts may be worn under polos; red, white or navy blue turtlenecks may be worn under **long** sleeved polo shirts only.

Gentlemen’s Dress Shirts/Ties/Sport Coats: White/Oxford blue dress shirt or white button down dress shirt w/ white **crewneck** t-shirt underneath may be worn. Shirts must always be tucked in. Red, white, navy blue or black solid colored ties are acceptable. A navy or black sport coat is also acceptable. Gentlemen may wear unadorned solid navy blue or black suspenders in conjunction with a belt when wearing dress shirts.

Gentlemen’s Footwear: Shoes must be worn at all times. Shoes should be either black or brown leather or leather-like material when worn with the uniform (pants or shorts). Tennis, sneakers, or jogging shoes will need to be worn to gym class. Black and brown shoes need to be conservative in style, with a neat and clean appearance. The shoe may not extend higher than the ankle at the heel. Socks will be solid black, brown, tan, white, red or navy, logo-free, with either shoes or athletic shoes. A small (less than ¼”), inconspicuous colored band is permitted at the top of the sock.

Gentlemen’s Hair: Hair should be neatly combed and styled. Hair should not be arranged or colored so to draw undue attention to the student. Hair must be natural looking and conservative in its color. Radical changes in hair color during the school year are unacceptable. The hair may be as short as needed, but no shaved heads. No Mohawk, rat’s tails, or braids are allowed. No hairnets or bandannas. Gentlemen should be clean-shaven. Students will be allowed to have modest sideburns not to extend below the bottom of the earlobe.

Gentlemen’s Jewelry: The intent of this jewelry policy is to minimize distractions and reduce the risk of injuries should students come in contact in PE or other activities. Students may wear one pair of small (no larger than a nickel); small gems are permitted. Ear “plugs” or “spools” are prohibited. Necklaces should be metal-tone and fine linked or leather; any pendant must be concealed under the shirt. One watch with a band that is rubber (-like), metal toned or leather, uniform colored, and not distracting (e.g., Mickey Mouse watch face) are permissible. One small bracelet, leather or metal –tone, is authorized. Plastic, gel or rubber bracelets or “scrunchy” hairbands worn as bracelets are specifically prohibited. One metal-toned ring per hand is permissible as long as there are no sharp protruding or dangling adornments. Anklets are not allowed.

Gentlemen’s Headwear: Hats and sunglasses will not be permitted indoors and must be stored.

Gentlemen's Outerwear: Jackets, sweatshirts and sweaters may be worn to school for warmth. Sweatshirts and jackets worn to and from school must be stored during classes and between classes, other than during the lunch period. Sweaters worn in class will be in uniform red, white or navy in cardigan, pullover or vest style. Sweaters will be free of hoods. Sweaters should be of “knit” material – no fleece material.

Gentlemen’s PE Uniform: Students may wear the school uniform described above, or a PE uniform to PE classes. The PE uniform consists of athletic shoes, white socks, white or blue tee shirt and blue shorts that extend **at least** to mid-thigh, though not below the knee. Tee shirts and shorts should not be excessively tight and should fit such that undergarments are always concealed during physical activities. Tee shirts should be long enough to preclude bare midriffs while exercising. Appropriate undergarments shall be worn. Students may also wear blue or gray sweatshirts and/or pants over the tee shirt and shorts. All PE uniform items must be logo-free, aside from the Caprock Academy or “spirit-wear” designs. The PE uniform may be worn to (or from) school if the student has PE in the first (or last) period of the day; the usual school uniform will be worn the remainder of the day. Note: Students should change in and out of their PE uniforms expeditiously so as not to be late to the next class.

Ladies’ Uniform and Dress Code (High School) In addition to the Both Genders Dress Code above:

Ladies Pants: Tan/khaki, black, or navy blue dress slacks or walking shorts with or without belt loops. Slacks should reach to the shoe but do not drag on the ground. Slacks need to be logo free. No patch pockets, extra zippers or seams. No oversized, super-baggy, hip hugger or excessively tight pants will be permitted. Dress slacks are to be worn at the waist. If pants or shorts have belt loops, a black or brown leather (or faux leather, but not cloth) belt free of grommets, logos, words or other adornments will be worn and match shoe color. The buckle should be worn centered on the body and be plain—no rodeo-style or other uniquely shaped (hearts, smiley faces, etc.) buckles are permitted.

