



Student/Parent Handbook 2010-2011

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INTRODUCTION

Welcome to the inaugural 2010-2011 school year at Eagle Ridge Academy, a public school chartered by Brighton 27J School District. Eagle Ridge was opened in 2010 after the closing of the previous charter high school in Brighton. After a tedious search the Brighton 27J school district selected Hughes Consulting to lead the opening of the new school. Eagle Ridge will offer a strong academic program in a safe learning environment for your children. The focus will be on a college preparatory program but with many improvements and innovations. A dual enrollment program will be expanded, allowing students to receive both high school and college credit for the same class. And, we will introduce a strong Science, Technology, Engineering and Math (STEM) path. The STEM program will provide an opportunity for interested students to receive an advanced start in careers such as architecture, engineering, medicine, science and technology. We will offer many exciting internship opportunities in these fields.

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

Vision Statement

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

Mission Statement

It is the mission of Eagle Ridge Academy to assist families in developing **exemplary citizens** by equipping students with fundamental knowledge enabling them to be **culturally literate, prepared for college, and virtuous in character**. We accomplish this through a rigorous curriculum of traditional content taught in a safe environment.

School Governance

The school is governed by a board of directors. The board of directors establishes policies and provides financial oversight to the school. The board of directors has contracted with an educational management organization (EMO) to oversee the day to day operations of the school. Hughes Consulting is the EMO designated by the board of directors.

Governing Documents

The Board is given direction through the vision and mission statements and the strategic plan. The strategic plan is the primary document the Board uses to give further definition to the vision and mission statements. It is reviewed and revised annually, and reflects the short- and long-term goals of the school. Additionally, the Board implements the vision through establishment of policies and procedures for the administration, staff and students. All corporate documents (e.g. by-laws, articles of incorporation, policies) are on file in the school office and are available for public review.

Administration

The Principal of ERA is Mr. Brian Spinnato. Mr. Spinnato has been in the education field for nearly a decade and is the son of a history teacher. He started my teaching career working in Adams School District 50 teaching in their middle school system. He taught seventh grade language arts, history, and a variety of electives for four years before entering into administration. Later he enrolled in the University of Phoenix and completed a Masters in Education, as well as his Principal licensure, and took his previous position as the Assistant Principal at Jefferson Academy, where he has been for the past four years learning under two of the best charter school administrators in the state. For the past four years, Mr. Spinnato has served on the board of the Colorado Principal Center as the representative for charter school administrators; bringing the charter voice to a group of past and present administrators. In addition Mr. Spinnato has taught graduate level courses at the University of Phoenix to aspiring teachers and administrators on topics ranging from teaching methods and practices to human resources and legal issues that affect school administrators

ACADEMICS

High School Instructional Goals

Eagle Ridge's program focuses on a content-rich, academically aggressive approach to education, with an intention to prepare students for the rigors of college while creating exemplary citizens. To do so Eagle Ridge Academy will focus on the Seven 21st century skills as mentioned by Tony Wagner. At the center of this curriculum is a strong Science, Technology, Engineering and Math (STEM) program. The STEM program will provide an opportunity for interested students to receive an advanced start in careers such as architecture, engineering, medicine, science and technology.

Seven 21st Century Skills

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

High School Graduation Requirements

Graduation requirements have been established by Eagle Ridge Academy and the Board of Education to ensure a well-balanced program to meet the challenges of our society. These requirements allow and encourage a wide

range of electives to prepare for post secondary options, training, and advanced study. All students must be enrolled in a minimum of 6 classes for the 2010-2011 school year.

