



Student/Parent Handbook

2018 - 19

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Introduction

Welcome to the 2018-19 school year at Eagle Ridge Academy, a public school charter school authorized by School District 27J. Eagle Ridge was opened in 2010, and offers a strong academic program in a safe learning environment for your children. The school focuses on a college preparatory program with many improvements and innovations. A concurrent enrollment program provided with Front Range Community College allows students to take college classes at ERA at no cost if they meet requirements and earn an A, B, or C in the class. ERA's STEM/STEAM program provides an opportunity for interested students to receive an advanced start in fields such as engineering, science and technology and to pursue a well-rounded education in the arts and humanities.

Eagle Ridge Academy is authorized under the Charter Schools Act (C.R.S. 22-30.5 et seq.), a law passed in 1993 by the state legislature. A public charter school operates via a contract, or charter, with the local Board of Education. The charter stipulates authority and responsibilities given to the charter school's governing board. Charter schools operate with autonomy while being held accountable for results. Periodically, typically during a renewal period, charter schools undergo an external evaluation. Additionally, charter schools are ultimately responsible to their consumers; the parents and students who choose to attend. Public charter schools are mission-led schools with a specific emphasis. Eagle Ridge uses a strong college preparatory program enhanced with a strong STEM/STEAM program. The entire school focuses on a rigorous academic program in a disciplined environment.

Vision Statement

It is the vision of Eagle Ridge Academy to join students, parents, educators and the community to produce an educational environment that nurtures, excites and motivates students to learn. Eagle Ridge empowers students to become independent and responsible thinkers, fosters academic and moral excellence, promotes creativity and encourages students to seek out higher education opportunities.

Mission Statement

It is the mission of Eagle Ridge Academy to assist families in developing **exemplary citizens** by equipping students with fundamental knowledge enabling them to be **culturally literate, prepared for college, and virtuous in character**. We accomplish this through a rigorous academic program with a strong emphasis on Science, Technology, Engineering and Mathematics taught in a safe environment.

Handbook disclaimer

Welcome to ERA! By joining the ERA family, you have become part of a network of people who have dedicated their lives to helping children reach their full potential. A key of school mission is to assist families in developing **exemplary citizens** by equipping students with fundamental knowledge enabling them to be **culturally literate, prepared for college, and virtuous in character**. As with every community, we need a set of principles and guidelines to help us understand and get along with one another. The purpose of this handbook is to do just that. While you may not find the answer to every question, you should have a general idea of how we go about doing things. In keeping with our mission we expect students to learn, to think for themselves, and to take responsibility for their own actions.

ERA reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook without prior notification. Additions and amendments are effective immediately. Should you have any questions regarding any item that may not be included in this handbook, please feel free to call us at 303-655-0773.

School Governance

The school is governed by a board of directors. The board of directors establishes policies and provides financial oversight to the school. The board delegates leadership and management responsibilities to the Head of School.

Governing Documents

The Board leads through the vision and mission statements and the policy manual. The Board Policy Manual is the primary document that the Board uses for governance. It is reviewed and revised on an ongoing basis, and reflects the short- and long-term goals of the school. All corporate documents (e.g. by-laws, articles of incorporation, policies) are on file in the school office and are available for public review.

Administration

Mary Nell Stringer leads ERA as Principal and Head of School. With 39 years of experience in school leadership and classroom instruction, she is passionate about leading schools that create opportunities for students. Mrs. Stringer has worked in charter schools in Brighton for 17 years and has been at ERA for 11 years as an English teacher, Dean, and Assistant Principal. She has a B.S. in English from Appalachian State University, an M.S. in Educational Leadership from Western Governors' University, and an Ed.S. in Superintendency from Arkansas State University.

The Dean of Culture and Instruction is Kelsey Kreager. Ms. Kreager has been in the field of education for 8 years and is a master teacher. Prior to becoming Dean, Ms. Kreager was a math teacher and teacher leader at ERA. Ms. Kreager has a B.S. in Math and an M.A. in Education Psychology from the University of Northern Colorado.

Academics

High School Instructional Goals

Eagle Ridge's program focuses on a content-rich, academically aggressive approach to education, with an intention to prepare students for the rigors of college while creating exemplary citizens. To do so, Eagle Ridge Academy focuses on the seven 21st century skills as outlined by Tony Wagner. At the center of this curriculum is a strong Science, Technology, Engineering and Math (STEM/STEAM) program. This program provides an opportunity for interested students to earn an advanced start in careers such as engineering, science and technology, and math as well as a strong background in arts and humanities.

Eagle Ridge Academy also partners with Front Range Community College (FRCC) to offer the concurrent enrollment program which allows student to earn college credits as well as high school credits.

Seven 21st Century Skills

- 1) Critical thinking and problem solving
- 2) Agility and adaptability
- 3) Initiative and entrepreneurship
- 4) Oral and written communication
- 5) Accessing and analyzing information.
- 6) Curiosity and imagination
- 7) Collaboration

Graduation Requirements

Graduation requirements have been established by the Eagle Ridge Academy Board of Directors to ensure a well-balanced program to meet the challenges of our society. These requirements allow and encourage a wide range of electives to prepare for post-secondary options, training, and advanced study. All students must be enrolled in a minimum of 6 classes.

For the classes of 2017 and beyond

English	4 credits	1 unit each year for all four years
Social Studies	4 credits	1 unit each year for all four years
Mathematics	4 credits	Algebra 1 and higher
Science*	4 credits	Freshman – Physical Science Sophomore – Biology Junior – Chemistry or Physics Senior – Chemistry, Physics, or other science electives
Foreign Language	2 credits	2 years of the same foreign language
Technology	2.5 credits	
Arts	1 credit	Drama , music or fine arts
Physical Education	1 credits	2 PE classes or can be fulfilled by 2 seasons of varsity interscholastic athletic competition or other organized programs pre-approved and verified by the principal
Class Academy	1 credit	
General Elective	.5 credit	
Total	24	
Students must receive a passing grade on the ERA writing assessment in order to fulfill graduation requirements.		

*Students who begin 9th grade in an advanced science class will follow adjusted requirements as approved by the principal on a case by case basis.

For the classes of 2021 and beyond

In addition to credit requirements for ERA, all students in the class of 2021 and beyond must meet or exceed the requirements in at least one option from column A and one option from column B to demonstrate college and career readiness:

Option	Column A – English	Column B - Math
1	ACT English score of 18 or higher	ACT Math score of 19 or higher
2	SAT English score of 430 or higher	SAT Math score of 460 or higher
3	0.5 or more credit earned in an English concurrent enrollment course	0.5 or more credit earned in a math concurrent enrollment course
4	English score of 31 or higher on the ASVAB	Math score of 31 or higher on the ASVAB

Alternatively, students may demonstrate college and career readiness by completing option 5. Option 5 is a capstone project that requires students to demonstrate sufficient knowledge of STEM (Science Technology Engineering and Math). This project must contain an emphasis on STEM with an English component, and will be documented in various forms including a portfolio.

Retention Policy

Any student that fails to have the following credits will be retained in the grade started until the following school year. Grade assignments will be reviewed annually in June with the exception of potential graduates who will be reviewed in December and May annually:

At the end of 9th grade; students must have at least 6 credits.

At the end of 10th grade; students must have at least 12 credits.

At the end of 11th grade; students must have at least 18 credits.

At the end of 12th grade; students must complete all Eagle Ridge Academy graduation requirements.

Seniors may participate in the graduation ceremony only if they have fulfilled all credit requirements, satisfied all school fees (fee waivers are available for students on Free or Reduced Price lunch), completed all necessary graduation documents, and cleared any holds on record. Students who have not completed all credits will not be allowed to walk.

Students will not be permitted to retake any courses that they fail at Eagle Ridge Academy. However, they must make up the credit in a timely manner in order to stay on track for graduation. Students who fail a course need to see the Director of College Readiness or the counselor to obtain information about summer school or online classes. Eagle Ridge Academy uses BYU online courses and Adams 12 summer school as its credit recovery options. Parents/Students are responsible for paying the total costs associated with summer school and/or other programs for credit recovery.

Students will not be permitted to continue course progressions if credit from courses has not been recovered, except in extremely rare circumstances where approval is issued by the Head of School. For example, a student who has failed Algebra I will not be permitted to take Geometry until the credit for Algebra I has been recovered. This means that if a student chooses to continue to attend Eagle Ridge without seeking credit recovery for classes failed, it is possible that he/she may only be enrolled in elective classes. This will affect his or her ability to graduate in four years. For this reason, it is important that students recover credit for any failed classes immediately following the course failure.

High School Finals

Finals will be given at the end of the term for semester classes. One of the most rigorous aspects of college is the taking of final exams. In order to fulfill our mission, the administration and staff of Eagle Ridge Academy takes the implementation of final exams seriously and as one of the critical components of our curricular plan. The following policies and procedures guide our staff in the implementation of final exams.

Policies to be followed:

- All courses are expected to conduct a final exam covering the material included in the curriculum.
- No exam exemptions are permitted in any class for any reason. All students are expected to take final exams.
- Seniors are expected to take finals.
- The final exam may constitute between 10% and 20 % of the grade for the term.

Procedures to be followed:

- The week/days preceding the final exams shall be used for finals preparation or academic activity. Parties, free days, or recreational activities are inappropriate during this time.
- A “finals schedule” shall be adopted by the administration and communicated to faculty, staff and families. All finals shall be conducted during these assigned times; only seniors shall take exams at times different than those scheduled. In classes that include seniors and underclassmen, underclassmen will continue with class instruction while seniors take final exams. All students must take their finals during the assigned and scheduled period. Prearranged absences may not be scheduled during exams in December or in May. The calendar for 18/19 is posted on the website.
- Students must remain in the assigned locations for final exams for the full duration of the exam period. Students may not leave their exam environment early due to early completion of the exam.

High School Report Cards and Transcripts

Transcripts will be issued at the end of the school calendar year. Final grades will be posted on Infinite Campus at the conclusion of every grading term.

Extra Credit

Extra credit work shall not be intended to “make up” for work not completed during the regular course of study but for enrichment or remedial help for a student who simply wants to earn more credit or has underachieved during the course. Extra credit may not account for more than 5% of a grade during a term.

Plagiarism

Knowingly copying or using the academic work of another and presenting it as his or hers without proper attribution is grounds for suspension or expulsion. Eagle Ridge instructors shall institute and implement class policies concerning plagiarism and cheating. For each offense a minimal consequence of a “zero” for that work shall be instated. Repeated acts of plagiarism will result in academic penalties up to and including suspension.

Academic Concerns

The administration of Eagle Ridge Academy aligns its educational and academic policies with those of Brighton 27J School District. These policies shall include, but not be limited to, those that affect weighted grades, pluses and minuses on grade cards/transcripts, fractional grade points, and grading scale. This policy acknowledges that Eagle Ridge’s Board policy or action, and all district and state waivers applied for and received shall supersede and take precedence over any and all administrative procedures.

Valedictorian Selection

Eagle Ridge Academy selects each classes Valedictorian according to the following parameters: the Valedictorian shall be the student with the highest GPA (including weighted grades), having successfully completed a minimum of two college level courses, shown outstanding personal character, and participated in at least two full sessions of extracurricular activities. Eagle Ridge Academy’s college level courses are the only courses that have weighted grades. Valedictorian and Salutatorian selections are determined following seniors’ 7th semester, which is the fall semester of the senior year.