Ladies’ Shorts: Tan/khaki, black or navy blue knee length walking shorts may be worn with belts (described above) during hot weather months (beginning of school – October 15 and March 15 – end of school). Shorts should go to just above the knee but not below, and should not be tight fitting or excessively baggy. Shorts are to be worn at the waist.

Ladies’ Skirts/Skorts: Tan/khaki, black or navy blue skorts or A-line skirts may be worn. Hem of skirt/skort should reach to just above the knee (hem should be within two inches of the ground when properly adjusted at the waist and kneeling on a level surface). Skirts/Skorts are to be worn at the waist. A-line skirts should fall just below the knee. Skirts and skorts should be worn at the waist. To preserve modesty, skirts must be worn with close fitting (e.g., bicycling or athletic), color matching shorts underneath when enrolled in a PE class. If belt-loops are present, belts (as described above) will be worn.

Ladies’ Shirts: Solid white, red, navy blue, black or gray collared, knit polo shirts (two-or three-button, long or short sleeved, no logos, except the CA logo). White or Oxford blue button down dress shirt with a **white crewneck t-shirt** underneath may be worn. Shirts must always be tucked in. Red, white or navy blue tee shirts may be worn under polos; red, white or navy blue turtlenecks may be worn under long sleeved polo shirts only. **Camisoles or other similar garments may not be substituted for tee shirts.** Polo shirts may have no more than the top two buttons unbuttoned (dress shirts only the top button unbuttoned) to preserve modesty.

Ladies’ Footwear: Shoes must be worn at all times. Shoes should be either black or brown leather or leather-like material when worn with the uniform and be low-heeled(less than one inch), low-soled or flat. Black and brown shoes need to have a neat and clean appearance in a conservative style. The shoe may not extend higher than the ankle at the heel. Open-toes or open-heeled shoes or sandals are unacceptable. Sneakers, tennis, or jogging shoes will be worn during gym. Girls

should wear full-length pantyhose, navy blue, red or white tights, or solid black, brown, tan, solid red, white, or navy colored socks. A small (less than ¼”), inconspicuous colored band is permitted at the top of the sock.

Ladies’ Jewelry: The intent of this jewelry policy is to minimize distractions and reduce the risk of injuries should students come in contact in PE or other activities. Students may wear one pair of small (no larger than a nickel); small gems are permitted. Ear “plugs” or “spools” are prohibited. Necklaces should be metal-tone and fine linked or leather; any pendant must be concealed under the shirt. One watch with a band that is rubber (-like), metal toned or leather, uniform colored, and not distracting (e.g., Mickey Mouse watch face) are permissible. One small bracelet, leather or metal –tone, is authorized. Plastic, gel or rubber bracelets or “scrunchy” hairbands worn as bracelets are specifically prohibited. One metal-toned ring per hand is permissible as long as there are no sharp protruding or dangling adornments. Anklets are not allowed.

Ladies’ Makeup: Makeup is permitted beginning in the 8th grade, and should be applied tastefully and moderately. Heavily lined eyes or gaudy lipstick, glitter or white-powdered faces will not be permitted. Fingernails should not be excessively long or painted garishly. Pink and clear (including “French style”) are the only authorized colors and every nail should be the same color. Patterned nail polish is not permitted. Artificial fingernails should be finger tip length and follow the color guidelines above.

Ladies’ Hair: Hair should be neatly combed or styled. No shaved heads are permitted. Hair accessories must be red, white, navy, black or brown. Neat barrettes, headbands and “scrunchies” are permissible. Hair should not be arranged or colored to draw undue attention to the student. Hair must be natural looking and conservative in its color. Radical changes in hair color during the school year are unacceptable.