For the classes of 2014 and beyond

English	4 credits	1 unit each year for all four years
Social Studies	4 credits	1 unit each year for all four years
Mathematics	4 credits	Algebra 1 and higher
Science	4 credits	Freshman – Earth Science Sophomore – Biology Junior – Chemistry Senior – Physics, or other science electives
Foreign Language	2 credits	2 years of the same foreign language
Technology	2.5 credits	
Arts**	1 credit	Drama , music or fine arts
Physical Education**	1 credits	2 PE classes or can be fulfilled by 2 seasons of interscholastic athletic competition or other organizes programs pre-approved and verified by the principal
Senior Seminar	.5 credits	
Geography	.5 credits	Study skills using a Geography content
Total	24 credits	

For the classes of 2011-2013

English	4 credits	1 unit each year for all four years
Social Studies	4 credits	1 unit each year for all four years
Mathematics	4 credits	Algebra 1 and higher
Science	4 credits	Freshman – Earth Science Sophomore – Biology Junior – Physics or Chemistry Senior – Physics, Chemistry or other science electives
Electives	8 credits	
Total	24 credits	

**Physical Education requirements may be met by participating in off-campus programs as approved by the Principal.

Retention Policy

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

At the end of:

9th Grade – students must have 6 credits

10th Grade – students must have 12 credits

11th Grade – students must have 18 credits

12th Grade – students must complete all Eagle Ridge Academy graduation requirements.

Beginning with the class of 2011, seniors may only walk through graduation if they have fulfilled all credit obligations.

Students will not be permitted to make up any courses that they fail at Eagle Ridge Academy. Students who fail a course need to see the Director of College Readiness to obtain information on summer school or online classes. Eagle Ridge Academy uses BYU online courses and Brighton 27J summer school as their credit recovery options; PLATO is no longer a viable option. Parents/Students are responsible for paying the total costs associated with summer school and/or other programs for credit recovery.

High School Finals

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

Policies to be followed:

- All courses are expected to conduct a final exam covering the material included in the curriculum.
- Any “exemptions” from taking finals must be clearly stated in the course syllabus.
- Seniors are expected to take finals.
- The final exam may constitute up to 10% of the grade for the term.

Procedures to be followed:

- The week/days preceding the final exams shall be used for finals prep or academic activity. Parties, free days or recreational activities are inappropriate during this time. A class party may be conducted at the conclusion of the final exam hour after all students have completed their exam.
- Teachers of courses where final exams are not necessary or inappropriate (e.g. art) shall notify students and families ahead of time and arrange for either the students to be excused from school by parental written notification or participate in an academically appropriate activity during the scheduled exam time.

- A “finals schedule” shall be adopted by the administration and communicated to faculty, staff and families. All finals shall be conducted during these assigned times; only seniors shall take exams at times different than those scheduled.
- If the student is on campus during finals testing periods, the student must be in a scheduled class, under the supervision of the teacher even if a final is not conducted.

High School Report Cards and Transcripts

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

Extra Credit

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

Plagiarism

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

Academic Concerns

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

Valedictorian Selection

The administration of Eagle Ridge Academy will construct selection criteria based upon the following parameters: the Valedictorian shall be the student with the highest GPA, with weighted grades, having successfully completed a minimum of two AP or college level courses, shown outstanding personal character, and participated in at least two full sessions of “extra-curricular” activity. Eagle Ridge Academy will weight grades from AP and college level courses.

Grade Point Averages

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

High School Honor Roll

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

High School Grading Scale

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

The grading scale is as follows:

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

National Honor Society

Eagle Ridge students, at the end of the sophomore year, are eligible to apply for admission into the National Honor Society. For specifics regarding the qualifications, see the NHS Sponsor. NHS members provide service to the community and pride themselves in exemplary behavior in and out of school. NHS promotes high scholastic achievement and members serve as role models for the entire Eagle Ridge community.

Academic Letter

Academic letters will be awarded annually. Students may receive a letter for academic achievement providing the following criteria has been met:

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

Academic Awards

In the spring, a convocation will be held at Eagle Ridge for the purpose of recognizing and honoring those high school students that have achieved outstanding levels of scholarship. This academic awards ceremony will provide an opportunity for these students to receive awards in each of the academic courses offered at Eagle Ridge Academy. Honor roll students and National Honor Society students will be honored during the event. Additionally, two special recognitions, the Principal's and Warrior Awards, will be awarded.

ASSEMBLIES

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

ATHLETIC PROGRAM

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

Eagle Ridge Academy students may compete in boys' and girls' cross-country, boys' and girls' soccer, and boys' and girls' basketball. During the winter, basketball for both boys and girls is offered. Spring sports include boys' baseball and girls' soccer. Students wishing to compete in a sport not offered at Eagle Ridge may do so at a school of their choice either in the school district in which they live or attend school. Please contact the Principal for details.

