

Adopted by the Governing Board

June 15, 2010

Colorado Calvert Academy
State Charter School
School Handbook



Contents

Introduction.....	4
From the Principal.....	5
Mission Statement.....	6
Colorado Calvert Academy Commitments.....	8
Roles and Responsibilities	8
The Principal.....	8
The Teachers.....	8
The Parent/Guardian.....	9
The Student.....	9
School Information	10
Technology Support.....	10
2010/2011 School Calendar.....	10
Instructional Hour Requirements.....	12
Emergency Closure Procedures.....	12
Policies and Procedures	12
Enrollment & Withdrawal Procedures.....	13
Enrollment.....	13
Immunizations and Religious Exemptions	13
Change of Contact Information	13
Withdrawal.....	13
Non-Discrimination Statement	13
Confidentiality Agreement.....	14
Academic Honesty Policy.....	14
Individualized Learning Plans	14
Calvert Navigator Map	14
Academic Pacing	15
Promotion and Retention	15
Student Assessments and Testing	16
Assessments	16
Testing.....	16
Grading and Progress.....	17
Colorado Calvert Academy Grading Scale.....	17
Student Progress and Report Cards.....	17
School Supplied Materials	17
Connecting to the School Community.....	18
Athletic Eligibility	18
Special Education.....	18
Discipline and Due Process Procedures.....	18
Student Due Process	19
Parent Due Process	20
Parent/Guardian Grievance Procedures	20
Weapons Policy	21
Notifications.....	25
FERPA	25
Family Policy Compliance Office	26

Privacy Policy	29
Security Information	29
Home-to-Schol Partnership Agreement	30
Colorado Calvert Academy’s Expectations for Students:	30
Colorado Calvert Academy’s Expectations for Supervising Teachers:	30
Colorado Calvert Academy’s Expectation for Learning Guides:	30
Colorado Calvert Academy Handbook Acknowledgement.....	31

Introduction

This handbook is designed to familiarize you with Colorado Calvert Academy and to provide you with information about the school's policies and operating procedures. You should read, understand, and comply with all provisions of the handbook.

No school handbook can anticipate every circumstance or question about policy. As Calvert Academy continues to grow, the need may arise to revise, supplement, or rescind any policies or portion of the handbook from time to time, as Calvert Academy deems appropriate. Calvert Academy reserves the right to do so at its sole and absolute discretion. Parents or guardians, of course, will be notified of such changes to the handbook as they occur.

From the Principal

Dear Colorado Calvert Academy Families,

Please allow me to introduce myself as the principal of the Colorado Calvert Academy. I am delighted to serve Colorado's families in a public virtual charter school focused upon providing the best educational experience for every student.

As a long-time advocate of alternatives in education, I am excited to see parents, students, teachers and staff working together to keep our students engaged and excited about learning. Colorado Calvert Academy's curriculum is designed to provide a rigorous foundation for a lifetime of learning for every student. As a parent, I have seen the benefits families enjoy as a result of the rich experiences and relationships developed while learning together.

We know that an excellent education can happen when parents and schools become true partners in a child's education. That dynamic partnership ensures that a warm, meaningful and supportive environment is established from the very beginning of a child's educational experience. This partnership also allows each child to flourish and become a well-rounded and unique person whose individual strengths and talents can be developed to their full potential.

As we work together to build a vibrant community of learners, please feel free to call or stop by for a visit. Colorado Calvert Academy's staff is committed to providing the best for your child.

Warmest Regards,

Elizabeth Davis
Principal

Mission Statement

The mission of the Colorado Calvert Academy State Charter School is to meet Colorado students in grades K-8 where they are academically, inspire and enable them to achieve at the highest academic level, foster their ability to integrate ideas and concepts across subject areas, and develop their character, curiosity, and commitment to life-long learning.

The Colorado Calvert Academy is a virtual public charter school dedicated to inspiring students in grades K-8 to realize their full potential in a 21st Century learning environment utilizing a proven curriculum, expert support, and instructional systems designed to encourage academic excellence. Leveraging the partnership between student, professional teacher, parents, peers, and other members of the academic community, the Colorado Calvert Academy creates a learning environment that empowers students who participate in distance education programs to achieve success. Since 1906, the non-profit Calvert organization has helped children to realize their academic potential despite the constraints of income and geography. The foundation of the Colorado Calvert Academy program is the high-quality, research-based, and standards-aligned Calvert curriculum which has been producing results for over a century. Each student will benefit from the implementation of the Calvert curriculum driven by a professional learning community composed of a supervising Colorado Calvert Academy certified teacher, a Calvert online mentoring teacher, Calvert Education Counselors, and enriched by the daily support and encouragement of their Learning Guide (most often a parent.)

The Colorado Calvert Academy virtual public school program supports the essence of the Colorado Charter Schools Act and propels Colorado students forward into the 21st Century workplace. The Colorado Calvert Academy is committed to:

- Improving student learning,
- Increasing learning opportunities for students,
- Encouraging the use of a variety of productive teaching methods,
- Establishing new forms of accountability for schools,
- Creating new professional opportunities for teachers as instructors and program leaders,
- Assisting Colorado in reaching academic excellence.