Ladies’ Headwear: Hats, bandannas, and sunglasses will not be permitted indoors and must be stored.

Ladies’ Outerwear: Jackets, sweatshirts and sweaters may be worn to school for warmth. Sweatshirts and jackets worn to and from school must be stored during classes and between classes, other than during the lunch period. Sweaters worn in class will be in uniform red, white or navy in cardigan, pullover or vest style. Sweaters will be free of hoods. Sweaters should be of “knit” material – no fleece material.

Ladies’ PE Uniform: Students may wear the school uniform described above, or a PE uniform to PE classes. The PE uniform consists of athletic shoes, white socks, white or blue tee shirt and blue shorts that extend **at least** to mid-thigh, though not below the knee. Tee shirts and shorts should not be excessively tight and should fit such that undergarments are always concealed during physical activities. Tee shirts should be long enough to preclude bare midriffs while exercising. Appropriate undergarments shall be worn. Students may also wear blue or gray sweatshirts and/or pants over the tee shirt and shorts. All PE uniform items must be logo-free, aside from the Caprock Academy or “spirit-wear” designs. The PE uniform may be worn to (or from) school if the student has PE in the first (or last) period of the day; the usual school uniform will be worn the remainder of the day. Note: Students should change in and out of their PE uniforms expeditiously so as not to be late to the next class.

Note: Anyone who cannot follow the dress code for religious or medical reasons should seek a waiver from the Headmaster.

Students not adhering to dress code will not be allowed to attend class and such absence will be unexcused.

Policy SE - 5.0

Mass Communication Policy

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

Policy SE – 5.01

Dissemination of Information

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

Policy SE – 5.02

Parent Communications to Administration, Faculty, and Staff

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

-email

-note placed in mailbox in Caprock Academy Office (a secretary will deliver to the appropriate box)

-voice mail

-face-to-face meeting (this must be scheduled in advance using one of the means above)

Useful Guidelines

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

Headmaster/Administration:

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

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

Faculty:

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

Staff

Front Office:

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

Teacher Assistants:

-questions and concerns regarding students should be directed to the teacher; if the teacher assistant input is needed the teacher will contact the teacher assistant

Substitute Teacher, Custodian:

-please contact the Headmaster.

The Caprock Academy spam filter sometimes “junks” new addresses, so if you are not getting a response via email please try one of the other means of communication.

Policy SE-5.03

Use of Internet & Email, Personal Technology Hardware and Software

CABD, Chairs of CABD Committees, other committee chairs, , club and activity sponsors, athletic coaches and anyone acting in a position of authority on behalf of Caprock Academy may only access and utilize the internet and email for business pertaining to Caprock Academy.

All electronic communications pertaining to Caprock Academy should be received and sent through the Caprock Academy email account (simultaneous use of Caprock Academy email account and personal account is not preferred but acceptable for non-employees). Email should be responded to in a timely fashion. All documents or information used for Caprock Academy related events should be copied to the Caprock Academy desktop. If this is a hardship, Caprock Academy will provide you with a USB flash drive so information can be placed on the appropriate hard drive.

Policy SE-5.1

Student Information Release

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

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

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

Policy SE-6.0

Student Agenda Policy

Organizational skills are so important to lifelong success that we have made them part of our curriculum. To help students manage their assignments, we shall issue them a “day timer,” “agenda,” or “planner.” The agendas should go home every night and provide parents with a convenient method to monitor their student’s work and study skills. In grades 9-12, the assignment notebook serves double duty as a hall pass. All students must have an agenda. If lost, the replacement cost is \$5.00.