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

Academic Eligibility for Sports Participation

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

PLAN A – During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit. Teachers will submit weekly grades to Weekly Eligibility every Thursday. The administration will then identify failing grades (F) by student. If a student-athlete has one failing grade, he/she is ineligible for any athletic contests from Monday until the following Monday. All appeals/issues dealing with a grade should be addressed through the classroom teacher. The administration will not advocate a grade change for a student/athlete to avoid any appearance of a conflict of interest. If it is deemed that a grade was posted in error, the teacher must submit the appeal on behalf of the student **in writing** to the principal. The administrator's decision is **final** in all eligibility issues. Grades are calculated through Infinite Campus as exact scores and are not rounded in any way. Passing requires a percentage of 60.0% or higher.

Athletic Eligibility

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

Athletic Non-participant Conduct

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

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

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

ATTENDANCE AND ABSENCES

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

Student Responsibilities for School Attendance

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

Parent Responsibilities for School Attendance

- 1) To maintain communication with their children regarding attendance
- 2) To recognize that any absence, regardless of cause, has a possible detrimental influence on student achievement
- 3) To contact the school in a timely fashion based on the school's reporting procedures regarding absences and in the case of extended home confinement, request makeup assignments
- 4) To monitor the makeup work of the student who has missed class

- 5) To attend and participate in school attendance conferences when requested
- 6) To recognize that student attendance at school is a collaborative effort between the home and school.

Teacher Responsibilities for School Attendance

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

Administrative Responsibilities for School Attendance

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

Attendance Procedures

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

Parents must call the office, 303-655-0773 ext 101 within 48 hours to inform the school of a student's absence. It is the school's responsibility to identify each absence as excused or unexcused.

Parents/Guardians are required to provide the school with an explanation of why a student is missing class. The appropriate administrator will decide if the absence(s) are excused or unexcused.

Examples of excused absences (with documentation)

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

Examples of unexcused absences

- Alarm clock failure or getting up late

- Taking a family member to work or school
- Traffic
- Car trouble
- Doing work for another class
- Weather

Parents/Guardians may call the school and ask for absences to be excused without documentation. The school may excuse up to five (5) days of absences in a semester without requesting documentation. Parent/Guardian must call by the end of the next school day (48 hours) of absences or the school may ask for documentation.

After five absences in a semester, the school will require proper documentation for any absence the student might have. Without documentation the absence will be marked unexcused. Proper documentation (see list above) must be turned in within one (1) school day (48 hours) of the absence to be considered valid.

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

Excused Absences

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

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

Students who are 18 years of age or over could petition the principal to call themselves in as absent. The student shall meet with the principal and work out an agreement.

Pre-arranged Student Absences

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

1. Is in good academic standing, has no grade lower than 68% in any class
2. Has no unexcused absences
3. Has four or fewer excused absences in a semester or seven or fewer in a school year
4. The school will enforce the written district policy for make-up work.

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

Make-up Work for Excused Absences

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

Unexcused Absences

Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, “sneak days”, “ditch days”, and “prank days”, and circumstances determined by the principal. Each unexcused absence shall be entered on the student’s record and the parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school. Unexcused absences will subject the student to appropriate consequences, including school sanctions and/or the imposition of academic sanctions for classes missed. At the senior high school level, persistent unexcused absenteeism may, in the judgment of the teacher and school administration, result in a failing grade. Court action may be initiated by the designated school authorities when deemed necessary in order to enforce school attendance requirements. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days in one month or 10 days in one year. *For attendance purposes*, any absence from school resulting from suspension will be considered an "unexcused" absence. Such absences due to suspension, however, shall not be counted in the total of unexcused absences when determining if a student is "habitually truant."