Grade Point Averages

The following guideline shall be utilized in the determination of grade point averages; calculations shall be rounded to the hundredths place (.xx). If a tie occurs in the determination of class rank, calculations will proceed to the thousandths place (.xxx).

High School Honor Roll

The High School Honor Roll is as follows: The Platinum Honor Roll for receiving a semester GPA of 4.0 and above. The Gold Honor Roll for receiving a semester GPA of 3.5-3.99. The Silver Honor Roll for receiving a semester GPA of 3.0-3.49.

High School Grading Scale

It is the responsibility of teachers to maintain accurate and consistent grading records for all students in all classes. Eagle Ridge Academy's grading scale is listed below and utilizes Carnegie Units for awarding credit. Grading scales will also be published in each teacher's class syllabus.

The grading scale is as follows:

- A (90-100) Exceptional Achievement
- B (80-89) Above Average Achievement
- C (70-79) Average Achievement
- D (60-69) Below Average Achievement
- F (Below 60) Unsatisfactory Achievement

Eagle Ridge Academy does not round grades up or down, unless otherwise specified by an individual teacher.

****Note:** Passing Academy classes requires 100% homework completion, regardless of earned grade percentage.

National Honor Society

Eagle Ridge students, at the end of the sophomore year, are eligible for admission into the National Honor Society (NHS). Students cannot apply unless they are invited to do so. Invitations are issued to sophomores and upper classmen if an individual student's grade point average is 3.5 or higher. Students then apply and go through the selection process.

NHS members provide service to the community and pride themselves in exemplary behavior in and out of school. NHS promotes high scholastic achievement and members serve as role models for the entire Eagle Ridge community.

Academic Letter

Academic letters will be awarded annually at the Academy Awards ceremony in May. Students may receive a letter for academic achievement providing the following criteria has been met:

- Carry a minimum of six academic classes in a semester.
- Receive at least a 3.8 GPA for the academic year.

Academic Awards

In the spring, The Academy Awards will be held at Eagle Ridge for the purpose of recognizing and honoring those high school students that have achieved outstanding levels of scholarship. This academic awards ceremony will provide an opportunity for these students to receive awards in each of the academic courses offered at Eagle Ridge Academy. Honor roll students from first semester will be honored during the event. Additionally, four special recognitions, Warrior of the Year Awards, will be awarded.

Assemblies

Assembly programs are for education and for the encouragement of school pride and spirit. Appropriate audience conduct is essential. **Student attendance at assemblies is mandatory and is considered part of the school day.**

Athletic Program

Eagle Ridge Academy offers our students several athletic opportunities. The school is a member of CHSAA and participates in the Confluence League. Good sportsmanship is expected of students who participate either as athletes or spectators in any form of school-related activities. Specific regulations pertaining to behavior and discipline during school-related activities will be developed and enforced by school administration.

Eagle Ridge Academy students may compete in girls' volleyball, boys' and girls' soccer, boys' and girls' basketball, boys' baseball, and cheer. Students wishing to compete in a sport not offered at Eagle Ridge may do so in the district-boundary school they would attend were they not enrolled at ERA. Please contact the principal or counselors for details.

Eagle Ridge attempts to encourage an attitude of individual responsibility towards the quality of life in the school community. The Board supports the principle that individuals should behave with self-respect, respect for others and respect for their own and other's property.

Academic Eligibility for Sports Participation

Eagle Ridge Academy follows a modified version of the CHSAA Plan A for eligibility. Plan A as stated in the CHSAA Handbook of Constitution and By-laws is as follows:

PLAN A – During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit. Eligibility will be checked each Thursday. The administration will then identify failing grades (F) by student. If a student-athlete has **one** failing grade, he/she is ineligible for any athletic contests from Friday until the following Friday. All appeals/issues dealing with a grade should be addressed through the classroom teacher. The administration will not advocate a grade change for a student/athlete to avoid any appearance of a conflict of interest. If it is deemed that a grade was posted in error, the teacher must submit the appeal on behalf of the student **in writing** to the principal. The administrator's decision is **final** in all eligibility issues. Grades are calculated through Infinite Campus as exact scores and are not rounded in any way. Passing requires a percentage of 70.0% or higher.

Student athletes ineligible for 2 consecutive weeks in a season will be ineligible for the remainder of the season in order to focus on their academic progress and will immediately turn in all uniforms. Ineligible students may not attend practices.

Athletic Eligibility

All student/athletes at Eagle Ridge Academy are students first. In this manner, academics will be the focus of athletics as well. **Any student not attending a minimum of four full blocks on any given school day is not eligible for athletic practice or competition that day.**

Athletic Non-participant Conduct

In Eagle Ridge Academy's attempt to ensure that all athletic events operate in a manner that emphasizes respect and responsibility, Eagle Ridge will remove any individual(s) creating a disturbance, which disrupts these goals at an event.

An individual removed from a contest by either Eagle Ridge Academy's administrative team or the game official for that contest will receive written notification from Eagle Ridge following the event. This notification will serve as a warning that a second removal from an event will result in a suspension from all Eagle Ridge athletic events, both home and away for the remainder of the academic year. The individual can return to athletic contests the following year.

Upon return, any individual who continues to be a disruption to the management of Eagle Ridge Academy's activities or receives a third removal from an event will be barred indefinitely from attending all future contests. This suspension will include all high school activities at CHSAA schools as well as district, regional and state playoff events.

Attendance and Absences

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of attempts to make up the work. The district believes duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Student Responsibilities for School Attendance

- 1) To attend school for all days of the established school calendar;
- 2) To appear in class on time, prepared for academic learning;
- 3) To check teacher websites to obtain missing work;
- 4) To contact teachers, either by email from home or on the day the student returns from any absence to arrange to complete all makeup work assigned and to establish when this makeup work is due;
- 5) To complete work as assigned by the teacher when a pre-authorized absence is requested and approved;
- 6) To follow the established school procedure when enrolling in or withdrawing from a class.

Parent Responsibilities for School Attendance

- 1) To maintain communication with their children regarding attendance;
- 2) To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement;
- 3) To contact the school in a timely fashion based on the school's reporting procedures regarding absences and in the case of extended home confinement, request makeup assignments;
- 4) To monitor the makeup work of the student who has missed class using teacher websites;
- 5) To attend and participate in school attendance conferences when requested;
- 6) To recognize that student attendance at school is a collaborative effort between the home and school.

Teacher Responsibilities for School Attendance

- 1) To take attendance daily and maintain accurate attendance records according to district policy and school regulations;
- 2) To notify parents in a timely fashion of attendance concerns;
- 3) To keep class website up to date with current assignments and class activities;
- 4) To provide makeup work to any student who has excused or unexcused absences provided the student or parent/guardian requests the makeup work within one day of the student's return to that class.

Administrative Responsibilities for School Attendance

- 1) To supervise the school attendance policy and procedures;
- 2) To develop and implement procedures to determine whether or not the student's parents/guardian had knowledge of a student's absence;
- 3) To provide parents with information about the school's attendance procedures, including extended and/or pre-arranged absences, as well as information about their child's attendance record when requested;
- 4) To develop and implement procedures to communicate to appropriate school staff concerning student absences, excused and unexcused;
- 5) To inform parents and students of school and district attendance regulations;
- 6) At a minimum, attendance shall be recorded twice during each scheduled school day.

Attendance Procedures

Teachers will take attendance within the first ten (10) minutes of every class. Student absences are excused or unexcused by Eagle Ridge Academy.

Parents must call the attendance line at 720-263-1015 within 48 hours of the student's absence to inform the school of a student's absence. It is the school's responsibility to identify each absence as excused or unexcused.

Parents/Guardians are **required** to provide the school with an explanation of why a student is missing class. Further information may be requested from parents to determine whether or not an absence is excused. The appropriate administrator will decide if the absence(s) are excused or unexcused.

Examples of excused absences (with documentation)

- A doctor's appointment
- Family emergencies (i.e. death in the family, etc)
- Absences required by a legal body (court, juvenile authorities or police)
- Military obligations

Examples of unexcused absences

- Alarm clock failure or getting up late
- Taking a family member to work or school
- Traffic
- Car trouble
- Doing work for another class
- Weather
- Family trips that have not be preapproved with a prearranged absence form

Please remember, it is the school's responsibility to determine whether absences are excused or unexcused. Absences reported more than 48 hours after the student returns to school will not be considered for classification as excused.

Parents/Guardians may not call the school and ask for absences to be excused without documentation. Parent/Guardians must call by the end of the next school day (within 48 hours of absences) and bring the school documentation for absence.

After ten unexcused absences in a semester, the school will contact the parent and arrange an attendance meeting to ensure the student is receiving enough instructional minutes to be considered a full time student. ERA does not allow students to be partially enrolled. If it is deemed that the student is not receiving enough instructional time, the student may lose credit for the class and may receive an attendance contract.

The Auto-dialer will call home once a day on the 1st unexcused absence for the day. Parent or Guardian will be encouraged to follow up and monitor the attendance of their student. If an unexcused absence needs to be an excused absence, the parent/guardian should call to excuse the absence immediately with the proper documentation to follow within the next 48 hours.

Excused Absences

When a student requests to be dismissed during the school day, communication with the parent or guardian should take place before dismissal is approved. The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the school administration on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability. (Verified by appropriate medical documentation).
3. Excused absences include funerals, illness, injury, legal obligations, and medical procedures.

Pre-arranged Student Absences

Any absence not specifically covered by another section, such as family vacations, college visits, or other extended absence, may be considered for approval as excused by completing a pre-arranged absence form. This form must be submitted at least three school days prior to the scheduled absence. In order for the absence to be considered for approval as excused, the student must meet one or more of the following conditions:

1. Is in good academic standing, has **no grade lower than 68%** in any class;
2. Has no unexcused absences;
3. Has four or fewer excused absences in a semester or seven or fewer in a school year.

The school will enforce the written policy for make-up work.

Pre-arranged absences will not be approved during winter and spring final exams.

Any student who misses at least 10 consecutive days, regardless of whether the days are excused or unexcused, may have their “Continuous in School” and “October New to School” codes, reset.

Make-up Work for Excused Absences

It is essential that students absent from school make up work missed. It is the responsibility of the student and parent or guardian to initiate requests for and pick up makeup work on the day he or she returns to class from an excused absence. Makeup work should reflect class assignments missed during the absence, and a reasonable amount of time should be allowed for work completion. Time allowed to make up work is twice the number of classes or days missed (two days allowed for make-up work for each day of absence); however, an extension of this time limit may be approved by individual teachers. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work.

Unexcused Absences

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, “sneak days”, “ditch days”, and “prank days”, and circumstances determined by the principal. Each unexcused absence shall be entered on the student’s record and the parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school. Unexcused absences will subject the student to appropriate consequences, including school sanctions and/or the imposition of academic sanctions for classes missed. At the senior high school level, persistent unexcused absenteeism may, in the judgment of the teacher and school administration, **result in a failing grade**. Court action may be

initiated by the designated school authorities when deemed necessary in order to enforce school attendance requirements. The maximum number of unexcused absences a student may incur before judicial proceedings are considered to enforce compulsory attendance is four days in one month or 10 days in one year. *For attendance purposes*, any absence from school resulting from suspension will be considered an "unexcused" absence. Such absences due to suspension, however, shall not be counted in the total of unexcused absences when determining if a student is "habitually truant."