Policy SE -7.0

Lockers

Caprock Academy provides lockers (as available) for intermediate and high school students. The lockers are school property and not the individual’s property. Caprock Academy has the authority to search lockers when deemed necessary even if it requires removal of the lock. Caprock Academy is not responsible for lost or stolen items. Valuables such as radios, walk-mans, compact discs, cassettes, pagers, and video games are NOT to be brought to school. Problems with lockers should be reported to the office. Please see cell phone policy – SE 14.0

Lockers for grades 5-11

1. Caprock will buy locks for all the lockers in the hallways (grades 5-11) – combination locks so Administration can number the locks, record the combination, and assign the lock to a locker number and person.
2. Lockers are school property and should be treated as a privilege and a responsibility.
3. No stickers on or in lockers.
4. No items on top of or under lockers – everything goes inside the locker.
5. No door slamming.
6. Locks are student’s responsibility – there will be a lost lock fee of \$15. Locks must be turned in at the end of the year or when the student withdraws from Caprock.
7. No marking, writing, drawing or otherwise defacing the locker inside or out.
8. No scratching or scribing of any sort in the paint.
9. Appropriate items for locker storage are gym shoes/clothes, books, backpack, lunch, jacket/sweater, hats, and gloves.
10. Lockers are searchable at any time by school or law enforcement personnel.
11. Trash goes in the trash cans --not in, under or on the lockers.
12. No bending or denting of the locker.
13. Decorations of lockers must be temporary and easily removed. Students are responsible for a clean locker and removal of all temporary decorations at the end of the year or when the student un-enrolls from Caprock.

14. Any repairs, cleaning, repainting, or replacement required due to misuse of the locker or violation of any of the above will result in a minimum of a \$100 fine per locker affected to cover the cost of repairs or replacement.

Students must observe the following rules.

1. Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by the Caprock Academy faculty.
2. Lockers must be kept neat and orderly at all times. Locker checks will occur each semester.
3. Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items left outside lockers or on the floor, may be removed or disposed of.

Policy SE – 8.0

Parental Involvement and Volunteering Policy

Caprock Academy is a school of choice. Caprock Academy anticipates that parents will be directly engaged in tutoring, coaching, preparing resource materials, providing other necessary and invaluable assistance, including sponsoring, chaperoning, and leading Caprock Academy's sanctioned off-site events. On site parental assistance is encouraged in order to assist Caprock Academy in meeting its goal of volunteer involvement equal to 50% of the budgeted teaching hours for grades K-8 and 10% of the budgeted teaching hours for grades 9-12. To achieve Caprock Academy's goal, each family is encouraged, although not required, to volunteer 40 hours per school year [*4 hours per month*] for each K-8 student enrolled, and 10 hours per school year [*1 hour per month*] for each student enrolled in grades 9-12. Volunteers must complete a volunteer application and information form and comply with all guidelines and rules for volunteering outlined in the charter contract. This pertains to volunteers who participate in Caprock Academy sanctioned off-site events.

-Volunteers are an integral part of Caprock Academy. Volunteers are not only welcome, but also crucial if we are to have high quality teaching of the entire curriculum each year. Elementary volunteer activities are coordinated by Caprock Academy's Classroom Volunteer Coordinators. All volunteers must have a signed and current volunteer form on file with the school.

-The teacher's individual teaching style sets the tone for the classroom. Volunteers who wish to volunteer in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with a volunteering style, the volunteer will need either to adjust his or her style or find a more compatible setting within Caprock Academy to volunteer. The teacher has primary responsibility for student learning in the classroom.

-Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in this handbook. Under **NO CIRCUMSTANCE** is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.

-Volunteers who will tutor in a specific subject or skill may be required to receive prior training.

-Off-site volunteers must be registered to ensure the safety of all Caprock Academy students. NOTE: Parents if your student participates in off-site school related activities; you are responsible to make sure that the event has been sanctioned by the school, ensuring volunteer registration.

-Caprock Academy encourages every adult—parents, stepparents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of Caprock Academy students, to act as mentors and tutors, and to instill in every student a love of learning. Volunteers work in conjunction with the faculty to ensure the most effective education possible for their children. To this end, volunteers are responsible for knowing and understanding the contents of Caprock Academy's Charter and are encouraged, but not required, to participate on school committees and provide other volunteer services.

