Administrative Offices & Mailing Address  
7801 Jefferson St. NE  
Albuquerque, New Mexico 87109

Main school #: (505) 998.1021 ext. 0  
Attendance: (505) 998.1021 ext. 1  
Student Counseling: (505) 998.1021 ext. 2  
College Counseling: (505) 998.1021 ext. 3  
Health services: (505) 998.1021 ext. 4  
Activities/Athletics Programs: (505) 998.1021 ext. 5  
Registrar: (505) 998.1021 ext. 6  
Business Operations: (505) 998.1021 ext. 7  
FAX: (505) 341.9510

Website  
www.cottonwoodclassical.org

Google Classroom

School Hours  
Monday thru Thursday -- 7:35 a.m.-3:00 p.m.  
Fridays -- 7:35 a.m.-1:30 p.m.

Campus Hours  
Monday thru Friday -- 7:20 a.m.-3:20 p.m.

Snow/Delayed Days  
Cottonwood Classical will follow Albuquerque Public Schools (APS) rulings on delayed/cancelled days  
Two-hour delay—Classes will begin at 9:35 a.m.

Please see more detailed information on pages 7 & 8
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WELCOME TO THE 2018-2019 SCHOOL YEAR!

The purpose of this Family Handbook is to help you get acquainted, or reacquainted, with the operations, policies, and procedures for Cottonwood Classical Preparatory School. It is our desire that you read through this handbook and familiarize yourselves with its contents. You do not need to memorize the contents, nor will you have to take a quiz at any time regarding the material herein! It is designed to help you and your children navigate the school year easily and to avoid as many problematic issues as we can.

Please note that there are a variety of forms that you will need to complete and submit to the school. These forms can be located and downloaded from the CCPS website. Some of these forms are optional, others are not. If you have any questions about which forms are necessary, please contact the office for help.
Cottonwood Classical Preparatory School
Mission Statement

To develop skillful, knowledgeable, compassionate, balanced, and internationally-minded lifelong learners who are inspired to improve themselves and shape a more peaceful world.

To provide a publicly-funded, inclusive, and rigorous education whereby the skills of inquiry, critical thinking, clear communication, independence, responsibility and open-mindedness are fostered through the use of the International Baccalaureate curriculum and utilizing Paideia methodologies.

To develop students and graduate scholars who are prepared to thrive in colleges and universities of the world and to become exemplary leaders in their regional, national, and global communities.

Cottonwood Classical Preparatory School (CCPS) is a public middle and high school that offers a free liberal arts educational choice to students of all ability levels and backgrounds. Our pre-university curriculum is academically rigorous while still addressing the student as a whole—intellectually, socially, emotionally, and physically. A founding principle of our school is that students should enjoy education so that they become life-long learners; as Aristotle suggests in Ethics, “The pleasure arising from thinking and learning will make us think and learn all the more.”

CCPS strives to provide small and engaging learning opportunities for our students, while also serving as a model for the way education in our state and in our nation is approached. We greatly look forward to your support in our efforts to make each day at our school a challenging, enjoyable and life-altering educational experience for the young adults of our state.

CCPS is the first public International Baccalaureate (IB) School in New Mexico. Students at CCPS will complete IB courses during their 11th and 12th grade years at Cottonwood and will have the opportunity to earn an IB Diploma or individual IB Certificates in particular areas of study. More specific information regarding the IB Program will be provided to families throughout their time here at CCPS. We do not offer non-IB classes to students in the 11th and 12th grades; however, students are not required to pursue the IB Diploma or individual IB certificates.
The International Baccalaureate

Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The figure above provides an outline of the requirements for the International Baccalaureate Programme and will be explained to families in much greater detail as the time to make some decisions about the IB courses of study approaches. Our IB Program is under the direction of our IB Coordinator, Mr. Joshua LaClair. Specific questions or inquiries regarding the IB Program should be directed to him joshua.laclair@cottonwoodclassical.org.
COMMUNICATIONS

www.cottonwoodclassical.org

Main Number/Front Desk: (505) 998.1021 ext. 0
Attendance: (505) 998.1021 ext. 1
Student Counseling: (505) 998.1021 ext. 2
College Counseling: (505) 998.1021 ext. 3
Health services: (505) 998.1021 ext. 4
Athletics/Activities Programs: (505) 998.1021 ext. 5
Registrar: (505) 998.1021 ext. 6
Business Operations: (505) 998.1021 ext. 7

FAX #: (505) 341.9510

E-Mail Accounts
Staff and faculty e-mails are accessible via the CCPS website

Because CCPS is looking at ways to become more environmentally responsible, we will deliver and receive information through our website, Google Classroom, phone system, and student, family, and staff e-mail accounts. Listed below is some of the information that is available from these avenues:

Website--General school information, philosophy and curriculum, school calendar and events, CCPS school policies and forms, admissions/lottery information, health services information and forms, job postings, PTO information, PAC information, CCPS Foundation and CCPS Governing Council postings, including monthly and special meetings. Please remember, if there are any changes to a school-related form during the year, it is the parent/guardian’s responsibility to update the form and give to the student’s advisor. These forms will be posted when updated.

Google Classroom--Individual Instructor pages (obtain password from instructor), classroom calendars and events, classroom alerts.

E-Mail---Email should be the main means of communication with CCPS staff. All CCPS staff and faculty e-mails are listed on the website and on Edmodo. Each student will be assigned a Cottonwood email. Parents should utilize the mail forwarding feature on the CCPS email system and sign up for the CCPS Community Email via Constant Contact to receive timely, school-wide communications and updates.

Phone System -- If you are trying to reach a faculty member by phone during the school day, you will be transferred to the teacher’s voicemail box.

Attendance Line—Parents/Guardians must notify the school when their child is absent by 10:00 a.m. on the day of the absence (998.1021 ext. 1).
Parents/Guardians should leave the following information when notifying the office of an absence:
1) their full name,
2) their child’s full name,
3) date,
4) reason for absence, and
5) the expected date of return.

Failure to call before 10:00 a.m. will result in the child being reported as “Unexcused Absent” for the day. **If a student arrives after 7:35 a.m., the student will be considered tardy. If a student arrives after 7:45 a.m., the student must sign in at the front desk. After 5 tardies, the parents will be notified of the excessive tardies by the administration and appropriate steps taken to deal with the tardiness.**

**Advisory**

Students will meet with their advisor Monday through Thursday (during 7th period) as the 7th period teacher is the student’s advisor. The advisor’s role is to work with the student to help ensure success. The advisor’s role is to also work with the student and his/her family to remedy situations that may occur in the student’s school environment. In circumstances where situations have escalated to a point beyond the advisor’s capacity, the advisor will refer the student to the appropriate staff member, administrator, or expert. The best way to contact an advisor is through email. If you cannot reach the advisor through email, please contact the front office. The role of the advisor may vary depending on the grade level of the student. Advisor/advisee roles may include:

**Advisor Role**
- Initial contact for general school information
- Monitor student progress, and facilitate student/parent/teacher conferences, if warranted.
- Contact for parents/faculty/staff members with concerns about attendance, health and wellness issues
- Initiate conferences and arrange meetings with teams
- Work with students and families on Community Service and Family Participation

**Student/Parent Role--Initiate communication with advisor on issues concerning:**
- Academics
- Interpersonal conflicts with adults or students
- Tutoring and Mentoring Services
- Educational Services
- Community Service and Family Participation opportunities

**Additional Advisory Information**
- Your child's advisor is the first avenue of approach when a student or parent needs information and/or to discuss situations, classes, or the curriculum. **Students are expected to attend all meetings and conferences with their parents.**
- Concerns about the advisor or other staff members should be brought up to the school administration who will work with you to come to a workable solution.
SCHOOL ARRIVAL, DEPARTURE, CHECK IN/OUT PROCEDURES

At Cottonwood Classical Preparatory School, we strive to provide a safe and welcoming learning environment. In order to help assure the safety of all students, we have instituted the following procedures for morning drop-off and afternoon pick-up.

School Hours
Monday through Thursday - 7:35 am - 3:00 pm
Fridays – 7:35 – 1:30 pm

Campus Hours
Monday thru Thursday - 7:20 am - 3:20 pm
Fridays – 7:20 am – 1:50 pm

Weather-related Delays
All start times will be 2 hours later than normal
All afternoon release times will remain the same
Cottonwood Classical will follow the APS decisions on inclement weather
Please listen to the local media outlets for information regarding school delays

The school day begins at 7:35 a.m. Students are considered tardy any time after 7:35 a.m. If a student arrives between 7:35 and 7:45 a.m., the student should report directly to his/her classroom. If a student arrives after 7:45 a.m., the student must report to the front desk in the main lobby of the school. After 5 tardies, the parents will be notified of the excessive tardies by the administration and appropriate steps taken to deal with the tardiness.