Make-up Work for Unexcused Absences

Classroom instruction and interaction with teachers are essential to a student's education. Because of the importance of classroom instruction and learning, students with unexcused absences will be expected to complete classroom assignments to demonstrate their learning on content standards and to meet the academic expectations of the teacher. As with excused absences, time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by individual teachers. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described below:

- With the first and second unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed.
- After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed
- **When a long term assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late. ERA's school wide late policy will apply.**
- When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the work, no credit will be given.
- "Extra credit" assignments missed due to an unexcused absence may not be made up.

Habitual Truancy

Habitual truancy is defined by law and policy as having four (4) unexcused absences in a calendar month, or ten (10) unexcused absences in a calendar year. Habitually truant students will be subject to building attendance contracts, and may be referred to truancy court if truancy continues despite intervention efforts.

Withdrawal for Non-Attendance

Students who are seventeen (17) years of age or older may legally withdraw from school (i.e. "drop out") prior to graduating. Such students should not be formally withdrawn until school administration has attempted to contact parents or guardians by phone and in writing to discuss educational options that may be available, and until otherwise approved by District Administration.

Students of any age who miss ten (10) consecutive school days without prior approval of school administration may be reported to the District Attendance Officer for investigation. The attendance officer may direct the school to implement truancy interventions or may otherwise approve the student being withdrawn after fifteen (15) consecutive days of non-attendance provided there is documentation verifying the schools' efforts to reengage the student in school.

Students under the age of seventeen (17) who seek to withdraw with a stated intent of enrolling in a different school or educational program, including homeschooling, may not be officially withdrawn without

receipt of request for educational records from the new school or otherwise without permission of District Administration.

Students who are withdrawn for non-attendance, or students who withdraw after turning 17 but prior to graduating, should not be on campus without administrative approval.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of non-tardy students to uninterrupted learning, consequences shall be imposed for excessive tardiness including detention, grade reduction, possible loss of credit, and/or suspension. Persistent unexcused tardiness to class may subject the student to appropriate consequences, including disciplinary in accordance with law and/or the imposition of academic sanctions for class time missed. Eagle Ridge Academy's Tardy Policy is as follows:

- Unexcused tardiness will result in academic consequences as outlined in class syllabi.
- For every truancy or unexcused absence, a student will follow the makeup work policy for an unexcused absence.

A student who arrives after the scheduled time that a class begins, but meets the state board requirements of the attendance period shall be considered present for that entire period. The student may still be marked tardy (unexcused tardy). A student who arrives more than 20 minutes tardy may be considered absent for that entire period.

Leaving School Early or Temporarily

ERA students may leave campus only if the parent/guardian has signed the student out at the front desk in person, or has called the front office from a number listed in Infinite Campus and provided identity verification information. Eligible seniors may not leave for off campus lunch without all paperwork completed and signed in advance. Students with an off-day from college classes may not leave campus with all paperwork completed and signed in advance. Signing a student out does not mean that the absence is excused; it only means that the student is accounted for. Documentation must be provided in order for an absence to be excused. All ERA students must sign out before leaving campus early.

Students will be dismissed from class **only** when a parent arrives and signs out the student. Please do not call the office before your time of arrival to excuse the student for later in the day.

Back-to-School Night

In August, Back-to-School Night (BTSN) will be held for the purpose of providing orientation materials, and introducing families to the school administration, faculty and staff. All parents are encouraged to attend BTSN to assist in students' transition from the summer break to school.

Bell Schedule

The following bell schedule is in place. (The Assembly schedule will only be in effect on when we have a meeting or Academy class scheduled.)

Traditional Day *Morning college classes start at 7:40 a.m. Afternoon college classes end at 4:20.*

First Lunch	Time	Minutes	Second Lunch	Time	Minutes	Third Lunch	Time
1	8:00 - 9:01	61	1	8:00 - 9:01	61	1	8:00 - 9:01
2	9:05 - 10:06	61	2	9:05 - 10:06	61	2	9:05 - 10:06
3	10:10 - 11:11	61	3	10:10 - 11:11	61	3	10:10 - 11:11
Lunch	11:11 - 11:41	30	4	11:15 - 11:45	30	4	11:15 - 12:16
4	11:45 - 12:46	61	Lunch	11:45 - 12:15	30	Lunch	12:16 - 12:46
5	12:50 - 1:51	61	4	12:19 - 12:46	27	5	12:50 - 1:51
6	1:55 - 2:56	61	5	12:50 - 1:51	61	6	1:55 - 2:56
7	3:00 - 4:01	61	6	1:55 - 2:56	61	7	3:00 - 4:01
			7	3:00 - 4:01	61		

Assembly *Morning college classes start at 7:40 a.m. Afternoon college classes end at 4:20.*

First Lunch	Time	Minutes	Second Lunch	Time	Minutes	Third Lunch	Time
1	8:00 - 8:56	56	1	8:00 - 8:56	56	1	8:00 - 8:56
Assembly	9:00 - 9:32	32	Assembly	9:00 - 9:32	32	Assembly	9:00 - 9:32
2	9:36 - 10:32	56	2	9:36 - 10:32	56	2	9:36 - 10:32
3	10:36 - 11:31	56	3	10:36 - 11:31	56	3	10:36 - 11:31
Lunch	11:31 - 12:01	30	4	11:35 - 12:01	26	4	11:35 - 12:31
4	12:05 - 1:01	56	Lunch	12:01 - 12:31	30	Lunch	12:31 - 1:01
5	1:05 - 2:01	56	4	12:35 - 1:01	26	5	1:05 - 2:01
6	2:05 - 3:01	56	5	1:05 - 2:01	56	6	2:05 - 3:01
7	3:05 - 4:01	56	6	2:05 - 3:01	56	7	3:05 - 4:01
			7	3:05 - 4:01	56		

Boosters

The purpose of the Eagle Ridge Academy Warrior Alliance is to be a visible support to the high school communities, providing volunteer and financial support to student government leaders, athletic teams, teaching staff, and dances. The Warrior Alliance also serves as the school's Parent Teacher Organization (PTO). Parents are encouraged to attend meetings and participate in Warrior Alliance activities. Meetings are normally held once per month, either as an in-person meeting or via email meeting. The meeting schedule is determined according to need and availability, and meeting times will be made available via the parent newsletter and school website, and all are welcomed to attend. Parents may communicate with the Warrior Alliance via their email at volunteers@erawarriors.org

Calendar

ERA follows the Brighton 27J School District calendar as much as possible. An ERA 2018 - 2019 school calendar is found on the ERA website www.eagleridgeacademy.net. (Note 4-day school weeks, T-F.)

Club/Activity Eligibility Policy

Beginning August 25, 2014, all students participating in a club or activity at Eagle Ridge must maintain passing grades (A, B, C, D) in all classes to remain active club members. Eligibility will be determined on a weekly basis. Club/Activity Sponsors will check eligibility on Friday, and if a club member is failing a class, said student will be suspended from all meetings and events for at least one week until eligibility is checked and the student is shown to be passing all classes.

STUDENT ORGANIZATIONS The Head of School believes that school sponsored student organizations play a significant role in the educational development of children. The school provides facilities and staff for school sponsored student organizations to meet the specific needs of students. These needs include the opportunity for every student to participate regardless of race, national origin, religion, age, sex, handicap, or marital status.

We encourage students to broaden their knowledge and citizenship by permitting the formation of clubs or other groups that relate to subject matter covered by the curriculum.

Such organizations shall operate within the framework of state statutes, HOS Policy, administrative rules and the parameters of the learning program.

Among other provisions, guidelines shall address the following:

- 1. Require the approval of the principal prior to the formation of any club or organization in a school**
- 2. Require at least one faculty adviser to each approved student organization who will attend every meeting of the group whether on school premises or at another location.**
- 3. Open to membership for all interested and/or eligible students**
- 4. Prohibit all forms of hazing in a student organization**
- 5. Prohibit organization initiation that are not approved by administration and which are degrading to the student**
- 6. Complete a club proposal form, budget, and building usage form available via the club advisor.**

The HOS is responsible for determining that the purpose of a student organization is related to the curriculum. The HOS is authorized to deny all other requests to conduct meetings on school premises.

Eagle Ridge Academy Homework Philosophy

Homework is a valuable tool in the learning process; it is a natural extension of the work students complete in class. Homework provides opportunities to apply learning and to experience necessary practice. It promotes student responsibility and accountability by developing work habits essential for succeeding in life. Homework offers teachers, parents and students the opportunity to be involved in and support the learning process outside of school. Research shows that homework increases student achievement. To move our students forward in the learning process, they will be assigned consistent, appropriate and meaningful homework.

Purpose

Our faculty strives to make each homework assignment meaningful. Homework gives students the opportunity to practice skills/concepts, prepare for a new topic, or elaborate on material already introduced. Teachers will share with students the purpose of each homework assignment. Robert Marzano, a leader in the field of educational research, identifies several major purposes of homework.

Practice: Students must reach a level of self-sufficiency in performing a learned skill. This kind of homework typically increases speed and accuracy.

Preparation: Students must access prior knowledge about a topic to be learned. This type of assignment might ask a student to reflect on previous learning or challenge them to think about what they want to learn.

Elaboration/Extension/Enrichment: Students might conduct research, compare items, support a position or develop a graphic organizer. These challenging assignments allow students to demonstrate their knowledge in creative and varied ways.

Reading: Students must spend time reading to increase fluency and comprehension. By practicing this key skill students improve their reading comprehension and vocabulary development.

Tutoring

Tutoring is available upon request. ERA teachers are always willing to assist students needing extra help.

Background

Using research and information gathered, Eagle Ridge Academy has developed a homework plan to address the academic needs of our students. We have based our plan on the work of Robert Marzano, a noted educational researcher. This includes key components of the homework plan.

ERA educators have agreed that homework assigned should be approximately 90 minutes of homework per night. Studies indicate that completion of homework/additional study translates into higher grade point averages and elevated achievement test scores. Reviewing notes, completing assignments and working on projects are all considered study. At ERA we believe that the completion of homework is vital to the academic success of each student.

Carpools and Transportation

Eagle Ridge Academy has no official responsibility for transporting students to and from school. Student RTD passes are available from the school office. For those who wish to participate, Eagle Ridge has joined forces with RTD & Ride Arrangers, (a local carpooling directory) located at www.drcog.com. Registration with Ride Arrangers is simple and the family information is only shared with other Eagle Ridge families who have registered. ERA uses an “Opt-In” system for families interested in carpooling. Forms can be found in the student registration folder or through the school office.

Change of Address

Please notify the school office immediately if you change your address, telephone, e-mail address or place of employment. Having current information is critical in case of emergency. It is the parent/guardian’s responsibility to ensure that Eagle Ridge has the current information.

CLOSED CAMPUS

Eagle Ridge Academy is a closed campus. At no time shall students leave campus unless they have signed out and have prior approval as outlined in the excused absence policy. Students are to remain on campus for the duration of the school day (7:55a.m. to 3:11 p.m.). If students have a free period they are expected to work quietly in the designated study hall during that period. If a student’s free period is during the last hour of the

day, students are expected to leave campus immediately or remain in the designated study hall for the duration of the class period. If a student's free period is at the beginning of the day, they are expected to remain off campus until the beginning of their first class, or to remain in the designated study hall for the duration of the class period.