Building upon the core of the rigorous Calvert curriculum—fundamentals of reading, composition writing, arithmetic, critical thinking, and arts and sciences—students employ specific skills that are meaningful in today’s academic environment. Through collaborative learning, leadership development, and increased technological application, students receive the skills they need to succeed in a present-day economy. The Colorado Calvert Academy combines the best of tradition and innovation by blending the trusted Calvert curriculum, the oversight of a professional teaching team, and the innovative technology needed to serve the virtual public school students of Colorado.

Program Overview

Calvert has been the trusted leader in distance learning for over a century. Calvert helps children throughout the world realize their academic potential despite the constraints of income and geography. The passing of the Colorado Charter Schools Act makes this experience available to additional children by allowing families who need the support of a professional teacher and a community school to confidently consider this alternative education program. This exciting outreach to new families is happening not only in Colorado but in Calvert partnerships with public schools throughout the country. Calvert combines a proven and rigorous print-based curriculum, technology delivered instructional experiences, instruction by a highly qualified professional teacher with high expectations to deliver an experience that will enable Colorado students to cross the divide to a future empowered by a successful education.

Each student will benefit from the direction provided through a professional learning community composed of a supervising Colorado Calvert Academy state-certified teacher, Calvert Education Counselors, and enriched by the daily support and encouragement of a Learning Guide (most often a parent.)

The academic journey begins with a skills assessment which determines the proper placement across three subject strands: math, language arts, and reading/content-driven areas (science, social studies, geography, technology literacy and art history.) The CCA SCS teacher, in collaboration with the student and parent, completes the Calvert Navigator map which articulates academic goals for the year, pacing plans and remedial and enrichment plans if needed. The CCA SCS teacher has the responsibility for the student's education and all related instructional activities. The teacher reviews progress with each student and interacts and monitors student activity in a variety of means.

Students attend live classes which meet online for at least one hour during the week to cover the subjects of math, grammar, reading, and composition. Students use Calvert-provided technology to learn and interact in class, participate in assigned threaded discussions, complete group projects, conduct peer reviews online, and develop "21st Century" collaborative skills that are important in today's academic setting.

In addition to the direction and support provided by the CCA SCS teacher, the student is supported by a detailed daily educational activities, instructional videos, and interactive content practice sessions.

Instructional videos are presented by a professional Calvert teacher and serve as an instructional as well as a reinforcing voice for the student. In addition, the videos are topically organized to provide a tutorial library for students needing review or remediation. At the end of each lesson a student completes Calvert Checkpoints which are objective questions assessing whether the student mastered the lesson content.

Interactive electronic practice tools in math and spelling are game-based and aid in skill development. The spelling program provides an individual learning track for each student based on pre-test results and an individual word list for those words which have been misspelled in prior lessons.

Every twenty lessons a student takes a test in each subject area which will be graded by the CCA SCS teacher. Additionally, all students are expected to participate in the Colorado State Assessment Program. (CSAP)

Colorado Calvert Academy Commitments

Colorado Calvert Academy is committed to meeting students at their current achievement level and to work collaboratively with all stakeholders to help students achieve academic and personal success. In order for each student to achieve personal success Colorado Calvert Academy makes the following commitments:

- A highly-qualified teacher and Learning Guide will use student placement and assessment data to collaboratively develop a Calvert Navigator Map that will address the strengths and needs of individual students.
- Students will receive individualized instruction from a highly qualified teacher. The Learning Guide will provide daily support and guidance to ensure that the student is staying on task, keeping pace, and achieving mastery of key concepts and indicators.
- The school will operate with the best interests of the student in mind.
- Students and parents or guardians will be contacted on a regular basis and will be treated as a partner in the common goals of student academic success.
- Field trips and community events will be organized to foster social interaction.
- Individual Education Programs and Free and Appropriate Public Education requirements will be followed to meet the special needs of each student.
- The school will support the parent or guardian and provide school records or other required materials to transfer the student to another educational program.
- The school will comply with the Family Educational Rights and Privacy Act.
- The school will make every attempt to incorporate all stakeholders' feedback to make improvements to the program.
- The school will provide students with highly qualified teachers, a structured instructional program, curriculum, and instructional materials.

Roles and Responsibilities

The Principal

The Principal will be responsible for the day to day administration of the school and will provide support and assistance to teachers, Learning Guides, and students so that students can continue to make academic progress.

The Teachers

Certified teachers will be responsible for implementing each student's educational program. They will collaborate with the Learning Guides to develop a Calvert Navigator Map for each student. The Navigator Map will address student strengths and needs so that each student will achieve mastery and be proficient in each subject. The teachers will provide individualized instruction and guidance to students in addition to small group, interactive, on-line instruction.

The teachers will monitor student attendance and progress using the Learning Management System. Teachers will make personal contact with the students to ensure appropriate pacing and mastery of subjects. Instructional/assessment sessions with students may take place as home visits, telephone conversations, and/or webcam Touchpoint sessions. Teachers will also communicate with parents as

often as needed including a Touchpoint conference a minimum of every other week. The teachers will proctor state required assessments to maintain security and integrity of the assessments.