A parent may check a student out early from the front desk prior to 2:45 p.m., Monday through Thursday, and 1:15 p.m. on Fridays. If students are participating in an off-campus activity, prior arrangements must be made by a parent to pick up a student from an off-campus activity. If a parent comes to check out a student and that student is off campus, the parent will have to wait for the class to return to school. ALL INDIVIDUALS CHECKING A STUDENT OUT OF SCHOOL MUST SHOW A VALID DRIVER’S LICENSE OR OTHER LEGAL IDENTIFICATION. ONLY THOSE INDIVIDUALS LISTED ON THE STUDENT’S ENROLLMENT FORM MAY CHECK THE STUDENT OUT OF SCHOOL.

It is the responsibility of parents/guardians to drop off and pick up their students on time. Other than school-run extra-curricular activities, clubs, and athletics, there is no supervision for students outside of the campus hours. Any parents/guardians/visitors needing to escort a student into a classroom are to report to the front desk to check in and receive a visitor’s pass.

In order to make the campus safe during pick-up and drop-off times, please follow the guidelines below:

- Please do not park in the student & staff parking area.
- Please do not park at the drop-off area and block traffic.
- Please do not park in any fire zone.
- Students who use/ride bikes, scooters or skateboards to and from school may not use them on campus. They must be left at bike racks or in the Executive Director’s Office, and CCPS is not responsible for such items at school.
● Follow the arrows in the diagram. **Enter from Tiburon St. travelling north** – this will mean that you can only turn right on to our access road, drive east, behind the building, and proceed to loop around the entire staff/student parking lot until you come to the main student entrance. Watch for school personnel to direct you through the drop off and pick up zone. **ALWAYS WATCH FOR CHILDREN WHEN DRIVING ON CAMPUS.**

● **There will be no exit on to Jefferson St. during drop-off and pick-up times.** All parents dropping off or picking up their children at the normal drop-off and pick-up times will use the entrance and exit on Tiburon St. Please **do not drop students off across the street (Jefferson) or in the city bus lane in front of the school** as this presents a significant danger to the children when crossing through the parking lots.

● If you arrive on campus early for pick up, please wait along the west access driveway and Tiburon St. until 2:55 in the afternoon (1:25 on Fridays).

● **PLEASE BE AWARE OF PEDESTRIANS ON ALL AREAS OF THE CAMPUS WHEN DRIVING ON THE SCHOOL PROPERTY.** MANY OF OUR CLASSES UTILIZE THE OUTSIDE AREAS FOR ACTIVITIES. OBEY ALL SCHOOL PERSONNEL WHILE ON THE PROPERTY.

● Unless participating in an after-school activity or athletics, **all students must be picked up by 3:20 p.m.** After 3:20 p.m. the school cannot provide supervision for students. If students remain after 3:20 on a continual basis, the school may report the students to NM CYFD for negligence. **CCPS is not responsible for students left on campus after 3:20 p.m.** Parents will assume all liability for actions related to unsupervised children after 3:20 p.m.
• Please respect the traffic signs or cones that may be set up around the campus to facilitate safe and efficient pick-up and drop off.

• All parents, grandparents, friends, students, and any others who are dropping off or picking up Cottonwood students must follow the guidelines. **Waiting for students in the visitor parking at the front of the school is not allowed.** We want to keep this area clear for the buses during these times. If an individual arrives early and parks in the visitor parking at the front of the school and waits for a student, he/she will be asked to leave and follow the appropriate pick-up and drop-off procedure.

**OTHER FORMS OF TRANSPORTATION TO SCHOOL**

**School Bus**
CCPS is contracting with Albuquerque Public Schools to provide eight (8) school buses to transport those of our students who indicated an interest in riding a bus to school. The school bus program can only accommodate as many riders as will fit in these eight buses. Ridership will be determined on a first come, first served basis.

We currently have eight (8) “super stops” located in the areas of the city where the majority of our families reside. We may add an additional stop during the school year, but will let everyone know with plenty of notice if that happens. The drop off and pick up times and locations are listed below. **Please note that these times are approximations.** It is important that students speak with the individual drivers to verify pick-up and drop-off times. Students should arrive at least 5 minutes before the pick-up times indicated. Parents should arrive 5 to 10 minutes ahead of the bus arrival times in the afternoons.

**Hoffmantown Church @ Academy and Ventura - BUS # 1421**
- 6:55 am **pick up**
- 3:20 pm - Mon.-Thurs. **drop off**
- 1:50 pm - Fridays

**Taylor Park @ Indian School and Pennsylvania - BUS # 1426**
- 7:00 am **pick up**
- 3:50 pm - Mon.-Thurs. **drop off**
- 2:20 pm - Fridays

**Sagebrush Church @ Coors and La Orilla – BUS #’s – 1406, 1407, & 1429**
- 7:00 am **pick up**
- 3:30 pm – Mon. – Thurs. **drop off**
- 2:05 pm - Fridays

**NM-528 (Alameda) and Cottonwood Dr. NW - BUS #1410**
- 6:50 am **pick up**
- 3:35 pm - Mon.-Thurs. **drop off**
- 2:05 pm - Fridays
Students Who Drive to School *(Proper documentation required to be submitted to the front office)*

Students who wish to drive their cars to school must submit appropriate paperwork and documentation to the Front office and receive a parking permit. Driver’s license, proof of insurance and car registration are all required documents that must be on file to receive a permit.

Due to space limitations, only a limited number of permits will be available for purchase based on the number of parking spaces available.

Cottonwood Classical Preparatory School high school students (Grades 9-12) who have a valid CCPS parking permit may only park in the parking space designated on their parking permit. If a vehicle is in the permit holder’s parking space, please park in the parking spaces on the far east side of the parking lot (facing the grass in the diagram below) and notify the front office immediately. Do not park in staff parking or in another permit holder’s parking space.
CCPS is a closed campus, which means that students are not allowed to come and go throughout the school day, unless written approval has been granted by the administration. Vehicles may not be accessed by students during the school day. Vehicles are not to be left on campus overnight unless an extenuating circumstance requires such and the administration has been informed. Violation of this policy or with any of the policies outlined in this section may result in the vehicle being towed and/or the parking permit being revoked.

If a high school student with a vehicle must leave during the school day for a scheduled appointment, prior notice must be submitted by the parent/guardian to the front office. For recurring self-release, a “Self-Release Form” can be downloaded from the CCPS website. This must be completed before returning it to the office for proper approval.

Parking spaces outside of the main entrance (facing Jefferson) are for school administration and school visitors only (including picking up a child during the school day). These spaces are not to be used for before and after-school pick-up and drop-off.
Senior Off-Campus Friday Lunch:

Seniors will have the opportunity to leave campus early on Friday afternoons for Senior Off-Campus Friday Lunch. Only students who are classified as a senior (12th grade student) and who are in good standing will be able to take advantage of this opportunity.

When leaving for Senior Off-Campus Friday Lunch, students must follow the self-release process as directed by CCPS administration. This includes having a self-checkout form on file and following the checkout procedure with the front office prior to leaving campus. Once checked out, students must proceed to their cars and vacate the campus. Students are not permitted to loiter in the parking lot after self-releasing.

Reckless Vehicle Use

Definition: Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner which disrupts the educational process or which threatens the health and safety of others. Potential consequences may include:
- Restriction of vehicle use and revocation of vehicle use at CCPS.
- Reporting such behavior to law enforcement

Bikes & Skateboards

Bicyclists must obey all applicable laws of the road when riding to and from CCPS.

Students must park their bikes in the bike rack. It is strongly recommended that students lock their bikes to the rack during school hours. CCPS is not responsible for bikes or skateboards brought to the school. Any student who brings a skateboard to school must leave the skateboard in the Executive Director’s office during the school day.

- When crossing in front of any campus entry or exit, bicyclists should dismount and walk their bikes across the main vehicle entrances and exits.

Arrival by City Bus

Students arriving/departing via the city bus system should use caution when entering the campus from the bus stop located on Jefferson St. Parents/guardians of students planning to travel to school by city bus are encouraged to make a “practice run” with their students prior to the start of school to familiarize them with the appropriate walking route from their chosen bus stop.
STUDENT RESPONSIBILITIES

Students attending Cottonwood Classical Preparatory School are mature, responsible, and committed to preparing themselves for their futures. One manifestation of that maturity is a highly-developed sense of self-respect coupled with an equally high regard for the rights and privileges of others and for the rules that regulate society.

Every student is responsible for helping maintain a safe, orderly, and educationally-efficient learning environment. Students are expected to:

- Attend school every day and be on time for every class.
- Resolve differences with others in a positive, non-violent way.
- Remain drug, alcohol, and tobacco free.
- Follow the school dress code.
- Respect school property and the property of others.
- Respect fellow students and all school staff members.
- Comply with standards of conduct.