If students have an "off period" due to their college schedule, they will be enrolled in a mandatory study hall during the off times. Students may be excused from study hall to leave campus with prior parental approval. However, no student may be present in the building in areas other than the assigned study hall areas during assigned study halls. At no time shall an Eagle Ridge student be found on another school's campus and at no time shall a student of another school be trespassing on Eagle Ridge Academy property during the hours of school operation including lunch.

Lunchtime Driving Privilege

Eagle Ridge Academy is a closed campus. However, during lunchtime, 12th grade students may gain the privilege to leave campus. This privilege requires parental permission and school approval. This privilege, like all privileges, must be accompanied by responsibility. This responsibility includes driving safely to and from the campus.

Lunchtime drivers should be especially careful to exit and enter the school in a safe manner. Actions such as "peeling out," turning so sharply out of the lot that wheels squeal, and speeding will not be tolerated. Students are not to throw trash out of their vehicle anywhere; particularly in the Eagle Ridge area. Eagle Ridge Academy understands that the lunchtime period is short, and the temptation to hurry to lunch is significant. Eagle Ridge does want students to be able to exercise this privilege. However, drivers must understand that safety will always be of paramount concern to the school. Students who continue to drive safely at lunchtime will continue to enjoy this freedom. Individuals who drive unsafely will have their lunchtime and/or parking privileges revoked. Every week grade reports will be run, and any upperclassman that has any grade lower than 60% in any class may lose his/her off-campus privileges for the week. Additionally, any upperclassman bringing outside food to the school after the lunch period may lose his/her privilege, and the food will be discarded. Students leaving campus for lunch may NOT bring food back into the school, with the exception of a personal beverage. Students may not bring food back to the school for other students under any circumstances. Any student who brings food to eat before school must eat their food in the cafeteria. Food and drink are never allowed in any computer lab. Friday School will be assigned as an automatic consequence for any student who brings food or drink into or through a computer lab at any time.

Parents may not bring outside food into the building for their students. If they wish to take the student out to lunch, they may do so by signing them out.

"Outside food" is defined as prepared food that is purchased from restaurants, fast food vendors, or other vendors of pre-prepared food. "Outside food" does not include homemade sack lunches – those are permissible.

Communication

Eagle Ridge Academy seeks to provide updated and accurate information on all aspects of the school, both to students and parents. Eagle Ridge is committed to facilitating four forms of communication between the school and home: telephone messaging, school website, e-mail and Infinite Campus. A voice-mail system is available to allow parents to contact teachers, administration or other staff members. Parents are also encouraged to utilize e-mail to contact Eagle Ridge personnel. An e-mail directory and individual teacher websites are available on-line at www.eagleridgeacademy.net. Infinite Campus allows telephone and e-mail communication of unexcused absences and important announcements.

Complaint Procedure

Any person having a disagreement with a teacher or the administration should make every attempt to settle the problem with that person without involving others. Should it not be settled, the two should go to the next in line of authority to arbitrate the difficulty (Teacher > Dean > Principal > Board). It is the goal of Eagle Ridge Academy to respond to complaints and problems as soon as possible.

Dances

Parents' presence and participation at dances or socials is greatly welcomed and encouraged. In order to make these events fun, safe and enjoyable for all involved, students must remain in designated areas. Those choosing to leave early, must leave the school grounds or event center and may not return. If students are asked to leave for misconduct, they must immediately make arrangements to leave school grounds/event center. Refunds will not be given.

Students found to be under the influence of alcohol or drugs, or found to have alcohol or drugs in their possession will be subject to immediate suspension and/or expulsion, and will be subject to legal action.

For students wishing to invite a friend who is not a student at Eagle Ridge Academy, guest forms are available in the school office and must be completed (signed by both schools' administration) and returned at least 24 hours before the event. All district and school rules apply for students and guests.

Discipline General Conduct Guidelines

- 1) Students are asked to respect classes in session and not to loiter in halls or to carry on any activities which may disturb classes.
- 2) During free periods students must be in study hall, off campus, or outside weather permitting. Students who repeatedly abuse this policy will be disciplined.
- 3) Students must either remain in the cafeteria or go outside during their lunch period. Permissible outside areas include the grass immediately in front of the school, and the field south of the teacher parking lot. Students are not permitted to go east of the exterior westernmost wall of the cafetorium, nor are they permitted to go beyond the concrete on the east side of the student parking lot.
- 4) Any behavior which is disruptive to the educational process is prohibited. Foul or obscene language is not acceptable. Ethnic harassment and sexually inappropriate behavior is similarly unacceptable. Insubordination will not be tolerated.
- 5) Writing on walls, furniture, lockers or other school property, and any willful damage to school property is contrary to state law and may result in suspension and disciplinary action being taken against offending individuals.
- 6) Littering any area of the building or grounds creates unnecessary work for custodians as well as a poor appearance for the school. Students are expected to assist in maintaining a pleasant school environment. Disciplinary action may result for offenders.
- 7) Students are not allowed to sit in cars during the school day. All cars in school parking lots should be locked and unoccupied except when arriving and leaving. Any vehicle parked on school property must be properly registered with the school, or be subject to a fine, being booted, being towed, or both. Automobiles parked on school grounds may be searched for cause.
- 8) Use/possession of tobacco in any form is prohibited on or off school grounds. The use or possession of illegal drugs or alcohol at school by students is strictly forbidden by School Board Policy and will result in

suspension from school for a minimum of ten days, five days for alcohol.

- 9) Fighting will result in a suspension. Police will be contacted. It is illegal to fight in a public place. Conflict resolution may be a part of the disciplinary action.
- 10) Skateboards are not to be brought to school nor used on school grounds at any time.**
- 11) Students are not to bring mace, pepper spray, stun guns, or similar devices to school.
- 12) Students are not to bring laser pointers as they may cause eye injuries and are cause for suspension.
- 13) Weapons are not allowed. This includes knives of any type, guns, or any other object which could cause death or serious bodily injury. Police will be contacted.
- 14) No loitering is allowed in the parking lot.

Public Displays of Affection (PDA)

Eagle Ridge Academy provides a rigorous academic environment that prepares students for life in college and in the professional world after college. As PDA is generally unacceptable in most professional environments, ERA maintains a PDA policy. This is to ensure an appropriate educational environment that focuses on learning and prepares students for life after high school.

Welcome and appropriate physical displays of affection have a place in the high school environment. Public expressions of affection should be brief and friendly and may not be excessive, extended or intimate. Students will be asked to moderate inappropriate behavior in the school setting and on school grounds. School personnel always have discretion in determining what is excessive, extended, or too intimate. The following are examples of excessive, extended or intimate:

Excessive – Overly friendly, disruptive to others, or embarrassing or uncomfortable to see

Extended – Prolonged embracing.

Intimate – Absolutely no kissing or cuddling. This includes sitting in laps leaning into each other.

Violations in the PDA policy may result in disciplinary action. The consequence in most cases of PDA is Friday school.

Conduct Standards for Student Behavior Off Campus

- 1) Students are to behave in a respectful manner with neighbors, local merchants, other adults and other students.
- 2) Students are to avoid behaviors such as littering, trespassing, destruction of property, theft, loitering, harassment, fighting and reckless driving.
- 3) Students are to use the open campus privilege responsibly by returning to school and classes on time.
- 4) Per Colorado law, smoking and possession of tobacco is not allowed on or off school property.

The items listed above do not exhaust all types of behavior which could be considered inappropriate. The fundamental principles for guiding student conduct at school are safety and respect for property. Students that participate in disruptive conduct which affects the management and welfare of the school, or has a detrimental effect on the health, safety or property of others in the school, shall be subject to appropriate disciplinary action, up to and including law enforcement referral, restitution, suspension and expulsion.

Discipline Consequences and Procedural Steps

AT ANY TIME A TEACHER OR ADMINISTRATOR CAN SKIP STEPS BASED ON THE SEVERITY OF A STUDENT'S ACTION(S). The district Code of Conduct and any contract signed by a student/parent and administration supersedes these steps:

- 1) Lunch Detention, only when offered and monitored by referring teacher
 - a) Recommendations: To be used as a deterrent, homework as allowed by monitor.
 - i) Student provides lunch,
 - ii) No talking/movement (working on campus option),
 - iii) On all steps, detention rule violations will move student to next step in procedure or move to #4.
- 2) After School Detention, only when offered and monitored by referring teacher
 - a) Recommendations: To be used after lunch detention, homework as allowed by monitor.
 - i) Monday – Thursday,
 - ii) Student's parent called,
 - iii) No talking/movement (working on campus option).
- 3) Friday School 4:15 – 6:00 p.m., monitored **(\$20.00 student fee)**
 - a) Recommendations: To be used when situation merits such consequences
 - i) Student's parent notified,
 - ii) Students clean and do other school beautification projects.
- 4) Office referral
 - a) Recommendations: In most cases, this should be the last option given by staff.
 - i) Teacher must use previous interventions, if possible (unless situation merits immediate administration intervention),
 - ii) Office referrals result in more serious consequences,
 - Offer Parent shadow option,
 - Parent conferences,
 - Friday School,
 - Suspension,
 - Expulsion.

Brighton 27J School District Discipline Matrix

Eagle Ridge Academy uses the 27J Superintendent's Code of Conduct, as well as the 27J discipline matrix as a general guide for student discipline issues. These documents are available online at sd27j.org. They are also available in the ERA front office.

Dress Code

This policy reflects the school's effort to recognize that the school, like most organizations, will have policy as it relates to dress for the "work place." Students will dress appropriately and groom themselves for school attendance in a way that reflects personal willingness and commitment to participate in their education at Eagle Ridge Academy. Therefore, clothing should be neat, clean, tasteful and modest. Students should consider the special safety and hygiene requirements of class, such as science, art and physical education. At all times, appropriateness of dress is at the discretion of the teacher, staff member, or administrator. ERA places on high value on creating a welcoming and inclusive environment, and follows the school's Non-Discrimination Policy when considering dress code. Any related circumstances or questions may be addressed to administration.

In order to foster post-secondary success we expect students to follow dress code guidelines that do not disrupt or distract the learning environment and are similar to what one would expect in a professional work environment. In any work place one would expect to see the following:

- Clothing that does not expose undergarments in any way at any time.
- Clothing that fits well and does not sag or have large holes that would expose body parts covered by well-fitting clothing.
- Clothing that is not revealing in nature such as shorts and skirts that **are at least mid-thigh length** or that would reveal cleavage or reveal the midriff area.
- Clothing, accessories, or visible tattoos that are considered offensive and/or adverse for the environment or potentially dangerous in a school environment. (For example - gang, drug, tobacco and/or sexually suggestive, or chains/studs to name a few)
- Head, face or hand coverings not related to religious beliefs. (For example - make-up that makes one unidentifiable, gloves or hats indoors, sunglasses, bandanas, etc.)
*Occasionally these may be allowed on school-designated spirit days.
- Appropriate footwear worn at all times.
- Large clothing capable of concealing items not appropriate for school such as weapons. (For example - trench coats or large jackets)

Dress Code Interventions

Interventions for violations of the dress code will be progressive.