The Parent/Guardian

The parent, or Learning Guide, is a critical component to the successful academic experience of any CCA SCS student. The rewards of parent participation in the education process are great. The Learning Guide or parent is expected to read all introductory material and to ensure that the student follows the guidelines outlined in the beginning of the Lesson Manual. The Learning Guide is encouraged to look over the online tests and required assignments to be certain that the student has carefully completed all requirements before they are submitted. The parent is responsible for promoting good learning habits and productive use of the Internet. The parent will verify the number of hours of educational activities completed by the student each school year. Parents will confer with the certified teacher on a biweekly basis at a minimum.

The Student

Colorado Calvert Academy is designed to maximize student success. As soon as students enroll in the school, they will begin taking on the responsibility for learning and academic achievements. Each student should continue to stay focused, work hard, engage in lessons and activities, ask questions, identify weaknesses, and build on strengths.

School Information

Contact Information

Phone	(970) 232-3317
Fax	(719) 258-1591
CCA SCS Administrative Address	155 E Boardwalk Dr. #547 Fort Collins, CO 80525
Shipping Address	6170 Lehman Dr. #101 Colorado Springs, CO 80918
Elizabeth Davis , Principal	edavis@cocalvertacademy.com
Kerry Kantor, Executive Assistant	kkantor@cocalvertacademy.com
Calvert Education Counselors	(888) 487-4652
Technical Support	(800) 288-7983
Office Hours	8:00 am-5:00 pm M-F

Technology Support

Technology Support provides families with help on issues relating to equipment, Learning Management System, hardware or software functions, or software installation. Support Services can be reached at (888) 487-4652 or techsupport@calvertservices.org.

Technology support staff can be reached during the school year 8:00 a.m.- 5:00 p.m. Eastern Standard Time. If parents call after this time, they can leave a voicemail.

Technology support staff try to respond to each issue in a timely manner. They will work on issues depending on severity of each issue that is received.

2010/2011 School Calendar

CCA SCS students will be required to complete the equivalent of 180 school days, in accordance with Colorado state requirements. A full calendar for the 2009/2010 school year, including holidays, is below.



Colorado Calvert Academy
 123 my future street
 Monument, CO
 (719) 888-8888
 (800) toll free , (800) toll free fax
 email: MMMM@cocalvertacademy.com

2010 -- 2011 Academic Calendar

2010	August	9 - 11	M-W	Teacher Professional Development
		12 - 13	Th-F	Parent Student Orientation
		13	F	Get Acquainted Picnic- Limbach Park Monument, CO
		16	M	First Day of Classes
	September	6	M	Labor Day (no classes)
	October	13	F	End of First Quarter
		18	M	Teacher Professional Development (Limited access to teachers)
	November	24-26	W-F	Thanksgiving (no classes)
	December	20-31	M-F	Christmas (no classes)
2011	January	3	M	Teacher Professional Development (Limited access to teachers)
		7	F	End of Second Quarter
		17	M	Martin Luther King Day (no classes)
	February	21	M	Presidents Day (no classes)
	March	11	F	End of Third Quarter
		14	M	Teacher Professional Development (Limited access to teachers)
	April	18-22	M-F	Spring Break
		24	Su	Easter
	May	16	M	Teacher Professional Development (Limited access to teachers)
		30	M	Memorial Day (no classes)
	June	3	F	End of Fourth Quarter

- School Closed
- Professional Development
- Student Orientation
- Quarter Ends
- First and Last Day of School
- Parent Teacher Conferences

Calvert Philosophy

"The best teachers... Carried his pupils off their feet with enthusiasm for knowledge, inspired them with an all mastering stifle fore better things, and breathed into their souls his own rare spirit of Idealism and true culture."

Virgil M. Hillyer,
 First Head Master of Calvert
 School, 1899

CSAP Testing Window Calendar**

February 22 to March 4 CSAP-3rd Grade Reading Only
 March 14 to April 15 CSAP-4th to 8th Grade Reading, Writing, Math, Science
 3rd Grade Writing, Math, Science

**It is important that parents DO NOT plan any family events or vacations that will prevent your child from participating in CSAP. CSAP are mandatory for all CCA SCS students.

Colorado Calvert Academy
 2010-2011 School Calendar

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Instructional Hour Requirements

Instructional hours are based on a 180 day school year: Grades 1 through 8 will attend school a total of 1,080 hours in a school year which averages six hours a day. These hours may include time on the computer, time working on assignments or projects, time spent reading or completing hands-on activities. Additionally, activities including music, physical education, curricular field trips and other school events may be included in the instructional hours for each student.

Emergency Closure Procedures

In the event of inclement weather, the Colorado Calvert Academy main office will follow the closure protocols of Colorado Springs School District 11. Further decisions will be based on weather forecasts around the state and the conditions surrounding the school main office. Schedule adjustments and field trip cancellations will be distributed to the media and posted on the school's website. Students will not typically participate in a snow day as Colorado Calvert Academy does not recognize snow days. Because students will always have access to an internet connection, there is no need to cancel an academic day due to poor weather conditions. However, the school office may be closed due to weather conditions.