Make-up Work for Unexcused Absences

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

- With the first two unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed.
- After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed.
- When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late.
- When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of

the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the work, no credit will be given.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Student tardiness to class shall only be considered unexcused if it does not fall within one of the reasons for an excused absence as specified in the excused absence section of Parent Handbook policy. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of non-tardy students to uninterrupted learning, consequences shall be imposed for excessive tardiness. Persistent unexcused tardiness to class may subject the student to appropriate consequences, including disciplinary measures such as suspension from school in accordance with law and/or the imposition of academic sanctions for class time missed. Parents or guardians shall be notified of all penalties regarding tardiness. Eagle Ridge Academy's Tardy Policy is as follows:

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

A student who arrives after the scheduled time that a class begins, but meets the state board requirements of the attendance period shall be considered present for that entire period. The student may still be marked tardy (unexcused tardy or excused tardy as applicable.) A student who arrives after the scheduled time the class has begun but does not meet the state board requirements of the attendance period shall be considered absent for that entire period. Schools will develop a fair and equitable tardy policy that will effectively utilize resources and not result in an increase in out-of-school suspensions.

Leaving School Early

ERA students may leave campus if the parent/guardian has called in to excuse them or has sent in a note with the student/driver. All ERA students must sign out before leaving campus early.

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

BACK-TO-SCHOOL NIGHT

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

BELL SCHEDULE

At the time of publishing, the following bell schedule is in place.

	MON	TUES	WED	THUR	FRI
1 st Period	7:55–8:51	7:55–8:51	7:55–8:51	7:55–8:51	7:55–8:51
2 nd Period	8:55-9:49	8:55-9:49	8:55-9:49	8:55-9:49	8:55-9:49
3 rd Period	9:53– 10:47	9:53– 10:47	9:53– 10:47	9:53– 10:47	9:53– 10:47
4A	10:51–11:45	10:51–11:45	10:51–11:45	10:51–11:45	10:51–11:45
A Lunch	11:45-12:20	11:45-12:20	11:45-12:20	11:45-12:20	11:45-12:20
4B	11:22-12:16	11:22-12:16	11:22-12:16	11:22-12:16	11:22-12:16
B Lunch	10:47-11:22	10:47-11:22	10:47-11:22	10:47-11:22	10:47-11:22
5 th Period	12:20-1:14	12:20-1:14	12:20-1:14	12:20-1:14	12:20-1:14
6 th Period	1:18-2:12	1:18-2:12	1:18-2:12	1:18-2:12	1:18-2:12
7 th Period	2:16-3:10	2:16-3:10	2:16-3:10	2:16-3:10	2:16-3:10

BOOSTERS

The purpose of the Eagle Ridge Academy Booster Club is to be a visible support to the senior high school communities, providing volunteer and financial support to student government leaders, athletic teams, teaching staff, and dances.

CALENDAR

ERA follows the Brighton 27J School District calendar as much as possible. An ERA 2010-2011 school calendar is found at the end of this handbook.

CARPOOLS AND TRANSPORTATION

Eagle Ridge Academy has no official responsibility for transporting students to and from school. For those who wish to participate, Eagle Ridge has joined forces with RideArrangers, a local carpooling directory located at www.drcog.com. Registration with RideArrangers is simple and the family information is only shared with other Eagle Ridge families who have registered. Forms can be found in the student registration folder or through the school office.

CHANGE OF ADDRESS

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

CLOSED CAMPUS

Eagle Ridge Academy is a closed campus. At no time shall students leave campus unless they have signed out and have prior approval as outlined in the excused absence policy. Students are to remain on campus for the duration of the school day (7:55a.m. to 3:10 p.m.). If students have a free period they are expected to work quietly in the computer labs or if a student's free period is during 7th hour students are expected to leave campus immediately. At no time shall an Eagle Ridge student be found on another school's campus and at no time shall a student of another school be trespassing on Eagle Ridge Academy property during the hours of school operation including lunch.