1st intervention - Staff member will address the concern through a conversation (if support is needed please find an administrator or counselor) with the student about appropriate dress, and document the conversation in the contact log in Infinite Campus. If the student's clothing requires alternative clothing the student will be permitted to call home for additional clothing, borrow clothing, or will be provided alternative clothing provided by the school and will be expected to wear the alternative clothing the duration of the school day. **If the student refuses to change, parent contact will be made and the student will be treated as defiant according to the student code of conduct.**

2nd intervention - Staff member will address the concern through a conversation (if support is needed please find an administrator or counselor) with the student about appropriate dress, and document the conversation in the contact log in Infinite Campus **and will alert an administrator who will make parent contact.** The student will trade inappropriate clothing for alternative clothing as explained in 1st intervention bullet and will be expected to wear the alternative clothing the duration of the school day. **If the student refuses to change, parent contact will be made and the student will be treated as defiant according to the student code of conduct.**

3rd intervention and subsequent interventions - Staff member will address the concern through a conversation (if support is needed please find an administrator or counselor) with the student about appropriate dress, and document the conversation in the contact log in Infinite Campus **and will alert an administrator who will arrange a meeting between the parent, student and administration or counseling to discuss violations.** The student will trade inappropriate clothing for alternative clothing as explained in 1st intervention bullet and will be expected to wear the alternative clothing the duration of the school day **If the student refuses to change, the student will be treated as defiant according to the student code of conduct and disciplinary actions will be taken accordingly.**

At any time, more serious consequences, including suspension or expulsion, may result from repeated or serious violations.

Physical Education Dress

Students are required to dress out for all PE classes. PE attire must adhere to the school's dress code. Gym clothes and shoes may be stored in the gym lockers. Gym lockers are available for checkout through the physical education teacher; combination locks must be provided by the student. Students are strongly encouraged to use locks on these lockers – any lost or stolen property is not the responsibility of Eagle Ridge Academy. For more information, see the physical education teacher.

Electronics Usage

Parents/guardians understand that student's possessions, including but not limited to, vehicles, bicycles, money, clothing, wallets, purses, backpacks, band equipment, laptops, cell phones, and music/media devices **ARE BROUGHT TO SCHOOL AT STUDENT'S OWN RISK!** School and gym lockers are provided for storage and should be locked at all times.

IF ELECTRONICS OR PERSONAL POSSESSIONS ARE LOST OR STOLEN, THE SCHOOL IS NOT RESPONSIBLE FOR LOCATING OR INVESTIGATING LOSS.

Students who bring their own electronic devices to school must keep them safely and securely stored in their lockers or backpacks. They may not be utilized during class time unless specifically requested by the teacher and the **school takes no responsibility for their use or loss.** Should a student be caught using an electronic device not required for class work, the entire item (SIM card, headphones, etc.) will be confiscated by the teacher and stored in the office safe. Following the first occurrence, the student may retrieve the item at the end of the school day. After the second occurrence, the parent/guardian must retrieve the item. If there is a third occurrence, a conference with the student, parent/guardian and school administration is required in order to retrieve the item. **If the item has been deemed a habitual disruption then the item may be locked in the school safe until the end of the school year.**

Emergency Procedures

Weather

Should winter weather become sufficiently bad to warrant Eagle Ridge's closure, this information will be provided to local media outlets and will be posted on our web site. This will include local radio and local television stations. The principal of Eagle Ridge will make the decision on whether or not to close the school, but this decision will normally follow that of Brighton 27J School District. That is, if all other Brighton 27J schools are closed, and there is no specific message regarding Eagle Ridge, you may assume Eagle Ridge is closed as well.

Lockdowns, Evacuations and other Emergency Procedures

Eagle Ridge Academy has regular reviews of safety and emergency procedures. Eagle Ridge conducts regular emergency drills for students and staff. Fire escape routes are posted in every classroom. All ERA staff are trained in emergency procedures. Should an actual emergency that requires students to be picked up occur, administrative staff will issue an automated telephone message to inform parents of the nature of the emergency and when and where parents may pick up their children. If situation warrants, follow-up communication will be made via any combination of email, telephone or letter.

Enrollment and Lottery Policy

The School shall conduct an open enrollment period. If the number of completed applications at the end of open enrollment exceeds the number of available seats for any specific grade level, the school will conduct

an electronic lottery using a reputable company for available seats. This lottery will generally be conducted in early spring. If early enrollment is held, the community will be informed and applications made available to those interested in attendance.

For the purposes of information and marketing, the school will utilize the media, community meetings, and high school nights for students and families of middle schools both within the District and, to a limited scope, outside of the district.

Lottery

If the number of completed applications at the end of open enrollment exceeds the number of available seats for any specific grade level, the school will authorize an electronic lottery for available seats. Completed applications received during the open enrollment period will be included in the lottery. Names for each available seat will be chosen by a random process that takes into consideration the priority categories as specified in the School's charter contract. Once all available seats have been filled, the electronic lottery will continue for the purpose of generating a waitlist. If initial enrollment offers are declined, the School will make seat offers available to students in the order of waitlist priority as determined by the electronic lottery. This waitlist will be regenerated each year.

Applications that are not received in complete form before the open enrollment period ends will be added to the end of the School's waitlist in the order they are received.

Facility Usage

Eagle Ridge Academy has facilities available for use by organizations. Please contact the school office for further information, availability, restrictions and applicable fees and costs.

Procedural forms and applications are available at the office. First preference will be given to Eagle Ridge events and personnel. ALL facility use applications and agreements must be submitted 30 days prior to the event.

Fundraising

Fundraising Policy

- 1) All fundraising done by any organization, class, club, or group affiliated with Eagle Ridge Academy must first obtain prior approval for the fund raising activity from the administration.
- 2) Any teacher, group, class, club or group wishing to host a fundraiser must complete a fundraising proposal form.
- 3) A detailed budget must accompany the form which includes a description of the fundraiser, time and date of the fundraiser, location of the fundraiser, a list of planned expenses, projected income, and a description of how monies raised from the fundraiser will be spent.
- 4) If the fundraiser is to be held off of school property, a letter of permission from the business or property owner must be attached, along with an insurance waiver of liability.
- 5) All fundraising requests must be submitted at least 14 days prior to the event.
- 6) Each fundraising request must be approved by the sponsoring class or club faculty member and the administration.

- 7) All fundraising events must be posted on the school calendar.
- 8) No teacher, staff member, student or parent shall contact a business for donations without prior approval.
- 9) Any teacher, staff member, student or parent who intends on soliciting donations from a business must first obtain a Letter of Solicitation from the Business Manager.
- 10) All donations, monetary or in kind, must be reported and submitted to the Business Manager for processing.

Fundraising for non-school activities

Students should not bring items for sale to school though they may be associated with a good cause. Students should take care of non-school related fundraising on their own time and not on campus.

Harassment, Bullying or Intimidation

It is the right of every student to come to school and feel safe. If you believe that you have been the subject of harassment or intimidation by another student, you must immediately report this to a counselor or administrator.

CRIME STOPPERS/SAFE 2TELL

Telephone: 720-972-6755

Toll Free Hotline: 1-877-542-7233

Safe2Tell Website: www.safe2tell.org

Crime Stoppers and Safe 2 Tell is internationally recognized program that allow students to provide tips to the administration and or the school counselor regarding crimes. Students who commit crimes at Eagle Ridge Academy may be required to pay restitution, referred to legal authorities, and/or disciplined as per the Eagle Ridge Academy discipline policies.

Holiday Observances

Eagle Ridge Academy acknowledges the importance of holidays with religious origins in our national, social and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serves the academic goal of educating students about history and culture, as well as the tradition of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holiday. The students and staff of Eagle Ridge may observe winter and Valentine's Day with parties. There are no parties held for Halloween and students are not to come to school in costume. Rooms and bulletin boards may be decorated and worksheets with a specific holiday emphasis may be used at the discretion of the teacher. If a parent/guardian has a concern, he/she should first discuss the situation privately with the teacher. If a concern still exists, the principal should be contacted.

Hot Lunch Program

Eagle Ridge Academy will be using the district Food Service Program as our Healthy Food Vendor.

Hours of Operation

The main office, business, counselor, and administrators' offices will be open from 7:30 a.m. to 5:00 p.m. for students, parents, and community members. ERA does not provide supervision after 5:00 for students who are not involved with school sponsored activities.

Parents/Guardians should drop off students no earlier than 7:00 a.m. Classes end each day at 4:01 p.m. (unless otherwise noted). **Students must be picked up or exit the building by 4:40 p.m. unless they are in a school-related function. After 4:40, students will be asked to wait outside for pick up. The school cannot be responsible for supervising students outside the school hours of 7:00 AM – 4:40 PM, so please be punctual in arranging for a ride for your student. Parents who pick students up late may be fined \$1 for each minute after 5:00 that the student(s) remain on campus.** For safety and security reasons the school will not be open to students prior to 7:00 a.m..

If you need assistance from a teacher, administrator or staff member for any reason, please do not hesitate to contact them. The phone number for Eagle Ridge Academy is 303-655-0773. Updated email addresses for all staff are available on the school's website. ERA faculty and staff respond to e-mails that request a response within 24 hours, weekends and holidays (as defined by the ERA academic calendar) excluded. From time to time e-mails may erroneously filter into a faculty/staff member's 'spam' folder. As such, if you do not receive a response within 24 hours, weekends and holidays excluded, please resend your inquiry. If you still do not receive a response within 24 hours, weekends and holidays excluded, please elevate your inquiry to the Dean of Students.

Infinite Campus

Infinite Campus is the database for Eagle Ridge Academy. Parents/guardians, who have Internet access, have the availability to log on and check students' grades, attendance, assignments, schedules and health records at any time. Since it is a web-based program, information is uploaded immediately (with the exception of grades, which are uploaded weekly). The Infinite Campus Parent Portal requires a user account be established and individual parent/guardian user codes are available in the office. User codes cannot be given over the phone; they must be picked up in person. The Parent Portal can be accessed through the Eagle Ridge website.

Internet Acceptable Use

The use of Eagle Ridge Academy's computer systems must be in support of the educational goals and consistent with the educational objectives of Eagle Ridge Academy. Transmission through networks of any material in violation of the U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted, threatening, obscene or offensive material.

Downloading, viewing, or using pornographic material; stand alone games; networks games; large music or video files; using proxy servers to bypass the ERA filtering; real-time chatting (instant messenger); email for non school related activities; music/video players and recorders are not acceptable uses of computers at Eagle Ridge Academy and will result in loss of privileges and other appropriate discipline if deemed necessary. Use of commercial activities is not acceptable. Students should refer to Brighton 27-J school policy file EHC- R.

The use of Eagle Ridge Academy's computer facilities is a privilege, not a right, and an inappropriate use will result in the cancellation of those privileges. The Eagle Ridge Academy staff will deem what is inappropriate use and their decision shall be made in accordance with school and district disciplinary policies and procedures.

Eagle Ridge Academy maintains comprehensive technology and computer use policies. Please see eagleridgeacademy.net for details.

Late Work

Student success in college and beyond requires the ability and the ambition to meet deadlines. It is the mission of Eagle Ridge Academy to prepare students for success in the future with a clearly outlined policy for late work. The policy for assignments that are submitted after the assigned deadlines is as follows:

- 0-1 days late: 50% of earned credit
- 2 or more days late: 0% of earned credit

- Teachers may modify policy by specifying class policies in their syllabi

Although Eagle Ridge Academy maintains a specific policy for late work, teacher discretion is also taken into consideration. Teachers may make slight modifications to the current late policy as long as the changes are clearly outlined within class syllabi.