Policies and Procedures

Attendance

Students will be required to attend all designated virtual classes and meet all state requirements for attendance in public schools. Students will be required to complete the designated number of instructional hours per day.

Colorado Calvert Academy will track attendance through a Learning Management System. Students who do not attend school will be considered truant and their parents/guardians will be held responsible to truancy laws and regulations.

Extended Illness

If a student experiences an illness for an extended period, the school will assist the parent in making arrangements for the accomplishment of assignments when deemed appropriate.

Monitoring Attendance

Students will be responsible for logging their attendance in the Learning Management System every school day. If a student does not record his/her attendance on a school day, the student will be marked absent. If a student is unable to log his/her attendance, or attendance was not logged correctly for any reason, he/she must notify their Colorado licensed teacher so the instructor can correct the absence. In order for an absence to be corrected in the Learning Management System, a parent must submit a written request with backup documentation to the instructor. All adjustments to the attendance system must be addressed within 72 hours of the date of the absence.

Achievement Acceleration Process

Colorado Calvert Academy monitors attendance closely in the Learning Management System. The CCA SCS teacher will contact the parent/legal guardian if the student is performing below standards. The teacher and guardian will work together to devise a plan on how to get the student back to performing up to school standards. CCA SCS will make every effort through conferences, site visits, and increased communication to help the student meet CCA SCS academic standards.

Enrollment & Withdrawal Procedures

Enrollment

Colorado Calvert Academy requires all families interested in enrolling in the school to complete an application. The school will follow all state, federal, and local admissions policies.. CCA SCS will not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities.

Immunizations and Religious Exemptions

No child shall attend any school in Colorado without first presenting up to date immunization records, as required by sections 25-4-902 or exemptions certificate as stated in section 25-4-903 of the Colorado Revised Statutes.

Change of Contact Information

Contact information is part of each student's educational record and must be kept current. Parents are required to notify the school's executive assistant of any change in name, mailing and/or shipping address, e-mail, phone number, emergency contact, responsible adult, or court order designation a change in guardianship.

Withdrawal

A parents or legal guardian may withdraw a student from the school at any time by notifying the school office in writing. The Principal will arrange a withdrawal date and for the prompt return of school materials.

Discontinuation of course work does not constitute a withdrawal. Until all withdrawal paperwork is completed and all school materials are returned, the student should continue to complete coursework. Colorado Calvert Academy may not release student records until all materials have been returned in good condition.

Non-Discrimination Statement

Colorado Calvert Academy is dedicated to educational and workplace equality. All age appropriate K5-8th grade full time students who reside in Colorado are eligible to attend the Colorado Calvert Academy.

The Colorado Calvert Academy will not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, , or physical, mental, emotional, or learning disability or handicap in its educational programs or activities, including the admissions process. Any person with inquiries concerning Calvert Academy's compliance with Title VII of the *Civil Rights Act of 1964*, Title IX of the *Educational Amendment of 1972*, Section 504 of the *Rehabilitation Act*, the *Americans with Disabilities Act*, or the *Individuals with Disabilities Education Act* should contact the school.

The Principal of the school is responsible for the implementation of Title IX and Section 504 and handling any complaints alleging any action that would be prohibited by Title IX and Section 504. Please see the Due Process section of the school handbook for grievance procedures.

Confidentiality Agreement

Colorado Calvert Academy makes every attempt to keep all student information confidential. CCA SCS will not give out student information without the written permission of the parent or guardian. CCA SCS will obtain written permission from a parent/guardian before it uses a student's picture or name on the Internet. All students and parents are given usernames and passwords to log into the Learning Management System. CCA SCS strongly encourages students and parents not to share their usernames and passwords.

Academic Honesty Policy

Colorado Calvert Academy expects all students to submit their original work. If a student does not submit original work, he/she will be subject to disciplinary action. Students may not plagiarize, forge school documents, or submit work that is not their own original work. All learning guides are responsible for making sure that the academic work submitted to the student's teacher represents the student's best effort.

Individualized Learning Plans

Calvert Navigator Map

Colorado Calvert Academy will work with Learning Guides and students to place each student in the appropriate grade level. Diagnostic placement tests will be given to each student at the time of enrollment to determine student's current level of competence and appropriate placement in the Calvert math, grammar/composition, and reading/content curricula.

Once a student has been placed, each Learning Guide will receive a Navigator Map for the student. The CCA SCS teacher will review the progress of the student throughout the year and make adjustments to the student's learning program when necessary.

The Calvert Navigator Map allows the CCA SCS teacher to adjust the schedule of the day based on the student's needs. The flexibility of the Navigator Map can help teachers select courses and lessons that the student should review and complete each day. It is also important for all parties involved to keep in mind that the curriculum is designed to meet state standards and each student must take part in the school's standards-based curriculum and assessment program.