Lunchtime Driving Privilege

Eagle Ridge Academy is a closed campus. However, during lunchtime 12th grade students may gain the right to leave campus. This privilege requires parental permission and school approval. This privilege, like all privileges, must be accompanied by responsibility. This responsibility includes driving safely to and from the campus. Lunchtime drivers should be especially careful to exit and enter the school in a safe manner. Actions such as "peeling out," turning so sharply out of the lot that wheels squeal, and speeding will not be tolerated. Also, students are not to throw trash out of their vehicle anywhere; particularly in the Eagle Ridge area. Eagle Ridge Academy understands that the lunchtime period is short, and the temptation to hurry to lunch is significant. Eagle Ridge does want students to be able to exercise this privilege. However, drivers must understand that safety will always be of paramount concern to the school. Students who continue to drive safely at lunchtime will continue to enjoy this freedom. Individuals who drive unsafely will have their lunchtime and/or parking privileges revoked. Every week grade reports will be ran and any upperclassman that has a 68% or lower in any class will lose their off-campus privileges for the week.

COMMUNICATION

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

COMPLAINT PROCEDURE

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

DANCES

Parents' presence and participation at dances or socials is greatly welcomed and encouraged. In order to make these events fun, safe and enjoyable for all involved, students must remain in designated areas. Those choosing

to leave early must leave school grounds and may not return. If students are asked to leave for misconduct, they must immediately make arrangements to leave school grounds. Refunds will not be given.

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

DISCIPLINE

General Conduct Guidelines

1. Students are asked to respect classes in session and not to loiter in halls or to carry on any activities which may disturb classes.
2. During free periods students must be in the, commons, library, or outside. Students who repeatedly abuse this policy will be disciplined.
3. Any behavior which is disruptive to the educational process is prohibited. Foul or obscene language is not acceptable. Ethnic harassment and sexually inappropriate behavior is similarly unacceptable. Insubordination will not be tolerated.
4. Writing on walls, furniture, lockers or other school property, and any willful damage to school property is contrary to state law and may result in suspension and disciplinary action being taken against offending individuals.
5. Littering any area of the building or grounds creates unnecessary work for custodians as well as a poor appearance for the school. Students are expected to assist in maintaining a pleasant school environment. Disciplinary action may result for offenders.
6. Students are not allowed to sit in cars during the school day. All cars in school parking lots should be locked and unoccupied except when arriving and leaving. Any vehicle parked on school property must be properly registered with the school, or be subject to a fine, being towed, or both. Automobiles parked on school grounds may be searched for cause.
7. Use/possession of tobacco in any form is prohibited on or off school grounds. The use or possession of illegal drugs or alcohol at school by students is strictly forbidden by School Board Policy and will result in suspension from school for a minimum of ten days, five days for alcohol.
8. Fighting will result in a suspension. Police will be contacted. It is illegal to fight in a public place. Conflict resolution may be a part of the disciplinary action.
9. Skateboards are not to be brought to school nor used on school grounds at any time.
10. Students are not to bring mace, pepper spray, stun guns, or similar devices to school.
11. Students are not to bring laser pointers as they may cause eye injuries and are cause for suspension.
12. Weapons are not allowed. This includes knives of any type, guns, or any other object which could cause death or serious bodily injury. Police will be contacted.
13. No loitering is allowed in the parking lot.

Conduct Standards for Student Behavior Off Campus

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

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

Discipline Consequences and Procedural Steps

At any time a teacher or administrator can skip steps based on the severity of the student's action. The district Code of Conduct and any contract signed by a student/parent supersedes these steps.

- 1) Lunch Detention, monitored by referring teacher
 - a) Recommendations: to be used as a deterrent, homework as allowed by monitor
 - i) Sack lunch
 - ii) No talking/movement (working on campus option)
 - iii) On all steps, detention rule violations will move student to next step in procedure or move to #4.
- 2) After School Detention, monitored
 - a) Recommendations: to be used after lunch detention, homework as allowed by monitor
 - i) Monday – Thursday
 - ii) Student's parent called
 - iii) No talking/movement (working on campus option)
 - (1) Option: Before school work detention 7:00 – 8:00 a.m. with Building Engineer
- 3) Friday School 3:15 – 6:00 p.m., monitored
 - a) Recommendations: to be used AFTER after-school detention, homework as allowed by monitor
 - i) student's parent called
 - ii) No talking/movement
- 4) Office referral
 - a) Recommendations: In most cases, this should be the last option given by staff.
 - i) Teacher must use previous interventions, if possible.
 - ii) Office referrals result in more serious consequences.
 - Before or after school detentions.
 - Offer Parent shadow option.
 - Parent conferences.
 - Friday School.
 - In-School Suspension
 - Suspension
 - Expulsion