LOCKER POLICY

All lockers made available for student use on the school premises, including, but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education and home economics classrooms and the art classroom, are the property of the school. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

LOCKER RULES

In order to implement the school's policy concerning student lockers, the school board adopts the following rules and regulations:

1. **LOCKS**. The school will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
2. **USE OF LOCKERS**. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.
3. **AUTHORITY TO INSPECT**. The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal, his designee, or a member of the administrative staff designated in writing by the principal.

4. INSPECTION OF INDIVIDUAL STUDENT'S LOCKERS.

A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy.

B. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. INSPECTION OF ALL LOCKERS.

A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- (1) An interference with school purposes or an educational function,
- (2) A physical injury or illness to any person, (3) Damage to personal or school property, or (4) A violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- (a) When the school receives a bomb threat;
- (b) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
- (c) At mid-term, end of grading period, before school holidays to check for missing library books, or lab chemicals, or school equipment;
- (d) When there is a reasonable belief that weapons are stored in the lockers.

B. If a general inspection of a number of lockers is necessary, and then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. STUDENT MATERIAL. When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

7. DISPOSAL OF CONFISCATED CONTRABAND. All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including:

(1) Return to the proper owner or place, unless it poses a threat to health or safety; (2) use as

evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under School District 27j policy or rules in this handbook;

(3) Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or

(4) Destruction.

8. INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS.

A. The principal, superintendent or assistant superintendent, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

(1) To identify substances which may be found in the lockers; or

(2) To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs, which may be located in the lockers.

B. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

9. LOCKER CLEANING. Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out:

A. lockers from time to time in accordance with a general housekeeping schedule,

B. or, the locker of the student no longer enrolled in the school.

10. **PUBLICATION OF RULES.** A copy of these rules shall be provided electronically on the school website for each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

Lost and Found

Any items that are unclaimed at the school will be placed in the Lost and Found area located in the school office. These items will remain there until the end of each quarter. At that time, any remaining items will be donated to charity. Eagle Ridge Academy is not responsible for items left by students that end up being donated to charity.

Computer Labs

Food and beverages of any kind are NOT allowed in the computer labs. Students violating this policy will receive an automatic Friday School.

No Rescue Policy

It is our desire to train and educate self-reliant children and students. Thus, it is the policy of the school not to let students call home and ask their parents to bring in their homework, projects or lunch that they may have forgotten at home. This policy also prohibits in the bringing of outside food for lunch. If as a parent, you wish to take your child out to lunch, you may sign them out. Again, we do not allow outside food to be brought in for lunch. We strongly encourage families to have a system in place that helps students manage their responsibilities in an efficient way. If a student should neglect his responsibilities it is important for him to learn from the natural and logical consequences, so that next time he may have a more positive outcome.

Parent Code of Conduct

Some of the most important principles upon which Eagle Ridge Academy is founded and the basis for school rules that students at school are expected to follow are founded on respect for others and personal responsibility. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, Eagle Ridge Academy expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

- 1) When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office.
- 2) If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may approach the classroom teacher to seek a peaceful resolution to the situation. An approach directly to the child's parent or guardian in conjunction with the same may also be made.
- 3) If a parent has questions or issues relating to the classroom or a class they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where the concerns can be discussed and the actions giving rise to such concern explained.
- 4) All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
- 5) Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one with the person or persons whom the parent has an issue.
- 6) It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
- 7) Parents are expected and required to follow the Parent/Student Grievance Process, of the Eagle Ridge Academy Policies, in order to resolve an issue with a staff member at Eagle Ridge Academy. This policy

requires that the issue first be addressed with the staff member directly and an attempt made to resolve the same. If the parent does not reach a satisfactory resolution, they shall put their concern in writing, and then proceed through the appropriate supervisory personnel, as necessary. A full copy of the Policy may be obtained in either school office or on the school website.

- 8) If a staff member or administrator has cause to believe that a parent has instigated or perpetuated inaccurate information that is damaging to the reputation of the individual involved in violation of this Parent Code of Conduct, such staff member or administrator may request in writing to that the Head of School facilitate mediation with that parent. Should the Head of School determine, based upon the information presented, that a mediation is warranted, the Head of School will designate one or more impartial individuals to mediate the issues between the staff member and parent, which shall be conducted within 30 days following the determination of mediation.

In accordance with policy, Parent Code of Conduct Compliance, if a parent does not adhere to the Parent Code of Conduct, the administration may take any of the following actions, as deemed necessary and appropriate to the circumstances:

- (1) End a meeting with the parent,
- (2) Give the parent a verbal warning,
- (3) Issue the parent a written warning,
- (4) Ask the parent to leave the school campus,
- (5) Bar the parent from attending events at school,
- (6) Bar the parent from any presence on school grounds or,
- (7) Take legal action including, but not limited to calling the police.

Parking

Parking on school property is a courtesy extended to students and others by Eagle Ridge Academy. Eagle Ridge Academy assumes no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Students driving to school must have a signed Student Parking form. Parents/guardians are required to sign the form also. Permission to park on school property may be rescinded by the administration for any person who does not observe the regulations or who drives unsafely. A parking fee will have to be paid to obtain an individual parking permit for the school property. Cars without such permits will be ticketed and/or towed at the owner's expense. Eagle Ridge Academy provides parking permits based on the following system:

At the end of the school year and throughout the summer, all current ERA students may reserve a space with upcoming seniors given first access, followed by underclassmen. Permit distribution will occur when the office is provided with registration, drivers' license, and proof of insurance, as well as applicable fees for parking which are \$25.00 per semester or \$40.00 for the school year.

Rules and Regulations

1. All vehicles driven to school must be registered with the school and the student parking permit must be displayed in a location clearly visible from the outside of the vehicle.
2. Car pools are encouraged. All vehicles used in a carpool must be registered with the school.
3. Speed limit on school grounds is 10 MPH. The vehicle must be operated in a safe and legal manner at all times.

4. School parking permits are valid from 8/10/18 to 5/24/19 and are limited to the spaces delegated to students including any reserved spaces or off-limits spaces.
5. Students are not allowed to loiter in the parking lots or vehicles before, during, or after school hours.
6. Parking in fire lanes, no parking zones and/or restricted areas is prohibited.
7. Violations of rules and expectations may lead to fines, parking boot, or towing as well as law enforcement involvement and school disciplinary consequences including revocation of driving/parking privileges on campus.

The following offenses may result in loss of parking/driving privileges on the ERA campus and/or notification of law enforcement:

1. Parking in a fire lane
2. Parking in areas not open to students (staff or visitor parking, restricted spaces).
3. Non-registered vehicle on school grounds.
4. Not displaying parking tag-(fee may be charge for replacement of lost/stolen tag).
5. Altering, falsifying, transferring without permission a parking tag.
6. Operating a vehicle in a dangerous or reckless manner on school grounds or in the immediate neighborhood.

Brighton 27J Schools and Eagle Ridge Academy assume no responsibility for any damage to vehicles parked on school property or to the loss of any articles contained therein.

Possessions

Parents/guardians and students understand that students' possessions, including but not limited to, vehicles, bicycles, money, clothing, wallets, purses, backpacks, band equipment, laptops, cell phones, and music/media devices are brought to school **AT THE STUDENT'S OWN RISK**. School and gym lockers are provided for storage and should be locked at all times. Vandalism or theft of personal property on school grounds or at school events is the responsibility of the student or parent/guardian for replacement and/or compensation. Eagle Ridge Academy may choose to investigate theft or vandalism incidents, but such investigations in no way bind liability to replacement or compensation of personal property loss or damage. It is the sole responsibility of the student or parent/guardian to recover such losses. Please counsel your student about these risks before such items are brought to school. Vandalism or theft of school property will be investigated and prosecuted.

Prohibited Items

Prohibited items brought on campus will be confiscated and only parents/guardians will be able to retrieve the items. Please see the district Code of Conduct for a list of prohibited items. Other items may be added to the Prohibited Items list upon discretion of the school administration. **Skateboarding is not allowed on campus grounds.**

Printing Policy

Students will be allowed to print assignments as needed. A printer for student use is located by the front office. Paper for this printer is located in the office, and students may access and use this paper as needed. Students will need to print necessary assignments before school, after school, or during lunch and will not be released from class to print assignments.

Records

Parents may view a child's permanent record at any time. Please give the school a one-day notice so that the record may be retrieved from the file. The record must be reviewed in the presence of the classroom teacher, principal, or secretary.

Confidentiality Safeguards

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act of 1974, the Colorado Public Records Act and the Colorado Children's Code Records and Information Act. The purpose of this policy is to assure parents and students (eighteen years of age or older), may have access to their educational records; to provide for the permissible sharing of information with law enforcement agencies as provided by law; and to ensure that each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law. All permanent records of students enrolled at Eagle Ridge are maintained at Eagle Ridge. All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. Parents or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request to the EMO that the records be amended.

Transcripts

Copies of student transcripts are printed at the end of each academic year. Seniors may request "official" transcripts for a cost of \$5.00 to be included with college applications, scholarship applications or awards for which they are applying. The office must be given 24 hours notice when requesting a transcript. Official transcripts may be requested and paid for at the office. "Unofficial" transcripts are online under the student's Infinite Campus Portal (under reports).

School Fees

Fees for materials/technology, elective classes, athletics participation and athletic season passes are due at or prior to BTSN. Full replacement cost will be assessed during the school year for damaged or lost books. Any school equipment (such as science laboratory equipment or desks) damaged by a student must be paid for by the student. Transcripts or diplomas may be withheld until fees or fines are paid. A fee sheet, detailing all assessed fees shall be distributed at registration and again at the beginning of each quarter. Fee schedules are available beginning online.

Security

Eagle Ridge Academy focuses on providing a safe and secure educational setting. To that end, we are requiring:

- All visitors must stop and check in at the office to obtain a visitor's badge.
- Visitor must present picture ID at the front office in order to proceed further into the school.
- All perimeter doors will be locked except the main school entrance. Visitors and students must use the main entrance. All other doors are emergency exits only. Unauthorized use of these doors will result in an automatic Friday School.
- All perimeter doors will be locked during school hours except the main school entrance.

- Monthly safety drills will be held for staff and students.
- All students will be issued a Student Identification Card which is to be carried on their person at all times.
- All staff must display the appropriate identification badge.
- **All students and visitors must use the main door only, unless in an emergency situation.**
- Random inspections of the school, school grounds and vehicles by K9 units are conducted several times per school year.

Security Camera Policy

Purpose

Eagle Ridge Academy Charter High School supports the use of video cameras for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and diminish the potential for personal and school loss or destruction of property. Security camera recordings will be viewable in each building by authorized designees only.

General Statement of Policy:

Appropriate signage will be posted at the main entrance to the school building to notify students, staff and the general public of the School's use of security cameras. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but is not limited to, employee and student handbooks.

Signs will be posted in public entryways to the School informing persons that the buildings and grounds may be under video surveillance. The posted signs will read: *Surveillance Cameras in Use for Security Purposes*.

Camera Placement:

The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as hallways, stairwells, corridors, cafeteria, lobby and main entrances.

Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

Use of Video Recordings:

1. The Head of School or his/her authorized designee(s) shall oversee video surveillance.
2. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel.
3. Access to video recordings from security cameras shall be limited to school administrators (Head of School/designee, Assistant Principal/designee). Law enforcement officials shall be granted access after giving prior notice to the Head of School.
4. The School's camera system will be in operation and may be monitored by school personnel and/or law enforcement personnel throughout the year.

Data Storage:

1. All video recordings are stored in secure locations to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations.
2. Information obtained through video surveillance may only be used for disciplinary investigations, security, or law enforcement purposes.
3. Any video recordings used for security purposes in school buildings or grounds are the sole property of Eagle Ridge Academy Charter High School. Release of such videos will be made only as permissible pursuant to applicable law.

Student Common areas

The following rules apply to the student commons for **all** students throughout the day.

- Teacher approved passes are required to work, converse or sit at the tables in common areas.
- Littering may result in consequences or loss of privileges for the individual or the group. Please clean up after yourself!
- Please do not distract, be disruptive or impede the ability of the office staff to complete his/her job
- Failure to comply by these rules will result in discipline as per Eagle Ridge Academy's discipline policy.

Student Health

Accidents

All accidents that occur on the school grounds must be reported to the school office. Students will receive care consistent with the severity of the injury. Minor abrasions and bumps will be cleaned and bandaged. All office staff are trained in Emergency First Aid Procedures. Parents will be notified immediately when major accidents occur. Emergency personnel will be summoned in serious situations, as determined by office staff.

Liability Waiver Statement

Eagle Ridge Academy Charter High School encourages you to evaluate your own health and disability insurance to determine if you have adequate coverage for any injuries your child might sustain while at school or participating in school activities. **PLEASE BE ADVISED THAT THE SCHOOL DOES NOT CARRY INSURANCE FOR YOUR CHILD ON YOUR BEHALF.** The school has no liability for injuries that occur at school or during school activities, pursuant to the Colorado Governmental Immunity Act.

Clinic

The Eagle Ridge Academy office has a clinic. Parents of students with special health problems should bring any medical issues to the attention of the teacher, the school clinic, and office personnel. The purpose of the clinic is to provide first aid and to screen students complaining of illness. It is imperative that someone be available and prepared to pick up the student if it is determined that the student needs to be dismissed. Students must check in with the clinic **BEFORE** calling parents for pick up. This will enable the clinic to assess the degree of illness and determine if the student does, indeed, need to be dismissed from school. A sick student must be picked up within 30 minutes of the school contacting the parent or designated adult. The school does not have facilities to keep students who are contagious or are so ill that they need to be in bed. If your child shows signs of illness at home, please take the time to assess their situation. Any child with a temperature of 100 degrees or above should be kept home.

Immunization (and exemption) Requirements

Immunization requirement laws will be strictly enforced for all students. Students who do not meet the immunization requirements listed below will be denied attendance pursuant to Colorado Revised Statutes 25-4-902. Transfer students will be expected to submit a complete Certificate of Immunization or Exemption. Pursuant to C.R.S. 25-4-903, parents/guardians may exempt their children from receiving immunizations for personal, religious, or medical reasons. Parents choosing to exempt must contact the school clinic to sign the back of their child's immunization card. Exempt students may be sent home if there is an outbreak of a disease for which they are not vaccinated.

Medication Policy

All prescription medication and over-the-counter medication must have a Medication Permission Form signed by the parent/guardian and submitted to the clinic aide. No medicine will be dispensed from the clinic unless a completed form is on file. Students may not share any medication, including over-the-counter medications such as Tylenol/Advil. See the district Code of Conduct for a complete explanation.

Vision & Hearing Screening

Students in grade 9, students with I.E.Ps, and students new to Brighton 27J Public Schools will be screened for visual and hearing problems. The screening will be held at the beginning of the school year. If there are suspected problems, you will be notified of the results of the screening. It will be recommended that you seek professional advice, an ophthalmologist and/or audiologist if your child has failed a vision and/or hearing screening.

Student Honor Code

At Eagle Ridge Academy our mission is to develop exemplary citizens; to encourage students to reach their highest academic potential. To do so all students must pursue their academic endeavors with integrity and honor. The honor code of Eagle Ridge Academy addresses academic dishonesty such as cheating, plagiarizing, lying, changing grades, altering attendance records, theft of tests or grade books and stealing.

Cheating

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in school work over other students.
- Using technology, i.e. text messaging, IM, or camera phones for an unethical purpose.
- Some examples are: deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period.

WHEN A TEACHER SUSPECTS CHEATING, HE OR SHE MAY TAKE APPROPRIATE MEASURES.

Plagiarizing

Plagiarizing encompasses, but is not limited to, the following:

- Knowingly copying or using the academic work of another and presenting it as your own without proper attribution to the original author.

- Some examples are: having a parent or another person write an essay or do a project which is then submitted as one's own work; using another author's words or ideas and presenting them as your own; failing to use proper citation and bibliography.

Lying

Lying encompasses, but is not limited to, the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
- Some examples are: lying or failing to give complete information to any school staff member; feigning illness to gain extra preparation time for tests, quizzes, or assignments due; forging notes; purposely accessing prohibited websites and unethical use of the internet.

Stealing

Stealing encompasses, but is not limited to, the following:

- Taking, without the right or permission to do so and with the intent to keep or make use of wrongfully, the school work or materials of another student
- Some examples are: stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key; stealing another student's homework, notes, or handouts.

Consequences of Academic Dishonesty

Academic and/or administrative sanctions may be applied in cases of academic dishonesty.

Academic consequences may include:

- (1) Receiving a failing grade on the test, paper or exam;
- (2) Having the final course grade lowered;
- (3) Receiving a grade of "F" in the course.

Administrative consequences may include:

- (1) Being placed on disciplinary probation;
- (2) Being placed on disciplinary suspension; or
- (3) Being expelled.

Student ID Policy

In order to provide a safe and secure environment where learning can thrive, students are required to wear Eagle Ridge Academy lanyards and student IDs at all times. The lanyard must be visible at all times, and the ID must be attached and produced to school faculty and staff upon request.

Students will be provided with a free lanyard and a free ID at the beginning of each academic year. If a student loses his/her ID or lanyard, they will be required to purchase replacements. Replacement lanyards cost \$5, and replacement IDs cost \$5.

Students are required to wear lanyards every day of the academic year. Students are required to wear IDs attached to the lanyards immediately following the distribution of IDs after pictures are taken at the beginning of the academic year. **STUDENTS ARE NOT ALLOWED TO WEAR COSTUMES OR USE PROPS**

DURING SCHOOL PHOTOS TAKEN IN THE FALL FOR IC AND FOR ID CARDS.

Replacement IDs may be printed in the office. See Ms. Cominsky for help with this. There is a cost of 5.00 for this replacement. Students are highly encouraged to safeguard their free ID and lanyard in order to avoid replacement costs.

Student Messages and Telephone Usage

Parents may leave a message for a student by pressing 1 after dialing the school number. Messages will be collected twice each day, at 10:30 a.m. and again at 2:30 p.m. The school will deliver the message to your child at those times. In accordance with our No Rescue Policy, students may not call home to request forgotten homework and/or materials to be brought to school and all calls are limited to three minutes. Students who bring their own cell phones to school must keep them safely and securely stored in their lockers or backpacks. They may not be utilized during class time, and the school takes no responsibility for their use or loss.

Student Publications

The district seeks to create a stimulating learning climate through the active involvement of students in their education and the fostering of a spirit of inquiry with freedom to express their own views and to listen and to evaluate the opinions of others. A primary goal is to provide students with the opportunities to exercise their rights and at the same time to assume the attendant responsibilities of citizenship.

School Sponsored Student Publications

The purpose of school sponsored student publications is to provide students with experience in reporting, writing, editing, and understanding language and responsible journalism. School newspapers have the additional purpose of disseminating school related information among the members of the school community.

With respect to school related (curricular) student publications made generally available throughout one or more schools of the district, Eagle Ridge Academy encourages students to freely and creatively express their views subject to the limitations of this policy and state and federal law. To protect the rights of all members of the school community and to support the educational purposes of the schools, students are prohibited from publishing:

- Expression which is obscene;
- Expression which is libelous, slanderous, or defamatory under state and federal law;
- Expression which is false as to any person who is not a public figure or involved in a matter of public concern;
- Expression which creates a clear and present danger of the commission of unlawful acts, the violation of lawful school regulations, the material and substantial disruption of the orderly operation of the school and school activities, or which violates the rights of others to privacy;
- Expression which is in violation of lawful school regulations designed to control gangs.

Student editors of school sponsored publications shall be responsible for determining the news, opinion, and advertising content of their publications subject to the limitations of this policy and state and federal law. A "publications advisor" shall be assigned to supervise the production of school sponsored publications and to teach and encourage free and responsible expression and professional standards of language and journalism.

In supervising the production of school sponsored student publications, the publications advisor is responsible for reviewing all materials prior to publication. It is the responsibility of the publications advisor to determine that all expressions for publication are in accordance with this policy and state and federal law. In the event that

any materials shall be brought into question, the materials shall be promptly presented to the principal of the school involved for resolution. Publication will be permitted unless the material is within one of the five standards described above.

If participation in a school sponsored publication is part of a school class or activity for which grades or school credits are given, the publications advisor has authority to establish or limit the students' writing assignments and to otherwise direct and control the learning experience that the publications are intended to provide.

Whenever a matter concerning the five prohibited matters of publication comes before the principal for resolution, an immediate hearing will be conducted. At the hearing, the student(s) involved, the publications advisor, and such other persons as the principal deems appropriate may be present. All parties involved shall have the opportunity to present their views; however, they shall not have the right to representation by legal counsel or to call or cross-examine witnesses. Thereafter, the principal shall notify all parties, in writing, of the decision. If the decision is that all or any part of the materials are inappropriate, the notice shall specify the standard which has been violated. The written notice of the decision made by the principal shall be provided within 24 hours from the time of the hearing.

If the decision of the principal is not acceptable to the parties involved, the decision may be appealed to the Eagle Ridge Academy Board of Directors. The decision of the Eagle Ridge Academy Board of Directors shall be final, subject to judicial review.

All school sponsored publications shall contain a disclaimer that expression made by students in those publications is not an expression of Eagle Ridge Academy policy, that the views expressed are not necessarily shared by the administration and that the district and its employees are immune from any civil or criminal action based on any expression made or published by students. Parents, students or faculty who disagree with a position reported should write a letter to the editor. Consult the website for contact information.

Student Rights and Responsibilities

Each student at Eagle Ridge Academy has the opportunity to use the school as a means for self-improvement and individual and character growth. In so doing, he or she is expected to conduct his affairs in such a way as to assure other students the same opportunities. Of equal importance is the right of school authorities to prescribe and control student conduct consistent with fundamental safeguards and the mission of the school.

The rights and responsibilities of students include the following:

- Students may freely express their points of view during school hours in the context of the academic subject matter at hand, or during non-instructional time, provided they do not seek to coerce others to join in their mode of expression and provided that they do not otherwise intrude upon the rights of others.
- Restrictions on a student's personal appearance will be in alignment with the dress code. Student dress or appearance may be restricted due to interference with classroom work or the creation of classroom or school disorder. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.
- Students are allowed to present petitions to the administration. Collecting of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for circulating or signing an acceptable petition addressed to the administration. All acceptable petitions must be free of obscenities, libelous statements, personal attacks, avocations of disruption of

the academic program, and potential safety threats to the school. The administration reserves the right to immediately prohibit the distribution and collection of signatures on petitions, which, in the sole judgment of the administration, violate this policy.