Academic Pacing

Students will progress at different rates throughout the school year. A student's Colorado certified teacher may recommend an Advanced Learning Plan for a student who is progressing at a pace which is significantly accelerated. This may include augmenting the curriculum or modifying specific projects or assignments.

If a student falls behind in the course work throughout the school year, he/she will be given up to two weeks past the end of the school year to complete the required course work. In order for the student to be granted extended time, the parent must contact the CCA SCS teacher and Principal in writing for approval.

Promotion and Retention

Students will be promoted to the next grade level after they have shown proficiency in their present course of study and on mandatory state testing. Third graders will also be required to demonstrate reading proficiency (certain students with IEPs may be excluded from this requirement).

The Principal will collaborate with the CCA SCS teacher and legal guardian if a student needs to be retained based on lack of proficiency. The school will adhere to all state regulations regarding the retention of a student.

Student Assessments and Testing

Assessments

Colorado Calvert Academy uses a mastery learning program of assessments to ensure learning and reinforcement of important concepts. During each lesson students will be asked to answer oral questions, participate in discussions, and complete Checkpoint assessments for each subject. The student's participation in assessments will allow the teacher and Principal to view the student's understanding of concepts covered in each day's lessons.

After every 5-10 lessons, the student will complete an online quiz to reinforce continuing understanding of foundational concepts. Cumulative tests and projects will be assigned and evaluated by the CCA SCS teacher after every twenty lessons. A student who is underperforming or who fails to achieve a 3 or better on a scale of 1-4 (1 being high) on these periodic assessments for a course will be required to review the course material, receive specific interventions, and retake the test.

In addition, CCA SCS teachers will administer Touchpoints at least every two weeks in real time via home visit, telephone, or webcam conferences. The CCA SCS teacher will ask a series of questions for each subject area. The student will be required to answer questions orally and present a portfolio of work that he/she has completed since the last conference. The teacher will engage the student in a conversation about the portfolio artifacts to ensure that the student has completed the work independently and has learned the required information as a result of completing the projects.

Individual student performance results from each of the aforementioned assessments will be monitored continually by school personnel through the Learning Management System. Every twenty lessons, the student will receive a grade report that summarizes his/her performance for that period.

Testing

Students enrolled in Colorado Calvert Academy are required to participate in Colorado's annual CSAP testing, and state-aligned test Measures of Academic Progress or SCANTRON. Additionally, the Colorado Calvert Academy is in full compliance with the Colorado Basic Literacy Act which requires the completion of a state approved assessment at multiple intervals throughout the year. The school is required by state and federal law to administer these tests. If a student cannot take a mandatory test, the legal guardian will need to provide a reason to the school in writing and schedule a time to make up the test.

- *The Colorado Academic Standards were adopted December 10, 2009. The revised standards include early school readiness and postsecondary competencies, as well as reflect both workforce readiness and 21st century skills.*
- *SCANTRON tests are state-aligned computerized adaptive assessments that provide accurate, useful information. SCANTRON testing will be administered at least once during the school year.*

Grading and Progress

Colorado Calvert Academy has a grade book integrated in its Learning Management System to allow parents and Learning Guides at any time to view grades on assignments submitted by the student. Student's grades will be based on quizzes, tests, portfolios, and online discussions.

Colorado Calvert Academy Grading Scale

The marking system for grades 3-8 are as follows:

90-100	A-Excellent
80-89	B-Good
70-79	C-Average
60-69	D-Poor
59-Below	F-Failing

Student Progress and Report Cards

A parent may log on to the Learning Management System at any time to view a student's academic progress and attendance information. Progress reports will be issued twice during each nine week period. Report cards will be issued by the school each nine weeks and copies will be sent home to parents. Teachers and Learning Guides will communicate frequently to ensure that student progress is satisfactory.

School Supplied Materials

The school will temporarily provide each home with a desktop computer, textbooks, lesson plans, novels, and workbooks for the sole use of accessing and completing the requirements of the CCA SCS educational program. The legal guardian is asked to supply basic consumable school supplies for each student. However, if the parents/guardians are unable to purchase the requested supplies, they may contact a staff member at the school for assistance.

The items provided to each household by the school are to be kept in good condition. The legal guardian will be held responsible for all repairs and/or damage to school property while the property is in the student's possession. All property must be returned to the school in good working condition.

All printed materials are copyrighted and unauthorized copying of materials is a copyright infringement. Materials may not be sold and should only be used by the student enrolled in the school.

Connecting to the School Community

Colorado Calvert Academy will plan school-sponsored events throughout the year to allow students to benefit from socialization and educational components. Colorado Calvert Academy also encourages students and families to get together through outings, study sessions, and other activities.

Students must have written permission to attend school-sponsored activities. Written permission slips will be submitted to the CCA SCS Principal. Any student who does not have written permission on file with the school will not be permitted to attend the school-sponsored event. Some sponsored events may have fees associated with them. If the parents/guardians are unable to pay the fees, they may contact a staff member at the school for assistance.

Athletic Eligibility

Students are not guaranteed the right to participate on athletic teams in their local districts. Parents should contact their respective districts for more information.