The International Baccalaureate Learner Profile

Cottonwood Classical has adopted the IB Learner Profile for all students. The IB Learner Profile represents the holistic core attributes of Cottonwood Classical learners. The IB Learner Profile is integrated into all academic and non-academic aspects of student life. The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.
### IB Learner Profile

<table>
<thead>
<tr>
<th>Quality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inquirers</strong></td>
<td>We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</td>
</tr>
<tr>
<td><strong>Knowledgeable</strong></td>
<td>We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</td>
</tr>
<tr>
<td><strong>Thinkers</strong></td>
<td>We use critical and creative thinking skills to analyses and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</td>
</tr>
<tr>
<td><strong>Communicators</strong></td>
<td>We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</td>
</tr>
<tr>
<td><strong>Principled</strong></td>
<td>We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.</td>
</tr>
<tr>
<td><strong>Open Minded</strong></td>
<td>We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</td>
</tr>
<tr>
<td><strong>Caring</strong></td>
<td>We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</td>
</tr>
<tr>
<td><strong>Risk-Taker</strong></td>
<td>We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</td>
</tr>
<tr>
<td><strong>Balanced</strong></td>
<td>We understand the importance of balancing different aspects of our lives intellectual, physical, and emotional to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</td>
</tr>
<tr>
<td><strong>Reflective</strong></td>
<td>We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</td>
</tr>
</tbody>
</table>
IN GOOD STANDING:

Definition of “In Good Standing” includes both academic performance and adherence to the International Baccalaureate (IB) Learner Profile and the CCPS conduct expectations. In general, the IB student is an internationally-minded individual who, recognizing his/her common humanity and shared guardianship of the planet, help to create a better more peaceful world. A student is “In Good Standing” if they achieve the following:

- Adhering to the International Baccalaureate Learning Profile
- Currently achieving a 2.50 grade point average (GPA)
  - GPA is taken from the last quarter grade or semester grade. If the quarter and semester end on the same date, the higher of the two grades can be used to determine if the student is In Good Standing.
- Maintaining a passing grade in a minimum of 5 classes
- Not currently serving a suspension from the school
- Not currently serving a suspension from athletics and/or activities
- Has not accumulated 3 or more major disciplinary infractions during the current quarter

*Administration makes all final determinations of a student’s standing

MUST BE IN GOOD STANDING TO PARTICIPATE IN:

- Incentive Activities during each quarter
- Off-campus activities (not including necessary academic outings for a specific class). Off-campus activities include, but are not limited to, school sanctioned celebrations, movie nights, dances, etc.
  - A student must be In Good Standing to be able to receive administrative signatures on other school’s dance participation forms.
- All school sanctioned before and after school clubs.
- Athletics - Athletes will follow the guidelines outlined in the Athletic Participation Handbook

DRESS EXPECTATIONS

COTTONWOOD CLASSICAL DAILY DRESS EXPECTATIONS:

Student dress should reflect a seriousness of purpose. To that end, clothing must be neat, clean, appropriate, modest, and not distracting to the learning environment. It is the school’s prerogative to determine what is objectionable. Ultimately, clothing that depicts ideology contrary to Cottonwood Classical philosophies and policies, whether stated or implied, is prohibited. The paragraphs below further outline the dress expectations for Cottonwood Classical students.

All Cottonwood Classical students are required to wear the Cottonwood Classical Polo (any color) Monday through Thursday. On Friday’s, students are allowed to wear an approved Cottonwood Classical spirit shirt, a college or university shirt or sweatshirt, or the Cottonwood Classical polo. All students leaving campus for a school-sponsored event must wear the Cottonwood Classical polo. Students in the IB program may wear their IB polo’s in lieu of the Cottonwood Classical Polo Monday through Thursday. Students may wear clean pants, jeans, shorts, and/or skirts of their choice as long as...
they meet the expectations set below (See Other Dress Code Expectations below for further clarification of expectations).

When inside the building, the Cottonwood Classical polo must be the outer visible shirt. The Cottonwood Classical polo cannot be covered by long-sleeve shirts, button-up shirts, hoodies, and/or jackets. Students may bring the above-mentioned items to school for use outside. Students needing to wear layered clothing must wear this clothing underneath the Cottonwood Classical polo.

Cottonwood Classical Spirit shirts must be approved by school personnel. These shirts typically include (but are not limited to) club/activity/athletic shirts, event shirts, advisory shirts, and/or grade level shirts. All Cottonwood Classical Spirit Wear must be approved by school personnel.

**OTHER DRESS CODE EXPECTATIONS:**

- Appropriate footwear must be worn throughout the day at all times. Appropriate footwear must have soles designed for all-day usage.
- Hair should be of a naturally-occurring color and not distract from the learning process. Hairstyles, including coloring, deemed distracting to the learning purpose include (but are not limited to) mohawks or spiked styles designed to draw unnecessary attention to the student. School administration has final authority over determining the appropriateness of hairstyles.
- The Cottonwood Classical policy on body piercings is as follows: Students may not have more than one facial piercing (not including ear lobes), and ear gauges that are larger than ½ inch in diameter. No piercings should pose a danger to the individual wearing them including, but not limited to, spiked gauges, spiked studs, or large hoops. Piercings on the ears may also be deemed excessive if the number, size, or design creates an educational distraction or an unsafe situation.
- Visible tattoos that cause a distraction to the learning process or are deemed inappropriate are discouraged and may be asked to be covered.
- Spaghetti straps, tank tops, or muscle shirts are not allowed. Any combinations of tank tops, muscle shirts, or spaghetti straps are also not permitted unless covered by an outer shirt that meets the outlined dress code expectations. Sleeveless shirts are acceptable as long as the arm hole terminates at the shoulder joint. Shirts that hang off of the shoulder are not permitted.
- No undergarments can be seen at any time, this includes bra straps and underwear.
- Pant sagging is not allowed. Clothing must be worn at waist level at or above the hips.
- Hats and sunglasses are allowed outside only. Students may wear hair accessories such as headbands as long as they do not go over the forehead, are behind the student’s hairline, and are not distracting to the learning process. Hats such as baseball hats, beanies, or similar headgear may not be worn inside the building.
- Writing and/or images that are sexually suggestive, violent, disrespectful, or racially inappropriate are not allowed on clothing. Furthermore, symbolism of drugs, tobacco or alcohol on any garment is also prohibited.
- As stated above, students must wear clean pants free of rips, frays, and/or tears. Students are also not permitted to cover tears with non-clothing-based materials such as duct tape.
- **Length:** The minimum length of shorts and skirts should be 5 inches above the top of the kneecap.
- Students are not allowed to wear tights, leggings, or jeggings unless they are under shorts or skirts of the appropriate length.
- Loungewear including, but not limited to, pajamas, yoga pants, cotton sweatpants, and/or sleepwear are also not permitted.
SANCTIONED NON-UNIFORM EVENTS:

In the event of a sanctioned non-uniform event such as dress down days, spirit wear days, and/or school sanctioned-activities, students must adhere to the dress code guidelines outlined above.

PE DRESS EXPECTATIONS:

For PE classes, students are required to wear their PE shirt with black, dark blue, or gray sweatpants, athletic pants, or athletic shorts that are free of large logos, and/or lettering (no lettering or graphics are allowed on the rear end of a student’s shorts or sweatpants). Students need to wear proper, closed-toe athletic shoes. Clothes should be sized appropriately, i.e. not too baggy, excessively tight or revealing (this includes yoga pants and form fitted running pants). P.E. shirts, shorts, and pants can only be worn during P.E. class.

NOTE TO PARENTS:

Parents... PLEASE keep in mind that Cottonwood Classical Preparatory School is a college preparatory school and our main focus is to provide an environment conducive to learning. We do not want to waste time dealing with dress issues when student achievement is at stake. While there are fads, styles, and fashion issues that might “push the limits” of our dress code, and since we know that we cannot anticipate all of the potential personal choices around clothing and personal appearance, we ask that you help us reinforce our dress code and support the focus on academics by checking your children’s dress before they come to school each morning. The administration will have final determination on all dress issues.

SCHOOL ATTENDANCE

The Federal Every Student Succeeds Act (ESSA) requires that states, school districts, and schools be held accountable for ensuring that all students meet high academic standards. On time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

**Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school, or a state institution.**

Student attendance in New Mexico is compulsory. Students should be in attendance at school for all designated school days. CCPS encourages parents to ensure their students attend school to maximize their learning and to increase their chances of having a successful school career. However, the school recognizes that students sometimes have extenuating circumstances or are too ill to attend class. In these cases, parents should notify the school when their child will be absent by calling 998-1021 ext. 1 before 10:00 a.m. Failure to call before 10:00 a.m. will result in the child being reported as “Unexcused Absent” for the day.
Tardies
If a student arrives after 7:35 a.m., the student is considered tardy. In the case of excessive tardies, the parents will be notified of the excessive tardies by the administration and appropriate steps taken to deal with the tardiness. Students may also be marked tardy throughout the school day, if they report to class after the designated start time.

Ten tardies constitutes an unexcused absence.

Absences

It is mandatory that public schools in New Mexico take attendance daily. CCPS will take attendance at the beginning of each class period.