- With regard to charges made against students for violation of school rules or policies, students have a right to: (i) know what the rules are; (ii) be notified of charges (iii) appeal a decision about the charges to a higher level; and (iv) have the charges or penalties removed from their records if their innocence or non-involvement is demonstrated by the evidence, as determined by the reviewing party.
- Students may enjoy Eagle Ridge as a school environment that is free from threats, bullying, harassment and fear. Please see the administration or counselor if you feel this right has been violated.

Teacher Assistants

Students may sign up to be a teacher's assistant or an assistant in one of the various school offices during one of their free periods with prior approval. Students may not drop a class in order to become a teacher assistant. Interested students may sign up in the counseling office during the first week of each semester. Students will earn a .50 credit for being a teacher assistant and will be graded in a pass/fail basis. Students may sign up for an unlimited amount of teacher assistantships; however, only .50 of the 8 elective credits needed for graduation may be earned through teacher assistantship. Students are required to conduct themselves with integrity and follow instructions given by their supervising teacher/staff person to be allowed to serve as a teaching assistant.

Temporary Guardianship

When leaving your student with another adult while you are out of the area on an extended absence, please notify the office giving the name, address and phone number of the temporary guardian. Also include permission for the temporary guardian to check your student out of school and for them to obtain medical assistance for the student. Please note the amount of time that the student will be with the temporary guardian. The school office will hold all information in confidence.

Tobacco Free School

THE USE AND/OR POSSESSION OF ANY TOBACCO PRODUCT BY STUDENTS IS PROHIBITED ON SCHOOL PROPERTY OR AT ANY STUDENT ACTIVITY SPONSORED BY THE SCHOOL.

Information available and provided from safe and drug free schools and other community based prevention initiatives will be made available at school and through newsletters about how to do the following:

- Help children resist tobacco,
- Reduce exposure to secondhand smoke, and
- Quit using tobacco.

School property includes, but is not limited to, any building used for instruction, administration, support services, maintenance, or storage, the grounds surrounding those buildings if the school is authorized to exercise dominion and control over the grounds, and all vehicles used by the school for transporting students, workers, visitors, or other persons.

Tobacco means all kinds and forms of tobacco suitable for chewing or smoking and any other product that is packaged for smoking. This policy further prohibits the use of any nicotine delivery device, including e-cigarettes, vaporizers, nicotine patches, nicotine gums, and any other device that may deliver nicotine or

vaping liquids. Use means the lighting, chewing, smoking, inhaling, or any other sort of use of any tobacco product. When reasonable, the school shall not exempt any area, persons or events, including fundraisers from this prohibition.

The school may seek and accept gifts, donations, or grants of any kind, from any private or charitable sources or any government agency excluding tobacco companies, to meet the expenses required by this policy. Such funds shall be accounted for separately, and, to the extent that such funds are available, the district shall maintain and operate an educational program at each school to assist students, faculty, and staff to avoid or discontinue the use of tobacco.

Student Policy Violations

Students who possess and/or use tobacco products on school grounds are subject to disciplinary action, up to and including suspension. Schools should make every effort, which may include educational alternatives to suspension, to provide comprehensive interventions, for student tobacco policy violators. At a minimum, schools should provide to students:

- Educational information regarding the tobacco-free schools law;
- The district tobacco-free schools policy;
- Hazards of tobacco and resources for cessation.

Visitor Policy Violations

Repeat violators may be asked to leave the school property or school sponsored event (if not occurring on site at the school) to finish their tobacco product or extinguish/dispose of the tobacco product if they wish to remain on the property or at the event. Vaping is not allowed on the ERA campus.

Staff Policy Violations

Refer to personnel policies. This prohibition against tobacco use shall not apply to the use of a tobacco product in a limited classroom demonstration to show the health hazards of smoking.

Transfers and Withdrawals

Students transferring or withdrawing from Eagle Ridge must be cleared through the school office. If possible, please notify the school office in advance of pending transfers or withdrawals. Students must complete a withdrawal form, which requires signatures from all current teachers, the return of all books and pay all outstanding fees/fines before records will be released and forwarded.

Visitors

Eagle Ridge Academy is a closed campus. Visitors must check in at the school office before continuing on campus (see Security). Visiting students must make a visitation request at least 24 hours in advance. The principal must approve the request.

Volunteer Opportunities

Each family is encouraged to volunteer for the school. There are a number of volunteer opportunities available with time requirements ranging from a one-time commitment to a weekly or daily assignment. When volunteers work at the school during the day, they are expected to sign in at the school office and wear a name badge. Volunteers are asked to record their hours before leaving the school. The record of volunteer hours is used for grant applications and various reports. Warrior Alliance, in cooperation with the administration, coordinates the volunteer opportunities and has volunteer forms available at registration. It is suggested that all Eagle Ridge families volunteer a minimum of 40 hours over the four years that their students attend Eagle Ridge Academy.

Writing Assessment

All ERA students need to be able to effectively communicate through the written language to be considered college ready. ERA will administer the ERA writing assessment in the fall and the spring each year. The writing assessment resembles a document based question (DBQ) utilized in the Advanced Placement exams and requires students to construct a coherent essay that integrates their interpretation of documents and their general knowledge regarding the question. Students must obtain a passing score to be exempt from further assessments. For the class of 2015 and beyond, a passing score is required for successful completion of ERA's graduation requirements.

2018-19 Fee Schedule

	Fee	Amount		Description
		District	ERA	
1.1	Technology Fee:	\$ 5.00	\$ 40.00	Software licenses, expendable IT supplies, website for online instruction, student e-mail service and support.
1.2	Parking:	\$ 40.00 First Come First Served.	\$ 40.00 per Year	Supplies for parking safety.
1.3	Athletic:	\$ 135.00 per Sport	\$ 135.00 per Sport	CHSAA and League dues, referees for games, uniforms, and equipment.
1.4	Class Fees:			
	Freshman	\$ 40.00	\$ 45.00	Class Fee including expendable supplies and Naviance licenses.
	Sophomores	\$ 40.00	\$ 45.00	Class Fee including expendable supplies and Naviance licenses.
	Juniors	\$ 40.00	\$ 45.00	Class Fee including expendable supplies and Naviance licenses.
	Seniors	\$ 65.00	\$ 70.00	Class Fee including expendable supplies, Naviance licenses and graduation costs.
1.5	Additional Assessments:	Cost of Assessment	Cost of Assessment	
1.6	Field Trips:	Admission plus cost of transportation.	Admission plus cost of transportation.	
1.7	Transcripts:		\$ 5.00/ Official Copy	First two (2) copies free (\$5.00 each copy thereafter).
1.8	Damaged or Lost Equipment:	Replacement Cost	Replacement Cost	Includes replacement fee for locks removed from assigned lockers and/or replacement for damaged or unreturned netbooks. (Netbook users will have a separate agreement)
1.9	Netbook Insurance	N/A	TBD	Assessed for each netbook assigned to a student. Based on actual premium assigned by insurance agent.
2.0	Course Fees:			
	PE	\$ 15.00	\$ 15.00	Equipment and Activities
	Arts	\$ 12 - 20.00	\$ 20.00	Disposable Materials and Activities
	Language Arts	\$ 10.00	\$ 8.00	Per Semester – Expendable Course Materials
	Math	\$ 8.00	\$ 8.00	Per Semester – Expendable Course Materials

	Technology	\$ 8.00	\$ 8.00	Per Semester – Expendable Course Materials
	Science	\$ 10.00	\$ 10.00	Per Semester – Expendable Course Materials
	Engineering & Robotics	\$ 15.00	\$ 15.00	Per Semester – Expendable Course Materials
	Social Studies	\$ 15.00 – 35.00	\$ 8.00	Per Semester – Expendable Course Materials
	World Language	\$ 8.00	\$ 8.00	Per Semester – Expendable Course Materials
2.1	Friday School	N/A	\$ 20.00	Supply costs for each Friday School .

Please note all fees are non-refundable and will be assessed based on grade level as of July 1, 2018 and academic schedule for each semester’s final class schedule. **COURSE FEES WILL BE ASSESSED EACH SEMESTER AFTER CLASS ADD/DROP DATES HAVE CONCLUDED.** Students will not be allowed to participate in extra-curricular activities or athletics if an outstanding fee balance is owed to Eagle Ridge Academy.

Fees for extra-curricular activities are the responsibility of parents and due upon start of each event. Athletic fees will be due prior to the first day of practice.

Families eligible for free or reduced lunches will also be eligible for a fee waiver or reduction in amount. This is contingent upon ERA Business Office receiving a copy of your 2018-19 determination letter verifying free/reduced status. **THIS APPLIES ONLY TO INTERNAL ERA ASSESSED FEES AND NOT CREDIT RECOVERY OR EXTERNALLY ASSESSED FEES.**

FORMAL ACKNOWLEDGEMENT OF 2018-19 HANDBOOK RECEIPT AND REVIEW

We, the undersigned, understand that this handbook contains important information for Parents, guardians and students. We acknowledge that we have received a copy of the 2018-19 Parent and Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook.

We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook ERA policies, regulations and guidelines.

We are aware that ERA reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook. We are also aware that the 2018-19 student handbook is accessible online at www.eagleridgeacademynet, and that any changes or updates to this handbook will be posted on the ERA website.

Directions for return of this form throughout the 2018-19 school year:

1. Student and Parent/Guardian review handbook.
2. Parent/Guardian sign handbook acknowledgement below.
3. Tear out this page from handbook.
4. Student returns this page to the student's 2nd period teacher by August 25th, 2018.
5. New and transfer students registering after the start of the 2018-19 school year must return this acknowledgement page to the front office within one week after receipt.

Student Name: _____

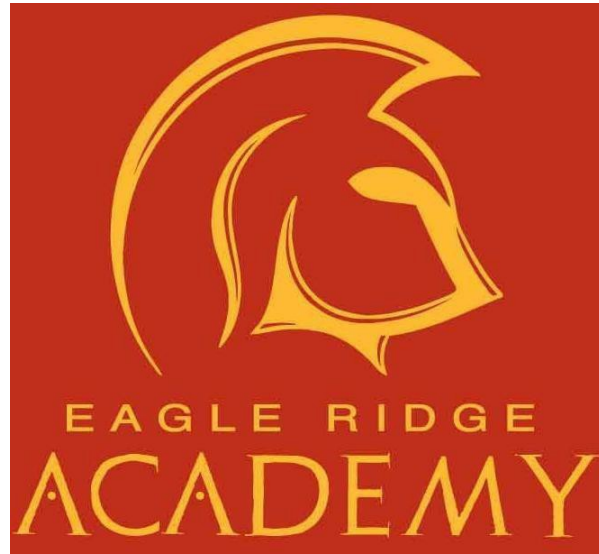
Student Grade: _____

Student School: _____

Parent Name: _____

Parent Signature: _____

Date: _____



COMPUTER USAGE AGREEMENT

My signature below indicates that I have received, read and understand the Computer Usage (Internet Acceptable Use) Policy as found on www.eagleridgeacademy.net.

STUDENT'S NAME (Print) _____

STUDENT'S SIGNATURE _____

DATE _____ GRADE _____

PARENT SIGNATURE _____