Special Education

Colorado Calvert Academy provides a Free Appropriate Public Education (FAPE) to those students with special needs. The school will meet the individual needs of the student by customizing the Navigator Maps and/or developing an Individual Education Program (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA). All special education programming and related services will be provided at no cost to the parent.

Discipline and Due Process Procedures

Colorado Calvert Academy has three levels of discipline: 1) Warning, 2) Suspension, and 3) Expulsion.

- 1. Warning**—When a student receives a warning, the Principal will initiate a conference call with the student and parents/guardians. Documentation of the warning will be recorded in the student's school file. All references to the warning will be removed from the student's file at the end of the school year.
- 2. Suspension**- A suspension temporarily removes a student from the class or school-sponsored activity. The school's Principal will determine the length of suspension. The suspension will be documented in writing and will become part of the student's permanent record.

During a suspension, the student will be granted limited access to WebMail and the Learning Management System. The student will be required to complete all school work during the suspension.

The student or Learning Guide will be responsible for obtaining the student's work assignments from the CCA SCS teacher.

Behaviors that might lead to a student suspension include:

- Plagiarism
- Cheating on tests or work assignments
- Excessive Unexcused Absence
- Illegal absence
- Bullying (including cyber bullying)
- Abusive Conduct
- Harassment
- Vandalism
- Theft and robbery
- Sexual Harassment
- Violation of Acceptable Use Policy
- Repeated Violation of any disciplinary issues

- 3. Expulsion-** Expulsion of a student removes him/her from the school for an extended period of time or permanently. An expulsion will be documented in writing and will become part of the student's permanent record.

A student who is considered a serious threat to the safety of others, possesses firearms, dangerous weapons, bombs, or explosives, exhibits criminal behavior, arson, is under the influence of or possession of, or sale of controlled substances or paraphernalia will be in violation of school policy that can lead to expulsion. Procedures for suspensions or expulsions for students who are designated as exceptional will follow all appropriate state and federal policies, regulations, and laws. Colorado Calvert Academy will comply with the requirements of Section 504 of the Rehabilitation act of 1973, the Individuals with Disabilities in Education Act, or the American with Disabilities Act for students who are protected under those acts. The school will comply with Section 111.31, Stats., which prohibits corporal punishment of students. The school will also comply with Sections 118.32 and 948.50, Stats., which prohibit a strip search of a student.

Before any disciplinary measures are taken, the Principal will make a reasonable effort to determine the truth of what happened. All students will be treated with fairness, and the Principal will adhere to due process requirements when making decisions directly affecting students' protected rights under federal and state law. Parents/guardians will be notified and kept informed of any process or actions related to the discipline of their child.

Student Due Process

Before a student is suspended for a period of ten days or less, an informal hearing will be held with the student, legal guardian, Principal, and staff members as deemed appropriate. The student will be granted all due process procedures as required by law. The Principal will present the charges to the student and parent. The student will be given a chance to admit to the charges. If the student does not admit guilt to the charges, the Principal will present the evidence. The student will then be given an

opportunity to present his/her case to the Principal. If the Principal decides that the student should receive suspension, a written notice will be sent to the legal guardian and student.

Before a student receives a suspension of more than 10 days or is expelled, the Principal will convene the CCA SCS Discipline Committee, which is composed of the Principal and teachers appointed by the Principal. The Discipline Committee is responsible for reviewing the student's situation or situations that led to this discipline level. The Discipline Committee may request the presence of the parent/guardian and/or student. If the Discipline Committee decides to move forward with the suspension or expulsion, the Principal shall provide the student and parent/guardian with written notification of the charges of misconduct, the disciplinary action to be taken, and their right to appeal in writing to the CCA SCS Governing Board. If an appeal is submitted, the CCA SCS Governing Board will schedule a hearing in a timely manner and provide the student and parent/guardian the opportunity to tell their side of the story. The CCA SCS Governing Board will then review the entire disciplinary record and notify the student and parent/guardian in writing of the final disciplinary action to be taken.

Parent Due Process

Colorado Calvert Academy is committed to parent/legal guardian satisfaction and takes the education of each student seriously. The school is responsible to make sure that students and legal guardians adhere to the school handbook's policies and procedures. If the legal guardians and students do not adhere to the school policies, the school Principal will discipline, disenroll a student, or take legal action against the family for breach of agreement or school policy. Some reasons that may require the school to take such extreme measures are nonparticipation in mandatory state testing, failure to return materials, or disputing the materials and equipment policy.

If a legal guardian has concerns about the school's actions he/she may use the grievance procedures below. If a parent/guardian believes that there has been some form of discrimination such as sexual, disability, or other misconduct on the part of the school or its employees, the parent/guardian should follow the grievance procedures below as well as contacting the school Principal immediately.