Parents are to sign their students in or out when missing a class for excusable appointments or emergencies, unless prior arrangements have been made with the front office. Failure to sign in or out may result in an unexcused absence.

Excused Absences

Excused absences will be given for the following reasons:
- Religious instruction and /or religious holidays
- Sickness, injury or other medical condition
- Other school-approved academic classes or programs
- School leave—school approved trips such as instructional field trips, club events, athletics, etc.
- Funerals
- Out-of-school Suspension

Documentation Required for Absences

Students are granted five (5) days of excused absences per class each semester without required written documentation. Subsequent absences will require written documentation from parents that verifies the nature of the absence. Students must turn in excuse notes upon their return to school or the absence will be marked as “Unexcused Absence (UA).”

Because of the importance of final semester exams and assessments, any absences during the final exam period at the end of the semester and school year will require documentation to be considered excused. Teachers are not obligated to make arrangements beforehand to accommodate student absences during the final examination periods. We urge parents to avoid planning any events that will require children to miss class during examination times.

Unexcused Absences

If the school does not receive a phone call from the parent by 10:00 a.m. explaining a student’s absence, or the absence does not fall into any of the above Excused Absence categories, it will be marked as “Unexcused Absence.” Parents should call in every day a student is absent.
Five (5) Unexcused Absences
Upon the fifth (5th) unexcused absence, a letter will be sent home to the parents informing them of the unexcused absences and the child’s status as a “Student in Need of Early Intervention.” All unexcused absences in excess of five (5) days will require a conference with the parent/guardian, student, an administrator, and, potentially, with the Student Assistance Team (SAT) and will serve as an initial investigation into the reasons for the unexcused absences. Prescribed intervention services will be developed at this meeting.

Ten (10) Unexcused Absences
If a student has accumulated ten (10) or more unexcused absences, the parent shall be given written notice by mail that the student now has a status of “habitual truant” and is not in compliance with the Compulsory Attendance School Laws. Ten (10) or more unexcused absences can also result in the disenrollment of the student by the school. If the absences continue, both parent and child may be referred immediately to the Protective Services Division (PSD) of Children, Youth, and Families Division (CYFD) as a complaint of Educational Neglect.

Make-up Work

- Students have the right to make-up work when they have an excused absence. It is up to the individual teacher to allow other make-up work.
- It is the student’s responsibility to request make-up assignments and complete them. In most cases, assignments may be found on the individual instructor’s Google Classroom page.
- The student will have the opportunity to complete the work in a period of time equal to the number of days absent, unless other arrangements have been mutually agreed upon by the student and the teacher.

STUDENT DISCIPLINE/CONDUCT EXPECTATIONS

The right to attend public school is not absolute. It is conditioned on each student’s acceptance of the obligation to abide by the lawful rules of the school community until and unless the rules are changed through lawful processes.

- Students have the duty to submit to the school’s authority.
- Teachers are required by law to maintain a suitable environment for teaching in their classes and to assist in maintaining school order and discipline.
- Administrators are responsible for maintaining and facilitating the educational program by ensuring an orderly, safe environment in the public school.
There are **six prohibited activities** in all New Mexico public schools (6.11.2.9 NMAC):

1. Criminal or delinquent acts
2. Gang-related activity
3. Sexual harassment
4. Disruptive conduct
5. Refusal to identify self
6. Refusal to cooperate with school personnel

The school has the responsibility to take discretionary action *any time the educational process is threatened with disruption*. The rules must be fair and firm and comply with the individual’s constitutional and other legal rights. However, the school will recognize that there are differences in age and maturity as well as mitigating circumstances that may require different types of disciplinary actions. Therefore, the enforcement of negative consequences will follow the guidelines in this Family Handbook while taking into consideration other relevant factors.

A student who chooses to repeatedly violate school rules and/or expectations may be subject to suspension, expulsion for insubordination or be placed in an alternative education setting.

Any certified staff member whose responsibilities include the supervision of students has comprehensive authority to maintain discipline and order in the school and during school-sponsored activities as reasonably necessary to enable them to properly perform their duties and accomplish the purposes of education.

**Basis for disciplinary action:** A student may appropriately be disciplined by school authorities in the following circumstances:

1. for committing any act which endangers the health or safety of students, school personnel or others for whose safety the public school is responsible, or for conduct which reasonably appears to threaten such dangers if not restrained, regardless of whether an established rule of conduct has been violated;
2. for violating valid rules of student conduct when the student knew or should have known of the rule in question or that the conduct was prohibited;
3. for committing a prohibited act when the student knew or should have known that the conduct was prohibited.

Classroom discipline at CCPS is under the discretion of the individual instructor. If a student chooses to violate rules of student conduct, the following applies to classroom and school activities:

- If a student has gotten to the point where he/she is disrupting the educational setting and normal classroom management procedures are not working—he/she may be asked to complete a *Student Reflection Sheet* or may be sent to another classroom for a time out.
- If the student is disruptive in the other “time out” classroom, the student may be referred to the administration for disciplinary action.
- If a student completes his period in time out and completes a *Student Reflection Sheet*, he/she is to go to his/her very next class and continue on with his/her day.
• Each time a student completes a Student Reflection Sheet, the student’s advisor will receive a copy. If a student is sent to a time out classroom 3 or more times during the same day, or 3 times within a quarter, the advisor may contact the parents and/or may refer the student to the school administration.

If a student is sent to another classroom or has been sent home because he/she has been disruptive, it will be his/her responsibility to find out what he/she missed in class and make up any missed work.

If, at any time during the school day, a student demonstrates behaviors that are a danger to him/herself or others, significantly impacts the learning environment, or is otherwise deemed inappropriate, the student may be immediately referred to the administration for disciplinary action.

Consequences for Infractions:

The school administration will deal with student discipline on an individualized basis. Consequences for inappropriate student behavior may include a student conference, a student/parent conference, campus clean-up, lunch or after-school detention, short or long-term suspension, or expulsion.

In the event that a student is recommended for long-term suspension or expulsion, the following procedure will be initiated:

• The Governing Council prescribes a formal hearing procedure for students recommended for long-term suspension or expulsion.
• The student may, at his/her own expense, choose to be represented by an attorney during any due process hearing.
• If a hearing is requested or required, school authorities shall prepare and serve the parents/legal guardians with a written notice of the hearing.
• The hearing shall be scheduled no sooner than five (5) and no later than ten (10) school days from the date of receipt of notice by the parents.
• Schools will provide copies of evidence that will be used at the hearing to families at least two (2) working days in advance of the hearing.
• The parent/guardian may choose to waive the student’s right to a hearing and accept the disciplinary consequences recommended by the school.
• Expulsion hearings cannot be waived.

Subject to applicable rules and upon agreement of the parent and hearing authority, the hearing authority shall have the option to extend the time limits after a showing of good cause.

Other Disciplinary Infractions that may be subject to Disciplinary Action:

Inappropriate Use of Electronic Devices

Use of any electronic device (such as phones, iPods, MP3s, PSPs and other gaming devices) that causes a disruption to the educational process is prohibited, including making calls, texting, or responding to cell phones during class time. Furthermore, any audio or video recording is prohibited without the consent of both parties. CCPS expects that students not use electronic devices on school grounds when the use of the device during school hours keeps the student from
interacting with his/her peers. Individual instructors will maintain an acceptable use policy in their classrooms.

**Inappropriate Physical Contact**

Behavior that includes, but is not limited to fighting, intentionally pushing, shoving, bumping, running into, tripping, or grabbing another individual. *Inappropriate physical contact can also include inappropriate public displays of affection. Public displays of affection are limited to hugging and hand-holding.*

Consequences can range from administrator/student conference to suspension.

**Harassment**

Harassment is included but is not limited to, actions that prevent the person from conducting his or her customary or usual affairs. Also included is conduct less than a physical attack or physical interference that is directed at a person and that unreasonably interferes with that person in the conduct of his or her customary or usual affairs, such as the posting of threatening letters directed to the person; the use of threatening language directed at another; intimidation (incl. witnesses); threatening telephone calls, e-mails, posts, instant messages and text messages; or the vandalism of a person’s property.

**Hate Crimes**

A hate crime is any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice, or which otherwise deprives another person of his or her constitutional rights by threats, intimidation or coercion, which seek to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.

**School Authority over Non-Students**

Only those non-school persons who have a lawful purpose for being on school property and who identify themselves at the front officewill be allowed on school grounds or in school buildings. It is expected that all non-school persons will abide by all rules of conduct shared by the students and staff of CCPS. Because of the potential for a distraction from learning, *CCPS does not allow student guests to visit our campus or to “shadow” students enrolled at CCPS.* All visitors to campus must report to the Front Desk to sign-in and receive a visitor’s pass.