DRESS CODE

This policy reflects the school's effort to recognize that the school, like most organizations, will have policy as it relates to dress for the "work place." Students will dress appropriately and groom themselves for school attendance in a way that reflects personal willingness and commitment to participate in their education at Eagle Ridge Academy. Therefore, clothing should be neat, clean, tasteful and modest. Modest will be defined as that which does not bring undue attention to one's self. Students should consider the special safety and hygiene requirements of class, such as science, art and physical education. Shoes or sandals must be worn for health and safety reasons at all times. Because Eagle Ridge Academy is attempting to create an educational culture that is consistent with state and district guidelines, the following will apply:

Not Appropriate/Unacceptable Dress

The following dress is not appropriate and is considered unacceptable at Eagle Ridge Academy:

- Hats, caps, scarves, sunglasses or bandanas worn in the building
- Ripped clothing which becomes revealing or a distraction
- Clothing that is overly revealing or sexually suggestive. Exposed midriffs or exposed backs. Includes boys showing chests through enlarged armholes in shirts
- Gang attire, symbols, or colors
- Trench coats or dusters
- Chains or pointed studs that are distracting or could be utilized as a weapon. Shoes must be worn at all times.
- Clothing, hats, body markings or jewelry that display offensive words, phrases and text, profanity, or advertise illegal or restricted substances. (i.e. alcohol, drugs, tobacco, etc.)
- Costumes (unless connected to a school activity)
- Clothing displaying text or graphics (overt or implied) of a sexual nature
- Immodest clothing – as indicated by the following guidelines:
 - Tube tops, halter-tops and strapless tops.
 - Bare skin exposed between the shirt and pants – either sitting or standing
 - Shorts and skirts need to be of appropriate length. Shorts and skirts should extend to the length beyond the tip of the middle finger when arms are relaxed at your side.
 - Appropriate undergarments should be worn at all times and not be visible when in normal posture (sitting or standing). This includes boys' boxer shorts and girls' bra straps.
 - Any clothing that is inappropriate or potentially disruptive.

If a student's dress or appearance is judged to be disruptive, unsafe, immodest or unhealthy, the students will be asked to correct the situation immediately. This will take place in one of two ways: Students will be asked to contact their parents to resolve the situation by changing into appropriate clothing or the school will provide alternative clothing for the duration of the day (this will usually mean sweats and/or plain T-shirts). Disciplinary action for violation of the student dress code shall include notifying the student and/or parents of the violation and a requirement that the dress or appearance be corrected before the student reenters the classroom, school environment, and/or school-sanctioned activity or event. At the discretion of the building-level administrator, a parental conference may be held. More serious consequences, including suspension or expulsion, may result from repeated or serious violations.

Physical Education Dress

Students are required to wear the PE uniform for all PE classes. Uniforms should be labeled with the student's name (advised to write on the t-shirt itself-not the tag). Grade reductions will be given for failure to wear the appropriate PE uniform.

ELECTRONICS USAGE

Parents/guardians understand that student's possessions, including but not limited to, vehicles, bicycles, money, clothing, wallets, purses, backpacks, band equipment, laptops, cell phones, music/media devices, **are brought to school at the student's own risk**. School and gym lockers are provided for storage and should be locked at all times.

Students who bring their own electronic devices to school, must keep them safely and securely stored in their lockers or backpacks. They may not be utilized during class time and the **school takes no responsibility for their use or loss**. Should a student be caught using an electronic device not required for class work, the item will be confiscated by the teacher and stored in the office safe. Following the first occurrence, the student may retrieve the item at the end of the school day. After the second occurrence, the parent/guardian must retrieve the item. If there is a third occurrence, a conference with the student, parent/guardian and school administration is required in order to retrieve the item.