Parent/Guardian Grievance Procedures

1. Parents/guardians should submit their dissatisfaction, in writing, to the student's teacher. The written document should include the parties involved and should be as detailed as possible.
2. Once the grievance is received by the teacher, the teacher will review it with the Principal and will respond to the parent/guardian within three business days.
3. If the parent/guardian is not satisfied with the resolution given, he/she will have five business days to schedule a meeting with the teacher and Principal to further investigate the matter.
4. If further investigation is requested, the Principal will have five business days to schedule a meeting and respond to the parent/guardian.
5. If, after the Principal's further investigation and response, the parent/guardian is not satisfied with the resolution, he/she may appeal in writing to the CCA SCS Governing Board.
6. The CCA SCS Governing Board will review all appeals and notify the parent/guardian of its response.

If the parent is still not satisfied after following the entire grievance procedure listed above, he/she may contact the Colorado Charter School Institute or the state Department of Education for further recourse.

Weapons Policy

The Board of Education and district administration determine that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel within the district.

Mandatory expulsion in accordance with state and federal law

Carrying, bringing, using or possessing a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the school district is prohibited. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

As used in this policy, "dangerous weapon" means:

- a. A firearm, whether loaded or unloaded.
- b. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to slingshot, bludgeon, brass knuckles or artificial knuckles of any kind.

The principal shall initiate expulsion proceedings for students who carry, bring, use or possess a dangerous weapon in violation of this policy. Unless expulsion is otherwise required by federal law, a student may, but need not be expelled if as soon as possible upon discovering that he or she is in possession of the dangerous weapon, the student notifies and delivers the weapon to school officials. In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The superintendent may modify the length of this federal requirement for expulsion on a case-by-case basis.

Discretionary discipline in accordance with state law

Carrying, using, actively displaying or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, and off school property when such conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or school district is prohibited. Students who violate this policy provision may be subject to disciplinary action including but not limited to suspension and/or expulsion.

A student may seek prior authorization from the building principal to carry, bring, use or possess a

firearm facsimile that could reasonably be mistaken for an actual firearm on school property for purposes of a school-related or non-school related activity. A student's failure to obtain such prior authorization is a violation of this policy provision and may result in disciplinary action, including but not limited to suspension and/or expulsion. The principal's decision to deny or permit a student to carry, bring, use or possess a firearm facsimile that could reasonably be mistaken for an actual firearm on school property shall be final.

School administrators shall consider violations of this policy provision on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

Recordkeeping

The district shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled and the types of weapons involved as required by law.

Referral to law enforcement

In accordance with applicable law, school personnel shall refer any student who brings a firearm or weapon to school without authorization of the school or the school district to law enforcement.

Acceptable Use and Internet Policy

The Colorado Calvert Academy believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The Calvert Academy retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures.

The Colorado Calvert Academy shall establish appropriate guidelines for exploring and using Internet resources to enhance learning and teaching activities. The CCA SCS shall consider sites as unacceptable if they offer access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites that contain information on the manufacturing of bombs, or other incendiary devices, shall also be prohibited.

The CCA SCS promotes compliance with the Children's Internet Protection Act (CIPA) and all student activities must meet the requirements and restrictions of their local school districts. However, the CCA SCS encourages the use of Internet resources approved by the instructors for legitimate scientific and educational purposes.

It shall be the policy of the CCA SCS that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The CCA SCS does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by students. Parents shall be made aware that Internet usage is only partially controllable by supervision. Students' local schools may require direct supervision by a teacher or other professional designated by the teacher for Internet use during school hours; however, CCA SCS students may require Internet use in an unsupervised situation outside of school.

USE OF INTERNET REGULATIONS

The Colorado Calvert Academy requires access to the Internet by students and staff. The Internet is a very exciting educational tool that can greatly benefit instruction and learning. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The Colorado Calvert Academy believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate etiquette and language shall be required.
2. Calvert Academy students are required to have an e-mail account. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher and student messages shall be allowed.
3. No personal photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
9. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
10. Invading the privacy of another user, or using their account, shall not be tolerated.
11. Impersonating another user, including a staff member or another student, shall not be tolerated.
12. Posting personal messages outside of classroom content shall be forbidden.
13. Sending or posting anonymous messages shall be forbidden.
14. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.
15. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
17. Students will work within the confines of the infrastructure for messaging, bulletin/discussion board use, and virtual chat (unless directed elsewhere by the instructor).
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.

19. Suspension (from the Colorado Calvert Academy) may result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures. The student shall also be held to local rules and consequences.

No student will be allowed to participate in the Colorado Calvert Academy unless a completed Internet Usage Contract has been submitted to the Colorado Calvert Academy.

Notifications

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day that the School receives a request for access. Parents or eligible students should submit to the School a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want to change, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW

Washington, DC 20202-5901

Under FERPA, the school may disclose, without consent, “directory information” on the student. “Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It can include the student’s name, student’s address, telephone number, email address, student’s date and place of birth, dates of attendance, student’s achievement awards or honor, dates of graduation, and student’s grade. The parent is required to confirm the information that they want to include in the School Directory.

Protection of Pupil Rights Amendment Notification

The Protection of Pupil Rights Amendment (“PPRA”), 20 U.S.C. § 1232h, requires Colorado Calvert Academy to notify parents and obtain consent or allows parents to opt their child out of participating in certain student surveys, analyses, or evaluations.