As indicated on the Caprock Academy volunteer form, volunteers may be removed for conflicts of interest or violation of confidentiality. Volunteering is a privilege. The privilege of volunteering may be removed by the administrator or CABD if either believes it is in the best interest of the school.

Required Background Check

Any adult who will have access to the students, i.e. playground duty, classroom assistance, traffic duty, etc. will be required to have a background check. This check currently costs \$2 and is done at the Mesa County Sheriff's

Department. Normally it takes only a few minutes; however, if they are busy they may ask that you return the next day to pick up the completed form. Bring this form to the school office where it will be maintained in a secured location.

Policy SE – 8.01

Volunteer Confidentiality Policy

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Headmaster, or a member of the CABD. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Policy SE – 8.02

Chaperone Policy

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

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

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

Violators of this policy will not be allowed to chaperone any future events. Chaperones are also bound to the Volunteer Confidentiality Policy.

Policy SE – 8.03

Student Social Activities

All Caprock Academy social functions will have a faculty or staff sponsor and adult chaperones, minimum of one faculty member. There will be no Caprock Academy event outside the preceding guidelines.

Policy SE – 8.1

Fundraising

Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the chair of the fundraising committee and the leader of CAST. Students of Caprock Academy will not engage in door-to-door sales of any kind. All requests of monetary donations must be approved by the CABD.

Policy SE – 8.2

Advertisements of Opportunities

Outside Opportunities

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

School-Sponsored Opportunities

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

Policy SE – 8.5

Parent Grievances

This school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

1. Faculty or Administration. Parents should schedule a meeting with the faculty member or the administrator through the office. Under no circumstance is it ever acceptable for a parent to confront a faculty member or administrator about an issue with students present, including the parent's own child.
2. Headmaster. If the grievance cannot be resolved with the faculty member or administrator, the parent should schedule a meeting with the Headmaster. If the grievance is with the Headmaster, the parent should schedule a meeting with the Headmaster.
3. The Accountability Committee. If the grievance cannot be resolved after talking with the appropriate party and chain of command (faculty, administration or Headmaster), then a parent must submit his or her grievance in writing to the Accountability Committee.

If resolution is not achieved by the foregoing process, two other options are available.

-The grievance can be submitted to the CABD in writing. The CABD will review the summary and will make one of the following determinations: 1. The CABD may decide to support the previous decision; 2. The CABD may appoint up to two CABD to address the issue; 3. The CABD may address the issue in an open Board format; 4. The CABD may address the issue in an executive session, in accordance with the Colorado Open Meetings Law.

-CABD Meetings. Parental concerns and grievances may also be raised during the community comments portion of the CABD meeting. The concern or grievance must be submitted in writing and no more than three minutes will be granted. Grievances or discussions involving specific personnel will not be entertained. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option.

Grievances regarding policy should be directed to the CABD. Grievances regarding an administrator should be directed to the individual first, then in writing to the CABD at a meeting.

In accordance with our Charter, all grievances must be resolved at the school.

General Concerns/Questions/Suggestions

Please use the locked suggestion box in the office. The Accountability Committee will review the issue at their next regularly scheduled meeting. In the unfortunate event that resolution is not achieved through the process outlined above, it is unlikely that Caprock Academy is the best educational option for you and your child.

The CABD and Accountability Committee will not entertain anonymous complaints nor can they hold information in confidence when it is not in the best interest of the school.

Policy SE – 8.6

Observation

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

Policy SE –10.0

Enrollment/Waitlist Policy

Per the Admissions Process defined in our charter application, Caprock Academy will not make any distinction on account of the disability, race, creed, color, gender, national origin, religion, or ancestry of any student who seeks admission. Enrollment is open to anyone who chooses to attend. We encourage parents to review carefully the Caprock Academy Charter, Handbook and Curriculum, and to enroll their children if they value the school's philosophy and educational offering. Vacancies exist whenever the number of students enrolled in a class is below that class's capacity. As vacancies occur, those vacancies will be filled using a wait-list system. The following wait-list enrollment procedure will be implemented:

As a public school, Caprock Academy is open to any student. There is no admissions test to get into Caprock Academy. As a school of choice, there is no annual re-enrollment process for any returning students. If, after placing all returning students, the number of prospective students for any grade exceeds the number of available spaces for that grade, final enrollment will be determined with priority as follows:

1. Children of Founders;

2. Children of current employees; and then
3. Siblings of current students.

For kindergarten and any oversubscribed, newly created classes, any remaining positions will be filled by lottery per federal grant guidelines. That same lottery will be used to assign priorities on an initial Wait List for kindergarten and the oversubscribed, newly created classes. For all other classes, priority on the Wait List will be determined in order of the date and time the completed enrollment package is received by Caprock Academy, with the earliest received having the first priority. For all classes, prospective students submitting enrollment packets after the determination of Final Enrollment will be placed on the Wait List in order of date and time received.

When an opening occurs, the parent/guardian of the prospective student will be contacted by telephone. Once a placement has been offered, regardless of the time of year, parents have 24 hours to contact Caprock Academy and elect one of the following:

1. Accept the opening; or
2. Decline the position and be removed from the Wait List.

Failure to timely contact Caprock Academy within the applicable 24-hour period will be deemed an election to decline the opening and the prospective student will be removed from the Wait List. The parent/guardian of the next priority prospective student will then be contacted. It is the responsibility of the parent/guardian of a Wait List prospective student to keep contact information updated. If the parent/guardian cannot be reached by phone at the applicable time, the prospective student will be removed from the Wait List.

A prospective student can only be put on the Wait List for the current school year, as per age and grade appropriate. Due to confidentiality requirements, the overall Wait List and its priorities will not be made public. Parents/guardians may, however, confirm their own prospective student's priority through password-protected access via RenWeb. For the school year then underway, no new enrollment packets will be accepted after Final Enrollment Date.

Each enrollment packet and its Wait List priority will expire as of the Final Enrollment Date of each school year, unless, prior to such date, a completed Renewal of Intent form is received by Caprock Academy for the prospective student. With timely submission of the Renewal of Intent form, the prospective student shall keep his/her priority on the Wait List for the next school year for classes of the next applicable grade (for example, with timely submission of a completed Renewal of Intent Form, a prospective student who was 2nd in priority for fifth grade as of the Final Enrollment Date for the 2011-2012 school year, will be 2nd in priority with respect to any openings in the sixth grade for the 2012-2013 school year). Any existing enrollment packet may be reactivated by submitting a Renewal of Intent form; provided, however, that if a completed Renewal of Interest form is not received on time, the Wait List priority for the prospective student on the Wait List will not be carried over for the next school year. Rather, the enrollment packet for such prospective student shall be considered received as of the date and time the completed Renewal of Interest form is received by Caprock Academy, and the Wait List priority for such prospective student shall be set in accordance with the applicable process for first time submitted enrollment packets for the applicable class (i.e., by lottery if for an oversubscribed, newly created class and in order of date and time received for all other classes).

Children who are five years old on or before September 15th of the school year in which they would like to enroll may enter kindergarten via the lottery process. Any dishonest representation of grades or transcripts may also result in student losing placement. Upon request of records, accompanied by an enrollment signed by the parent of record, by another school for a current Caprock student, Caprock will vacate the enrolled students' seat. This seat will be filled through the process outlined herein. If a record request is received without a signed enrollment form, the parent of record will be contacted by the enrollment coordinator to determine the origin/intent of the request.

Policy SE – 10.1

Enrollment of Expelled Students

Students expelled for drugs or violence will not be admitted to Caprock Academy during the time of their expulsion. All other expelled students will be evaluated on a case-by-case basis. The Headmaster and CABD will participate in the decision.

Policy SE – 11.0 Traffic Pattern

Please refer to and abide by attached traffic map and instructions

For the safety of our students and the driving public at large, no one is to get out of their vehicle on 24 ½ Road.

Entry for drop off, pick up, and parking is only from the parking lot. Drop off and pick up only in designated areas.