EMERGENCY PROCEDURES

Weather

Should winter weather become sufficiently bad to warrant Eagle Ridge's closure, this information will be provided to local media outlets and will be posted on our website. This will include 850KOA on the radio and the local television stations. The principal of Eagle Ridge will make the decision on whether or not to close the school, but this decision will normally follow that of Brighton 27J School District. That is, if all other Brighton 27J schools are closed and there is no specific message regarding Eagle Ridge, you may assume Eagle Ridge is closed as well.

Lockdowns, Evacuations and other Emergency Procedures

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

ENROLLMENT/RE-ENROLLMENT PROCEDURES

New students applying to Eagle Ridge Academy must provide a release for all records. Students are not enrolled until all registration forms are complete, a family orientation has occurred, and all records, including discipline records have been reviewed. Parents of all students with a current IEP (Individual Education Plan) must consult with Eagle Ridge administration and staffing team to determine suitability of the Eagle Ridge Academy

program to the student's needs prior to enrollment. Failure to disclose a current IEP on the registration form is grounds for revoking their "school of choice" privilege.

Should all available spaces be filled, students shall be placed by grade on a waiting list ERA will conduct an annual lottery of students on the waiting list to fill open spots in succeeding years. The lottery will be conducted in March of each year.

FACILITY USAGE

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

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

FUNDRAISING POLICY

1. All fundraising done by any organization, class, club, or group affiliated with Eagle Ridge Academy must first obtain prior approval for the fund raising activity.
2. Any teacher, group, class, club or group must complete a fundraising proposal form.
3. A detailed budget must accompany the form which includes a description of the fundraiser, time and date of the fundraiser, location of the fundraiser, a list of planned expenses, projected income, and a description of how monies raised from the fundraiser will be spent.
4. If the fundraiser is to be held off of school property, a letter of permission from the business or property owner must be attached, along with an insurance waiver of liability.
5. All fundraising requests must be submitted at least 30 days prior to the event.
6. Each fundraising request must be approved by the sponsoring class or club faculty member, the Director of Development and the Business Manager.
7. All fundraising events must be posted on the school calendar.
8. No teacher, staff member, student or parent shall contact a business for donations with out prior approval.
9. Any teacher, staff member, student or parent who intends on soliciting donations from a business must first obtain a Letter of Solicitation from the Business Manager.
10. All donations, monetary or in kind, must be reported to the Business Manager.

Fundraising for non-school activities

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

HARRASSMENT, BULLYING OR INTIMIDATION

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

CRIME STOPPERS/SAFE 2 TELL

Telephone: 720-972-6755

Toll Free Hotline: 1-877-542-7233

Safe 2 Tell Website: www.safe2tell.org

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

HOLIDAY OBSERVANCES

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

HOT LUNCH PROGRAM

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

HOURS OF OPERATION

The main office, business, counselor, and administrators offices will be open from 7:30 a.m. to 4:30 p.m. for students, parents, and community members.

Parents/Guardians should drop off students no earlier than 7:00 a.m. Classes end each day at 3:10 p.m. (unless otherwise noted). Students should be picked up or need to exit the building by 3:30 p.m. unless they are in a school-related function. For security reasons the school will not be open to students prior to 7:00 a.m.

If you need assistance from a teacher, administrator or staff member for any reason, please do not hesitate to contact them. The phone number for Eagle Ridge Academy is 303-655-0773. Updated email addresses for all staff are available on the school's website.

INFINITE CAMPUS

Infinite Campus is the database for Eagle Ridge Academy. Parents/guardians, who have Internet access, have the availability to log on and check students' grades, attendance, assignments, schedules and health records at any time. Since it is a web-based program, information is uploaded immediately (with the exception of grades, which are uploaded weekly). The Infinite Campus Parent Portal requires a user account be established and

individual parent/guardian user codes are available in the office. User codes cannot be given over the phone, they must be picked up in person. The Parent Portal can be accessed through the Eagle Ridge website.

INTERNET ACCEPTABLE USE

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

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

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

LOCKERS

Lockers are the property of Eagle Ridge Academy and are subject to inspection at any time. Students are not to abuse or deface lockers in any way. Eagle Ridge Academy assumes no responsibility for stolen items. Large amounts of money, expensive items of jewelry or other valuable possessions should not be brought to school. Any student who wishes to use a locker during the academic year, must read and sign the Eagle Ridge Locker Agreement form. Students are not required to use a school locker.