Calvert Academy sets forth the guidelines for the administration of surveys and access to survey materials. In accordance with the above statutes and Policy, the school will notify parents of any survey, analysis, or evaluation that reveals information in one or more of the following nine areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems potentially embarrassing to the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility;
9. Social Security number

The above Policy and statutes provide parents and eligible students with the following rights:

1. Right to Consent before students are required to submit to a survey that concern one or more of the protected areas listed above (“protected information survey”);
2. Right to receive notice, at least annually, and an opportunity to opt a student out of the following:
 - a. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the health and safety of a student, except for hearing vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - b. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Right to inspect, upon request and before administration or use –
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

Colorado Calvert Academy will work to develop and adopt policies in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Colorado Calvert Academy will directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Any non-emergency, invasive physical examination, or screening as described above.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the school Principal. He or she will notify parents of the time and place where you may review these materials. Parents have the right to review a survey and/or survey-related instructional materials before the survey is administered to a student. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U. S. Department of Education 400

Maryland Avenue, SW

Washington, DC 20202-4605

Privacy Policy

Colorado Calvert Academy will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). Only the Principal, teachers, board of directors, and appropriate administrative support staff will have access to students' records.

Colorado Calvert Academy provides an academic transcript to the student's primary school of record upon completion of the online course(s), or upon any request of the primary school and/or student's legal guardian.

In accordance with state and federal privacy laws, students who attain the age of 18 may transfer certain rights related to their academic records. To learn more about this, please contact the Principal.

No member of the Colorado Calvert Academy staff is authorized to release student information without the written permission of the student's legal guardian or without approval of the Principal.

Names, images, and/or course work of Calvert Academy's students will not be published in print, video/film, or on our website without written student and guardian consent.

All Calvert Academy students are provided a unique password to access online courses. It is the student's responsibility to keep his/her password in confidence.

Statistical Information: CCA SCS uses a web statistics tracking application to track visitors to the web site, but this data does not include any personally identifying information such as name or email address. Individual identifying information is not provided to any other party without parent/guardian consent, or as otherwise required by law. However, aggregated and anonymous data about groups of members may be collected and shared with participating agencies and/or companies. An example of such information might include, "X% of visitors come to our site between the hours of 7:00 and 9:00 p.m. "

Security Information

All the data provided to CCA SCS is protected to ensure both the privacy and security of parent and student data. The school uses state-of-the art technology to keep personal information as secure as possible to ensure that no one will be able to tamper with, intercept or access parent and student data. Parents/guardians are asked to keep account information private and secure and directed not to share passwords with other people.

Home-to-School Partnership Agreement

Colorado Calvert Academy's Expectations for Students:

- * Students will always present their very best effort to their Learning Guide and teacher.
- * Students will spend an adequate amount of time to master the objectives of one complete lesson every day of school.
- * Students will submit all required assignments to their teacher within the designated timeframe.
- * Students will attend and actively participate in all live classes and online threaded discussions.
- * Students will complete all of the online daily checkpoints for every lesson.

Colorado Calvert Academy's Expectations for Supervising Teachers:

- * Teachers will communicate clearly and frequently with students and Learning Guides.
- * Teachers will project a courteous and professional demeanor and model appropriate communication with students and Learning Guides.
- * Teachers will provide appropriate, differentiated, and professional instruction to each student.
- * Teachers will always act upon the primary consideration of what is in the student's best interest.
- * Teachers will actively pursue professional development opportunities which are specifically aimed at improving their professional practice in an online environment.

Colorado Calvert Academy's Expectation for Learning Guides:

- * Learning Guides will work daily with their student to ensure consistent progress.
- * Learning Guides will provide an adequate study area equipped with the appropriate tools for each student.
- * Learning Guides will ensure that Internet connections are available and maintained for the duration of the student's enrollment.
- * Learning Guides will communicate clearly and frequently with their student's teacher(s).
- * Learning Guides will return all required forms and complete all required assessments in a timely and prompt manner.
- * Learning Guides will ensure that their contact information is kept current and communicate any changes to the Colorado Calvert Academy office.
- * Learning Guides will make all necessary arrangements to ensure that their students attend and complete the annual CSAP test. As a Colorado State Charter School, Colorado Calvert Academy does not allow a student to opt out of the state testing program as mandated by statute.

Colorado Calvert Academy Handbook Acknowledgement

THIS PAGE MUST BE SIGNED AND RETURNED

By my signature below, I indicate that I have read and shared with my child or children enrolled in the Colorado Calvert Academy, the *Colorado Calvert Academy Handbook* dated August 2010, and that we understand the policies therein, including the Internet Acceptable Use policies, and agree to abide by all policies and regulations therein. I am aware that I may address any questions on any policy, practice or procedure to an administrator by calling the main office to request assistance. I understand that if I do not return this sign-off form, school administrators will assume that I have read and accepted the handbook policies.

Parent Name (Please Print) _____

Parent Signature _____

Student Name(s) (Please Print) _____

Student Signature: _____

(For students in Grades 3 and above)

Date: _____