**Controlled Substances and Alcohol on School Property or at School-Sponsored Activities**

The possession, use, and/or distribution of alcohol or illegal substances or the use of controlled substances on the Cottonwood Classical Preparatory School campus, or at any school-sponsored activity or event, is strictly forbidden. CCPS shall address incidents involving alcohol or illegal substances, or the use of controlled substances, with disciplinary action to ensure school safety and security, potential referral to legal authorities, and possible referral for assessment and/or treatment for the individual and family.
Tobacco Use

Cottonwood Classical Preparatory School prohibits the use of tobacco products by all employees, students and visitors in all buildings, vehicles and all property owned or leased by the school. This prohibition also extends to all school-sanctioned activities, on- or off-campus.

“Tobacco product” means substances that include, but are not limited to, any cigarette, cigar, pipe, bidi (beedie), clove cigarette and any other smoking product; as well as spit tobacco, also known as smokeless, dip, chew, smack, and any other spit tobacco in any form, or any other items containing or reasonably resembling tobacco products such as e-cigarettes, vaporizers, and hookahs.

The prohibitions do not apply to an adult when possession or use of the tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is approved by the school.

Weapons

Students who knowingly bring or are found to be in possession of a weapon while at school, at any school-related event, or at any time when the Cottonwood Classical Preparatory School Family Handbook is in force, can be expelled from the Cottonwood Classical Preparatory School for a minimum of one calendar year and the offender(s) may be referred to law enforcement or appropriate juvenile authorities, as required by statute, Section 22-5-4.7 NMSA 1978. The Special Rule provisions of Subsection D. of 6.11.2.11 NMAC apply to students with disabilities. The school administration may modify the disciplinary action on a case-by-case basis.

Out-of-School Student Conduct

Cottonwood Classical Preparatory School holds its students to high standards of conduct both in and out of school-related settings. In general, the school believes that it is the responsibility of the parent/guardian to discipline a student if out-of-school conduct is inappropriate. However, if the out-of-school conduct has a direct and immediate effect on school discipline or the general safety and welfare of the school, the school administration will decide on appropriate disciplinary action to be taken within the educational setting.

ANTI-BULLYING POLICY

CCPS strives to maintain a supportive and accepting student body and staff that not only accepts diversity, but embraces it. We feel that students have the right to attend school in a safe environment conducive to inquiry and learning.
Definition of Bullying
As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances, should know will have the effect of:

A. Placing a student, school volunteer or school employee in reasonable fear of harm to his or her emotional or physical well-being or damage to his or her property;
B. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target;
C. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
D. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

Explanation: Bullying may be defined as involving repeated acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite effect set forth in the definition is met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. The actions listed below are some examples of actions which may become bullying depending on their reasonably foreseeable effect:

Physical bullying: Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.

Verbal bullying: Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening

Social Bullying: Isolation of an individual from his or her peer group, and/or spreading rumors about a person

Cyber-bullying: Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to: spreading information or pictures to embarrass, making rude, insulting or vulgar remarks, attempting to isolate an individual from his or her peer group, using someone else's screen name or phone and pretending to be that individual in order to embarrass them or to send or forward information or pictures that were meant to be private.

Sexual Bullying:
- Unwanted touch of a sexual nature,
- unwanted talking about, referencing, or depicting private parts,
- unwanted comments about an individual's or group’s sexuality or sexual activities.

Sexual bullying constitutes sexual harassment.

This list should be used by way of example only, and is by no means exhaustive. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Similar behaviors that do not rise
to the level of bullying may still be prohibited by other policies or school, classroom or individual program rules.

**Reporting**

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community - students, staff and parents - to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously. Students should first report instances of bullying, or suspicions of bullying, to his/her advisor, however they may report to any staff member.

Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration. All reported incidences of bullying will be investigated and dealt with in accordance with the CCPS discipline policy as outlined in this Family Handbook. The administration has the responsibility to take discretionary action any time the educational process or student health and safety is threatened. Students who are either victims or perpetrators of bullying may be asked to meet with the school counselor to try to develop more effective coping strategies.

If an act of bullying is determined to rise to the level of a crime, the incident may also be reported to police or Children, Youth and Families Department (CYFD) as appropriate.

This anti-bullying policy is to be disseminated annually to all students, parents, teachers, staff, administrators and all other school employees via the Family Handbook. Students and parents are required to sign an acknowledgement of reading and understanding the information about bullying in the handbook.

**ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY RESOURCES**

The school's information technology resources, including email and Internet access, as well as the school-provided wi-fi access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

**Students must:**

1. Respect and protect the privacy of others.
   - Use only assigned accounts.
   - Not view, use, or copy passwords, data, or networks to which they are not authorized.
   - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
   - Observe all network security practices, as posted.
   - Report security risks or violations to a staff member.
   - Not destroy or damage data, networks, or other resources that do not belong to them, without clear written permission of the owner.
   - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
   - Not infringe copyrights (no making illegal copies of music, games, or movies).
   - Not plagiarize.
4. Respect and practice the principles of community.
   - Communicate only in ways that are kind and respectful.
   - Report threatening or discomforting materials to a teacher or staff member.
   - Not intentionally access, transmit, copy, or create material that violates the school's policies (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
   - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
   - Not use the resources to further other acts that are criminal or violate the school's policies.
   - Not send spam, chain letters, or other mass unsolicited mailings.
   - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project or function.

Students may, if in accord with the policy above:
1. Design and post web pages and other material from school resources.
2. Use direct communications such as Google Classroom, e-mail, video conferencing, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Cottonwood Classical Preparatory School may create media and/or post student pictures, student work, programs and concerts for educational and communication purposes or to raise funds for school-sponsored activities or clubs.
STUDENT RIGHTS

The following statement is intended to be consistent with the Statement of Rights and Responsibilities adopted in November of 2000 by the New Mexico State Board of Education. In the event that any part of it is not consistent with that statement, the State School Board’s Statement prevails.

STUDENTS HAVE A RIGHT TO:

- A free public school education and each student who enrolls has a corresponding responsibility not to deny this right to any other student.
- equal educational opportunities.
- Policies that prohibit discrimination and harassment on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status and pregnancy in any program or activity of or sponsored by the school.

Privacy

Questioning a Student - If police authorities desire to question a student on school premises regarding any alleged act of misconduct by the student, the school authorities shall attempt to contact the parent/guardian of the student and comply with the police authorities.

Search and Seizure

School property assigned to a student and a student’s person or property while under the authority of the public schools is subject to search, and items found are subject to seizure. Certified school personnel are "authorized persons" to conduct searches when a search is permissible as set forth below. An authorized person may conduct a search when s/he has a reasonable suspicion that a crime or other breach of disciplinary rules is occurring or has occurred. The school administration may direct or conduct a search under the same conditions and also when they have reasonable cause to believe that a search is necessary to help maintain school discipline. An authorized person who is conducting a search may request the assistance of some other person(s), who upon consent become(s) an authorized person(s) for the purpose of that search only.

Search Procedure

School property, including lockers and school buses, may be searched with or without students present. When students are not present for locker searches, another authorized person will serve as a witness whenever possible. Locks furnished by students will not be destroyed unless a student refuses to open one or circumstances otherwise render such action necessary in the judgment of the school administration.

Student vehicles when on campus or otherwise under school control, and students' personal effects which are not within their immediate physical possession, will be searched in accordance with the requirements for school property searches described above.
Physical searches of a student’s person will be conducted only by an authorized person who is of the same sex as the student, and except when circumstances render it impossible, will be conducted only in the presence of another authorized person of the same sex. The extent of the search will be reasonably related to the infraction, and the search will not be excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

Seizure of Items

Illegal items, legal items which threaten the safety or security of others, and items which are used to disrupt or interfere with the educational process may be seized by authorized persons. Seized items may be released to appropriate authorities, properly disposed of, released to a student’s parent or returned to the student when and if the school administration deems appropriate.

Notification of Law Enforcement Authorities

The Executive Director shall have discretion to notify the local children's court attorney, district attorney, or other law enforcement officers when a search discloses illegally possessed contraband material or evidence of some other crime or delinquent act.

Freedom of Speech/Expression

Cottonwood Classical Preparatory School believes that free inquiry and exchange of ideas are essential parts of a democratic education. The school respects the students’ rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

Cottonwood Classical Preparatory School recognizes the importance of protecting all students’ rights to freedom of expression. However, these rights may be limited reflecting the special circumstances of the educational environment. A student’s right to freedom of expression at CCPS will be balanced with the need to foster an educational atmosphere free from undue disruptions and to allow for the learning process to proceed. Therefore, students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation.

Controversial Issues

Students shall have the right to encounter diverse points of view. Students shall have opportunities to hear speakers and view presentations representing a wide range of views in classes, clubs and assemblies under guidelines established by Cottonwood Classical.