Parking is not permitted in any crosswalk. In an effort to avoid traffic back-ups and delays, please be sure you and your child are ready to drop off. **Traffic pattern will allow for right turns only on entry and exit from the parking lot**

during peak drop off and pick up times. Please be courteous in time and action.

Policy SE – 12.0

Utilization of Facility

-Must be for school sponsored event

-Must have a Caprock Academy employee or CABD sponsor present who is familiar with the school emergency plan and security procedures.

- Must complete and submit a Facilities Use Request Form at least one week prior to event. Space will be allocated based on suitability of site/rooms to proposed event and availability.

Policy SE – 12.1

Unauthorized Entry of Caprock Academy Building

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

Policy SE – 12.2

Security of Site and Assets

Maintaining the security of Caprock Academy's buildings and vehicles is everyone's responsibility. We would urge you to develop habits that ensure security as a matter of course. For example:

-Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.

-Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them.

-When you leave Caprock Academy's premises make sure that your windows are shut and your door is locked. If you are the last person on the premises make sure all entrances are properly locked and secured.

Anyone exiting the building after normal hours or on the weekend and leaving a door unlocked or ajar will be fined and may have their keys taken away. Any damage to the interior of the building or loss of items due to theft caused by the door being left open will be the responsibility of the user leaving the door ajar.

Policy SE – 12.3

School wide Events

-Must be approved by the Headmaster.

-Must have employee and sponsor who will coordinate event in its entirety.

Policy SE - 13.0

Student Driving Privileges

Licensed high school students may drive to and from school. Students driving to and on campus will,

1. Comply with Colorado licensing requirements, particularly the graduated licensing provisions.
2. Park only in designated student parking areas between 7:00AM and 4:00PM.

3. Drive slowly and carefully while on campus.
4. Be prohibited from entering their parked car during school hours.
5. Understand that their vehicle will be liable to searches by school officials.
6. Form carpools only with the express consent of the driver and passenger's parents/guardian. This mutual consent must be on file in the school office before carpooling.
7. Comply with Caprock Academy's "closed campus" policy. Students who need to leave campus during the school day, (e.g., for a dentist's appointment) must have a parent's note and will check out and back in with the office. **Students allowed off campus should drive directly to and from their appointments without detours or intermediate stops.**

Policy SE – 14.0

Cell Phone Usage

Cell phones will not be allowed during the school day (7:15 – 3:15). Students having cell phones will turn them off and place them on the teacher's desk or other designated place prior to the start of class. At no time will a student retain possession of their cell phone during the school day. With the advance of cell phone technology students have quickly learned to talk via text messaging without cell phones ringing. Parents needing to contact their student during the school day will do so by contacting the school office. Any cell phone found in a student's possession during the school day will be confiscated and turned in to the Headmaster or Dean of Students and will be returned only to the student's parent. Any student found in violation of this policy will receive a discipline referral. Upon the second cell phone usage violation the cell phone will be confiscated for one month. Upon the third violation the cell phone will be confiscated for the remainder of the school year.

Policy SE—15.0

Physical Activity Policy

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

MISCELLANEOUS POLICIES – M

Policy M-1.0

Expense Reimbursement

Any expense incurred must have a Headmaster or Director of Facility and Business's written authorization (requisition/purchase order, etc.) to be reimbursed for all authorized expenses. Any expense report/voucher must be accompanied by receipts.

Policy M - 1.5

Charity Donations Policy

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

Policy M – 2.0

Violation of Established Policies

Established policies exist in order to communicate clearly the philosophy and mission of Caprock Academy.

Policies are established for the best interest of the school. Violation of established policies creates situations that compromise the educational, philosophical, and/or fundamental mission of the school. Prevention of policy

violations is in the best interest of the school. Anyone who experiences a violation of a policy is encouraged to notify the school.

Administration, Accountability Committee, and/or CABD.

Anyone found in violation of an established policy will receive a written notice immediately. The written notice will state the policy and clearly explain its violation.