Fundraising

Students may fundraise at school when it is associated with a CCPS school club, excursion, organization or event and/or has been pre-approved through the sponsor and administration. Students may not fundraise or sell items at school unless they have received proper written authorization from the school administration.
WHAT TO DO IF YOU BELIEVE THAT YOUR RIGHTS HAVE BEEN VIOLATED

Cottonwood Classical Preparatory School does not discriminate on the basis of ethnic identity, religion, race, color, national origin, sex, sexual orientation, mental or physical disability, marital status or pregnancy in any program or activity of, or sponsored by, the school. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

All discrimination concerns will be handled by the Executive Director of Cottonwood Classical Preparatory School. Any report will be addressed in accordance with the appropriate procedures as specified in IDEA, Section 504, ADA, Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination Act of 1975, First Amendment, XIV Amendment, New Mexico Human Rights Act, or with the State Board of Education Regulation 6 NMAC 1.4

Students who believe that their rights have been violated should report their concerns to their parents, their school Advisor, or other appropriate school personnel.

INTERNAL COMPLAINT PROCEDURES

Students and parents/legal guardians are encouraged to resolve concerns with the student’s Advisor*. If the advisor is unable to resolve the concern, the advisor will contact the appropriate personnel.

*The following circumstances should be directed to the school administration and should not go through the Advisor:
  • Any knowledge of inappropriate behavior by a staff member.
  • Gender harassment and/or discrimination should be directed to the school administration in writing.
  • If the complaint is in regard to the Executive Director, contact the Governing Council for its grievance/complaint procedures.
If any student or parent believes that the conditions of the school or decisions made by its staff are not fair or reasonable, a conference shall be afforded with the Executive Director, or designee, to discuss the matter. Faculty, parents, and students shall attempt resolution of problems affecting students and the education process through the student’s Advisor first.

**COMPLAINT FOR DISCRIMINATION**

Any student, parent or legal guardian, on behalf of his or her student, who believes he or she has been discriminated against on the basis of sex, gender, race, national origin or disability has the right to file complaint with the Office of Equal Opportunity Services.

**HOW TO FILE**

You may contact the Office of Equal Opportunity Services, in any manner, to report inappropriate conduct.

- An internal complaint must be filed within thirty (30) calendar days from the last day of the alleged discrimination, unless the time for filing is extended by the Executive Director.
- All inquiries and internal complaints filed are confidential.
- Confidentiality also applies to the inquiry and investigative process of all investigations conducted.

**RETAILIATION**

No student will suffer retaliation or intimidation for participating in an inquiry or the internal complaint process.

- Retaliation against any student seeking assistance at their school, filing a complaint, or participating in the investigative process is grounds for a subsequent retaliation complaint.
- The school will respect the privacy of the complainant, the respondent, and the witnesses as much as possible, consistent with its legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

**WHERE TO FILE**

Complaints may be addressed with the Executive Director and the following office:

US Department of Education, Office for Civil Rights
Federal Office Building
1244 Speer Blvd., Suite #310
Denver, Colorado 80204-3582  (303)844-5695

**STUDENT RECORDS**

Student records kept by the school will be open to review by parent/guardians and/or students and will be treated in a confidential manner, as prescribed by local Board policy, New Mexico State Board of Education Regulations and the Family Educational Records and Privacy Act of 1974. This policy is implemented by an Instructional Procedural Directive that is on file in all offices.
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This act gives the parent or guardian the right to:

- Inspect and review his/her child’s educational records
- Make copies of these records
- Receive a list of all individuals having access to those records
- Ask for an explanation of any item in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child’s rights
- A hearing on the issue if the school refuses to make the amendment

THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The school respects the Protection of Pupil Rights Amendment (PPRA) to the Family Educational Rights and Privacy Act (FERPA). The PPRA:

- Requires CCPS to obtain parental consent to requiring students to participate in certain types of surveys, analyses, or evaluations that:
  - require the disclosure of private information;
  - allow parents the right to inspect certain survey and curriculum information, and
  - provide parents the opportunity to opt their child out of certain activities involving the collection, disclosure, or use of personal information, the Administration of certain surveys, and non-emergency, invasive physical examinations or screenings.

STUDENT DIRECTORY INFORMATION

Student directory information may be released without prior consent unless the parent or student informs the school administration within a reasonable period of time that any or all of the information should not be released. Parents may choose to have their high school student’s name and directory information removed from any of the following: military recruiter lists, college/university lists, or other requested lists.

PARENT RESPONSIBILITIES

CCPS regards parents as the child’s first teacher and respects the responsibility that parents have for the overall educational success of the individual child. With this in mind, CCPS requests that parents consider the following:

- To respect teaching and learning time
- To do their part as a parent volunteer
- To not do their child’s homework
- To allow their child to advocate for him/herself
- To respect the trained professionals employed at Cottonwood Classical Preparatory School
Parent Volunteers

Parent volunteers who work unsupervised with Cottonwood Classical Preparatory School students are required to obtain a background check that is submitted to the State of New Mexico. Forms and filing information may be obtained from the school’s business office.

Parents Transporting Students

Parents who transport students other than their own on field excursions must also have on file a copy of:

1. driver’s license,
2. proof of insurance, and
3. a valid vehicle registration.

Parent Participation/Volunteer Requirement

Family Volunteer and Participation are highly encouraged components of the CCPS program. Families are strongly encouraged to provide 50 hours per year of volunteer or participation support. More detailed information regarding these two important components can be found on the CCPS website under the Parent/Teacher Organization (PTO) page.

ACADEMIC EXPECTATIONS & GUIDELINES

Homework

Homework at Cottonwood Classical Preparatory is a vital component to the learning process. It is critical for families to be prepared to support between 45 minutes to 2 hours of outside-of-school work per night. The amount of outside-of-school work is expected to increase in complexity and rigor as students progress through the grades.

This homework expectation is an average; it may take some students more time to complete homework, while it may take less time for others.
Grade Scale

Students taking IB SL & HL courses are on a weighted grading scale.

<table>
<thead>
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<th>Percentage</th>
<th>Letter Grade</th>
<th>GPA Points</th>
<th>GPA Points IB - SL</th>
<th>GPA Points IB - HL</th>
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<td>4.44</td>
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<td>C+</td>
<td>2.33</td>
<td>2.44</td>
<td>2.55</td>
</tr>
<tr>
<td>72.50% - 77.49%</td>
<td>C</td>
<td>2.00</td>
<td>2.11</td>
<td>2.22</td>
</tr>
<tr>
<td>70.00% - 72.50%</td>
<td>C-</td>
<td>1.67</td>
<td>1.78</td>
<td>1.89</td>
</tr>
<tr>
<td>69.99% &amp; lower</td>
<td>F</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The Cottonwood Classical philosophy of learning and achievement is built upon student proficiency and success. A student will be promoted to the succeeding course in core subject areas only after demonstrating proficiency in the subject matter and completing the work required in order to attain a passing grade of C (70.0%) or better. By definition, a grade of 69.99%, or an F, indicates that the student has not attained proficiency in the subject area and/or has not completed the work required to achieve success. A student earning a cumulative year-end grade of 69.99%, or F, in a core subject area may not be considered a candidate for promotion to the next course level and may be required to repeat the course in which such a grade was earned.

**Grade Change Policy**

A teacher may change a grade that is due only to a clear mistake or clerical error. A documented grade change form will be used and filed with the registrar.

If a parent is in disagreement with a report card grade, the parent should first address the grade discrepancies with the teacher. If a satisfactory resolution is not reached, the parent should contact the Executive Director, or designee.

**Student Assistance Team (SAT)**

When students are struggling with learning or behaviors that interfere with learning at CCPS, we use the Response to Intervention (RtI) process, a three-level model that starts with an examination of student test data, classroom performance, possible health issues, and any language barriers that may exist. Once the first level is complete and appropriate modifications are put into place, the student will continue to be monitored for improvements and increased success. If the student continues to struggle, he/she is brought before the Student Assistance Team (SAT) that will address problems, and design and recommend interventions that will help to alleviate or resolve the situation. Such interventions may
include tutoring, extended time on tests and assignments, Section 504 accommodations, to name only a few. In many cases, the SAT is able to assist students who need interventions in order to succeed. If the student is not successful at this point, the student moves to the third level where a possible referral for a special education evaluation may be made.

The SAT is a “support group” for the regular education teachers and students in need. If you have concerns about your child’s progress, please let the student’s Advisor know.

**Retention**

CCPS has adopted the following retention practice for grades 6-8 that will be used to determine whether or not a student progresses to the next grade level for the following school year:

> Any student failing 3 or more classes (not including Study Hall) for the second semester of the 2018-2019 school year will be retained in the same grade level for the following year.

**High School Graduation & Classification**

Students entering high school as freshmen in the fall of 2008 and thereafter must complete twenty-seven (27) credits in order to receive a valid New Mexico High School diploma.

Cottonwood Classical Preparatory School classifies high school students as follows:

- A student must have a minimum of six (6) credits to be classified a sophomore.
- A student must have a minimum of thirteen (13) credits to be classified a junior.
- A student must have a minimum of twenty (20) credits to be classified a senior.

The CCPS registrar is responsible for recording high school student’s credits. If a student is concerned with the credits that he/she has earned, the registrar should be contacted for a credit verification meeting.

**International Baccalaureate Diploma**

All students in 11th and 12th grade will complete International Baccalaureate (IB) courses. It is up to the individual student to determine if he/she will pursue the IB Diploma. 10th grade students will meet with the IB Coordinator at the end of their 10th grade year to determine their chosen graduation path.
Academic Honesty

- Students will be taught the International Baccalaureate Organization (IBO) definitions of plagiarism, collusion, and malpractice and be made aware of expectations of behavior that is responsible and ethical. Violations will be left to the individual teacher.
- Students will be held accountable for academic honesty in all work that they prepare. Misconduct may result in a failing grade for the assignment and the student may be required to research, prepare, and present a lesson to his/her peers on the importance of academic honesty. Serious or repeated offenses may result in suspension.
- Diploma students are required to act responsibly and ethically throughout their IB years. Misconduct may result in disciplinary actions including losing the opportunity to receive the IB diploma.

DECLARATION OF COMPLIANCE WITH INTERNATIONAL BACCALAUREATE REGULATIONS ON MALPRACTICE

All pupils taking the IB Diploma are subject to the Diploma Programme General Regulations, which state:

Article 9: Responsible and ethical behavior
Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme and examinations. In particular candidates must avoid any form of malpractice.

The definition of malpractice appears in article 24:

The IBO defines malpractice as behavior that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes:
(a) plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
(b) collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another

The consequence of malpractice is presented in article 25, item 5:

If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No diploma will be awarded to the candidate. Vade Mecum, 2003.

Plagiarism is recognized worldwide as a serious academic offense. Ignorance of the working definition of plagiarism is not a valid excuse for lapses and does not prevent a penalty from being applied to work submitted as original. In order to prevent any misunderstandings about what constitutes plagiarism, information is being provided to you that not only defines plagiarism, but also outlines strategies to prevent it.

PLEASE REVIEW THE ACADEMIC HONESTY POLICY FOUND AT THE END OF THIS HANDBOOK IN APPENDIX A BEGINNING ON PAGE 42.
At Cottonwood Classical we understand that there are a variety of health and medical issues that our students may deal with on a daily basis. In order to meet each child’s particular needs and operate a student health program that meets the requirements of law, we have developed policies and procedures that are designed to delineate the responsibilities of all parties and to clarify what the school can and cannot do under the law. Please read through our health policies and contact our health office with any questions or issues that may arise throughout the school year.

Please note that if there are any changes that occur with regard to your child(ren)’s personal information, including health-related information, those changes need to be presented to the CCPS front desk or school health room throughout the year.

STUDENTS WITH AN ILLNESS

Students with symptoms of illness such as fever, rash, vomiting, excessive coughing, runny nose, drainage from eyes or ears, for example, should not be sent to school for that day. All children must be free of symptoms and fever-free, without using fever-reducing medication (such as Tylenol or Ibuprofen), for at least 24 hours before returning to CCPS.

Students will be sent home from the health office if they have a temperature greater than 100 ° F, if vomiting occurs, and/or if deemed necessary by the health staff, student and/or guardian.

If your healthcare provider has prescribed a medication for your child to take, your child should be kept home for 24 hours after starting the medication, prior to returning to school.

If treatment involves homeopathic remedies, the student should be kept home for 10 - 14 days, after the homeopathic treatment has been initiated.

HEALTH, IMMUNIZATION AND EMERGENCY FORMS

All students must have a current emergency, health, and immunization form on file in the health office. These forms must be renewed and signed at the beginning of each school year. New forms will be sent home with a re-enrollment agreement in the spring for the following school year.

All administered immunizations must be kept on file in the health office. To attend CCPS, every student must have a completed immunization record, or current Department of Health (DOH) Certificate of Exemption, which is up-to-date for the current school year. If any immunizations are received during the school year, CCPS requests that all families provide a current record to the health office for documentation.
According to New Mexico law, ALL students are required to have written documentation in their health record of all received vaccinations. For a list of required immunizations and the requirements to complete the waiver process, please see the CCPS website for necessary information and forms. Students who have not been immunized or who have not completed the waiver process WILL NOT BE ALLOWED to attend Cottonwood Classical Preparatory School.

In the event of an emergency, a parent/guardian will be notified as soon as possible. If parents cannot be reached, CCPS will contact the specified alternate emergency contact. It is crucial that emergency contact forms are current. Families are required to provide the school any changes to this information that occur during the school year.

MEDICATION ADMINISTRATION

It is essential that the school health office be involved in the medication administration plan for each student with over-the-counter (OTC) and/or prescription medication needs. Clear and explicit written communication between the primary health care provider, parent/guardian, and the health office is essential for safe medication administration to occur in the school setting. Regardless of the method of medication administration, each student should be given instruction regarding his/her own individual medication plan according to the student’s level of ability/understanding.

OVER-THE-COUNTER AND PRESCRIPTION MEDICATIONS (forms can be accessed on the CCPS website)

Any student requiring OTC medication more than 3 times in 1 month or on more than 3 consecutive days may be considered for referral for medical evaluation and/or a conference with parent/guardian and appropriate school staff.

If your child is receiving OTC or prescription medication on a regular basis at school, proper documentation needs to be on file for the current school year in the school health office.

- An authorization to administer prescription medication, signed and dated annually by both the student’s primary health care provider and parent/guardian must be on file in the school health office for the current school year.

- A parent/guardian must provide the school with a pharmacy-labeled container or original manufacturer’s/provider’s container that holds the appropriate medication and does not have an expired medication date in order for the medication to be administered in the school setting.

- The CCPS Health Office will not provide students with any OTC medication unless it is provided by the parent/guardian

- Parents and students must follow the OTC guidelines while at CCPS.
EMERGENCY MEDICATIONS/SITUATIONS

While CCPS is not expected to function as an emergency care center, there are students at high risk for life-threatening situations and for whom access to prescribed emergency medications may be lifesaving. In rare instances, a student may need medical attention with skill greater than our school staff can provide. In that case, 911 will be called and the parent/guardian will be notified immediately.

HEALTH ACCOMMODATIONS FOR OFF-CAMPUS ACTIVITIES

Students cannot be denied access to school programs and activities on the basis of a disability, however, parents/guardians may be asked to accompany their children on a field trip if the disability requires an amount of care that the school is not able to provide.

The level of nursing or health care services required for a student outside of the classroom is, at a minimum, the same level of care that the student requires during school programs in the classroom. Students will be accompanied by adults at all times while off campus, and the supervising authority will have access to any first aid preparations that one may need on a field trip. All students are allowed to carry their own supply of medications as long as all policies and procedures are followed according to the New Mexico State Health guidelines. Arrangements for overnight and out-of-state field trips will be made on a case-by-case basis, depending on the needs, ages and competency levels of the students, the trip destination, and the availability of responsible adults on the trip. The emergency consent for treatment form kept on file at the school will always accompany the special needs student on any school outing. Creativity in achieving reasonable and safe conditions for these students is a special challenge. CCPS acknowledges these considerations and is happy to meet each challenge with the families and students of our community.

PANDEMIC FLU

A pandemic is a global disease outbreak. A pandemic flu outbreak occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causing serious illness, and can sweep across the country and around the world in very short time. It is difficult to predict when the next influenza pandemic will occur or how severe it will be.

CCPS plans to address pandemic influenza preparedness as part of the safe school plan, with the involvement of all relevant stakeholders in the community (i.e.; emergency response agencies, school administrators, local public health representatives, school health and mental health professionals, teachers, food service providers, and parent representatives.).

CCPS will develop a dissemination plan for communicating with staff, students and families, including a lead spokesperson and links to other communication networks.

CCPS will consider advice from local and state authorities; provide reliable up-to-date accessible information from federal, state and local public health sources.
Information from public health sources covering routine infection control, pandemic influenza fundamentals, as well as personal and family protection and response strategies will also be disseminated to families at CCPS as often as necessary.

**PHYSICAL OR SEXUAL ABUSE**

The New Mexico Children's Code 34-4-1, 2, 3, 4, 5, 6 (may be cited as “Abuse and Neglect Act”) states that physicians, law enforcement officers, nurses, school personnel and others acting in official capacities that SUSPECT abuse must report it immediately to the local offices of the Children, Youth and Family Department (CYFD), Social Services Division in their community or appropriate tribal social services office. All certified school personnel, including school nurses are required to complete training in the detection and reporting of child abuse and neglect and substance abuse during the person's first year of employment by a school district in the State (Public School Code: 22-10-3.2).

**APPENDIX A of the CCPS Family Handbook**

**Cottonwood Classical Preparatory School**

**Academic Honesty Policy**

Adopted by the CCPS Governing Council 2016

**Philosophy:**
Cottonwood Classical Preparatory School, guided by the philosophy of the IB, places great value on personal integrity, principled action and thoughtful reflection on the part of its students and faculty. Academic honesty is expected of all members of the school community, including students, parents, faculty and administration. The purpose of this document is to define and clarify the expectations associated with submission of authentic work.