If disputed, a copy of the notification will be submitted to the Accountability Committee. The Accountability Committee will mediate any discrepancy regarding the violation, unless the violation is against the Accountability Committee, in which case the CABD or its designee will mediate.

The following notifications will also be filed as follows:

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

Policy M – 3.0

Other Vital Information

Health Services

Limited health services are available at school. Do not bring sick children to school. Caprock Academy's health office is staffed by one health technician. Please note that it is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school. Keep school records up to date, especially phone numbers and emergency contacts. Immunization records must be current for students to remain in school.

No medication, whether prescription or over-the-counter medication (including aspirin, cough drops, vitamins, etc.), will be given to a student by any school personnel, including the nurse, except on written orders of the parents and physician. Students may not self-medicate at the school. When medication is to be given at school a physician or dentist's instructions are required by the school prior to the administration of the medication. All medications must be in a pharmacy-labeled container including the student's name, name of the drug, dosage, name of the physician, and current date. Medical Request Forms are available at Caprock Academy's front office.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

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

Parental Responsibility

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

Communications

Communication / Student Agenda

Communication between the school and students and their parents is crucial for the overall success of the school. Every week, students in grades K-12 may receive all the written communication for that week. This may include, but not be limited to, student newspapers, newsletters, permission slips, conference information, report cards, special event fliers, homework, and teacher requests. Parents should look for the written communications, read the contents, sign any documents needing to be returned, initial, date and return the documents with the necessary paperwork the next school day with your student.

Whether communication occurs through papers sent home or notes in the student's agenda, parents are expected to read them carefully.

Please be aware that any "School-to-Home Communications" are critical to the success of Caprock Academy and to the parents of Caprock Academy students. Volunteers, teachers, and parents who help distribute these communications are not to add foreign matter to the communications, nor permit others to do so, without prior written approval by the Headmaster. In addition, classroom teachers have the authority to approve items going home with students after receiving approval by the Headmaster.

Phone Calls – Messages

Parents should try to make arrangements with their students for activities, rides, etc. prior to dropping them off at school. We understand that sometimes changes to schedules occur and parents need to communicate with their students during the day. If these situations arise, messages will be taken to the classroom teacher for students in K-12.

Official Posting Place for Communications

Committee Meeting times and agendas are posted on the door in the front office and on the web site. Board of Directors meeting agendas are also posted on the door in the front office and on the web site.

Teacher Conferences

Parent/Teacher required conferences are scheduled for the 1st and 3rd quarters. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

Lost and Found Items

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

Policy M 4.0—Lunches and Snacks

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

Should a student forget his or her lunch, it is incumbent on the student to tell the teacher about the missing lunch. Typically, the school will call a parent to deliver lunch to the school, though the school will stock limited emergency lunches (for example, cheese and crackers packs and a fruit cup). Families will be charged for these lunches (\$2-3.00).

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

All policies in the handbook have been approved by the CABD.

Appendices

- 1) The copies of the documents that were signed and returned to the school for enrollment are provided to enable parents and students to be reminded of the agreements made to attend Caprock Academy.
- 2) Please note the Enrollment and Emergency Contact Form. The information provided by you regarding your student is extremely important. It is the parent's responsibility to keep this information current. Please notify the front office in writing of changes, additions, deletions.
- 3) Caprock Academy Volunteer/Parent Confidentiality and Conflict of Interest Agreement must be completed as well as the background check before volunteering on campus.
- 4) Caprock Academy Video Viewing Permission Slip and Caprock Academy Photograph/Videotape Permission must be returned in order for students to participate.
- 5) Caprock Academy Internet Acceptable Use Policy for Students must be returned before students will be allowed to use school computers.
- 6) Caprock Academy Locker Use Agreement must be returned before a student will be assigned a locker.

According to Health Department Guidelines, we are required to notify you that Caprock Academy is an asbestos-free site except for the Administrative office building. There is an asbestos management plan on file in the office. Please contact the Director of Facilities and Business, Dan Sherrill, if you have any questions or concerns regarding this issue.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920