**It is the policy of CCPS that:**
- All students understand the basic ideas behind and significance of academic honesty in an age-appropriate manner
● All students recognize that intent is not the determining factor of academic malpractice
● Students understand the difference between collaboration and collusion, and that it is unacceptable to present work that is a product of collusion as independent work
● Students understand the definition of cheating and fabrication, and that it is unacceptable to present work that is a product of either
● All work produced by students is authentically their own
● All such authentic work has the ideas and words of others fully and correctly referenced
● Students understand and obey rules and regulations during all assessment and exam sessions and other official assessments, including IB exams at the end of the school year.
● This policy refers to all assignments and assessments set and completed at home or at school

The aim of this policy is to:
● Promote honest academics and a school culture that actively supports academic honesty practices
● Encourage students to demonstrate the IB Learner Profile traits of being principled, reflective, thinkers and communicators
● Enable students to understand definitions of terms, including academic honesty, academic misconduct, plagiarism, collusion, cheating, fabrication and duplication of work
● Help students understand that their intentions are irrelevant when it comes to academic malpractice – a student may be liable for consequences of academic malpractice, even if their intent was not to be dishonest
● Encourage students to seek support from faculty members when completing work, to ensure work is completed honestly
● Ensure that students understand the importance of citations and bibliographies, in order to guarantee that all ideas and work by others is honestly acknowledged
● Explain to students their own role in ensuring the integrity of their academic work
● Impart to students that all forms of academic misconduct will be considered a serious academic offense
● Explain to students the potential consequences if found guilty of academic misconduct.

*Adapted from “Academic Honesty” (2011) by the IBO and the Copenhagen International School “Academic Honesty Policy” (2015)

Definitions of Terms:
Academic Honesty: Our school is made up of a community of learners who are all committed to the pursuit of excellence in learning and teaching. In the pursuit of Academic Honesty, we understand that our community must respect the integrity of another’s work, which requires acknowledging and safeguarding intellectual property. We strive for honest actions in all academic work by citing sources, creating authentic works on our own or through collaboration, and by conducting ourselves with integrity on all assignments and exams.

● Collaboration: working together toward a common cause, without providing each other the right answers along the way. This is an intellectual engagement that results in each student coming to his or her own understanding of an idea/topic/concept. We encourage students to collaborate!
Academic Malpractice: any behavior that results in, or may result in, a student or students gaining unfair advantage in any academic work. This includes, but is not limited to, the following:

- **Plagiarism**: the representation of the ideas or work of another person as a student’s own.
  
  **Examples:**
  - Submitting as one’s own work, *intentionally or unintentionally*, an exam, essay, homework assignment, lab report or other assignment that was created entirely or partially by someone else
  - Failure to use quotation marks to signal the use of another person’s precise language
  - Failure to cite the source of quotations or paraphrases of another person’s ideas. Sources include books, websites, articles, TV programs, friends, family members, instructor lectures etc.
  - Failure to identify the source of the element of a nonverbal work (for example, a painting, a mathematical proof, a musical composition) that is derived from another person’s work

- **Collusion**: supporting the malpractice of another student, such as allowing one’s own work to be copied or submitted by another. You provide the answers.
  
  **Examples:**
  - Writing an essay or completing a project for another student
  - Allowing another student to copy an assignment
  - Giving answers to a student
  - Sharing information about assessment questions and content

- **Cheating**: the use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment or other project. You take the answers from another.
  
  **Examples:**
  - Copying answers from another student
  - Using unauthorized material during an assignment/exam (notes, cell phone etc)
  - Obtaining and/or reading a copy of an exam before its administration

- **Fabrication**: the creation of false data or citations.
  
  **Examples:**
  - Falsifying data: inventing data for a lab experiment, CAS Project, or other project
  - Creating a phony citation for a research paper or project
  - Alteration of a grade: changing a graded assignment or exam and resubmitting to instructor, claiming an error in grading.

- **Duplication of work**: Using the same work for more than one course/assignment without clear permission from the instructor.
  
  **Examples:**
  - Submitting the same paper or project in more than one course
  - Submitting a practice Internal Assessment as the final Internal Assessment

*Adapted from “Academic Honesty” (2011) by the IBO, the Copenhagen International School “Academic Honesty Policy” (2015) and the Vanguard High School “Academic Honesty and Integrity Policy”*
Citations and Bibliographies:
As a school, CCPS has adopted the *MLA Style Manual and Guide to Scholarly Publishing (MLA)* as our preferred method of citation. Teachers are expected to explicitly teach MLA citation to their students. We also encourage students to consult the Purdue OWL online for MLA guidelines, as well as use an online Bibliography creator, such as easybib.com. Additionally, teachers are expected to actively model strong citation practices in their own classroom. If students are referencing websites, it is imperative that they include URLs in their Bibliographies, regardless of the citation method they are following. The IBO does not require a particular citation method, but does expect that students use a conventional system consistently and correctly.

Use of turnitin.com:
Teachers in grades 6-10 are encouraged to use turnitin.com as a tool for teaching students about referencing.

Students in the Diploma Program are required to submit their internal and external assessments (if completed under the watch of the school), through turnitin.com. It is possible that CCPS may refuse to submit an assessment to the IB, or require a significant rewrite, dependent upon the turnitin.com results. Should a student refuse to submit the work through turnitin.com, this would also be grounds for refusal to submit work to the IB.

Monitoring and Sanctions:
Teachers are responsible for explicitly teaching the above definitions, as well as guiding students through the best practices to maintain academic honesty. Should a student, intentionally or not, submit work that is academically dishonest, the following consequences may apply:
- Student may be reminded of the Academic Honesty Policy and required to resubmit the work
- Teacher may meet with student and administration team to discuss the infraction
- Student may earn a zero on the assignment and student may receive further disciplinary consequences.
- Student may receive no credit for the course, and may be recommended for suspension
- Parents/guardians may be notified
- Documentation may be placed in student academic record
- Student may lose in-good-standing privileges to participate in athletics and other school activities and events
- If the student is a junior or senior, this infraction may be reflected in information provided to colleges

Academic Honesty and the IB Diploma Program (DP):
The above definitions certainly apply in the DP, but there are further rules and regulations which DP students are expected to adhere to:
- DP students must conduct themselves properly during IB Exam Sessions, as dictated by the “Conduct of the examinations” documents. This includes, but is not limited to:
  - Following the instructions of the invigilators (proctors)
  - Bringing in only allowable materials (examples: pens, pencils, a calculator if permissible for the particular exam)
  - Sitting in assigned seats
○ Arriving on time for scheduled exams
○ Completing their own work independently, without asking for or giving help to another candidate

- Candidates are not to disclose information to another candidate, or receive information from another candidate, about the contents of any IB examination paper within 24 hours after the examination. This includes friends at school or the online community of IB learners. Students should not speak about the examinations until a full 24 hours pass. This includes, but is not limited to, texting or publishing any information about exams on any social media.
- DP Internal Assessments are to be submitted through turnitin.com, along with any External Assessments completed under the school watch (English A Written Assignment, for example)

*Adapted from “Academic Honesty” (2011) by the IBO and the Copenhagen International School “Academic Honesty Policy” (2015)

In the case of suspected Academic Malpractice in the Diploma Program Setting, Cottonwood Classical Preparatory School will adhere to all IB rules and regulations for investigation and submission of testimonies.

Resources for Students:
Turnitin.com: http://turnitin.com/
Citation Maker: http://www.easybib.com/
MLA Style Guide: https://owl.english.purdue.edu/owl/resource/747/01/
Quoting, Paraphrasing and Summarizing: https://owl.english.purdue.edu/owl/resource/563/01/

Thank you for completing the review of the CCPS Family Handbook. Please print the last page out, sign, and return it to your child’s advisor.
Please print this page, sign it and return it to your child’s Advisor.

**ACCEPTANCE FORM**

After reviewing the 2018-2019 Cottonwood Classical Preparatory School Family Handbook, please read and sign the following.

The Family Handbook will be accessible on the CCPS website throughout the school year for your reference and for updates and changes.

**CCPS Student Consent Form**

I have reviewed the CCPS Family Handbook. I fully support Cottonwood Classical Preparatory School’s policies as outlined in the CCPS Family Handbook and in other communications from the school and will support the school in applying these policies.

________________________________                                _______________
Student’s Signature                                Date

________________________________
Student’s Name (Print)

**The CCPS Parent Consent Form**

I have reviewed the CCPS Family Handbook with my son and/or daughter. I fully support Cottonwood Classical Preparatory School’s policies as outlined in the CCPS Family Handbook and in other communications from the school and will support the school in applying these policies.

________________________________                                _______________
Parent’s Signature                                Date

________________________________
Parent’s Name (Print)