LOST AND FOUND

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

NO RESCUE POLICY

It is our desire to train and educate self-reliant children and students. Thus, it is the policy of the school not to let students call home and ask their parents to bring in their homework, projects or lunch that they may have forgotten at home. We strongly encourage families to have a system in place that helps students manage their responsibilities in an efficient way. If a student should neglect his responsibilities it is important for him to learn from the natural and logical consequences, so that next time he may have a more positive outcome.

PARENT CODE OF CONDUCT

Some of the most important principles upon which Eagle Ridge Academy is founded and the basis for school rules that students at school are expected to follow are founded on respect for others and personal responsibility. Parents play a formative role in the development of their child's sense of justice, equity, and the dignity and worth of all members of our school community. As one of the most influential role models in a

child's life, one of the best ways for a parent to teach is to lead by example. Accordingly, Eagle Ridge Academy expects the behavior of each parent and responsible adult with children enrolled at our school to adhere to the standards of conduct set forth below.

1. When visiting or volunteering at the school, parents should observe all rules of the school, including checking in at the office.
2. If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent or guardian approach another child while at school to discuss or chastise them. The parents may approach the classroom teacher to seek a peaceful resolution to the situation. An approach directly to the child's parent or guardian in conjunction with the same may also be made.
3. If a parent has questions or issues relating to the classroom or a class they should first be addressed directly to the staff member in question. Parents are requested to set up a private meeting where the concerns can be discussed and the actions giving rise to such concern explained.
4. All communications regarding issues with other parents or staff at the school or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening or abusive behavior, cursing, foul language, or derogatory remarks are not acceptable means of communication. Parents are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.
5. Parents shall protect the reputation and good name of people involved. Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in the argument. Problems should not be casually discussed with other parents in the school, but should be dealt with one on one with the person or persons whom the parent has an issue.
6. It is easy for opinion to be mistaken for fact and rumors to be perpetuated by inaccurate information. Parents are expected to approach the relevant personnel within the school to verify the factual basis of a story should they have any question. This approach can quickly and simply clarify the events in question and the intent involved and will minimize inaccurate information being passed throughout the community.
7. Parents are expected and required to follow the Parent/Student Grievance Process, of the Eagle Ridge Academy Policies, in order to resolve an issue with a staff member at Eagle Ridge Academy. This policy requires that the issue first be addressed with the staff member directly and an attempt made to resolve the same. If the parent does not reach a satisfactory resolution, they shall put their concern in writing, and then proceed through the appropriate supervisory personnel, as necessary. A full copy of the Policy may be obtained in either school office or on the school website.
8. If a staff member or administrator has cause to believe that a parent has instigated or perpetuated inaccurate information that is damaging to the reputation of the individual involved in violation of this Parent Code of Conduct, such individual may request in writing to the Board a mediation with that parent. Should the Board determine, based upon the information presented, that a mediation is warranted, the Board will designate one or more impartial individuals to mediate the issues between the staff member and parent, which shall be conducted within 30 days following the determination of mediation.

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

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

PARKING

Parking on school property is a courtesy extended to students and others by Eagle Ridge Academy. Eagle Ridge Academy assumes no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Students driving to school must have a signed Student Parking form. Parents/guardians are required to sign the form also. Permission to park on school property may be rescinded by the administration for any person who does not observe the regulations or who drives unsafely. A parking fee will have to be paid to obtain an individual parking permit for the school property. Cars without such permits will be ticketed and/or towed at the owner's expense. Eagle Ridge Academy provides parking permits based on the following system: At the beginning of the school year, all 12th grade students may acquire a permit. Following permit distribution to the drivers in this grade, 11th grade students may apply for the remaining permits on a first-come, first-served basis, followed by 10th grade students. All permits must be accompanied by a valid drivers' license. Fees for parking will be \$25.00 per semester, or \$40.00 for the school year.

Rules and Regulations

1. All vehicles driven to school must be registered with the school and the student parking permit must be displayed in a location clearly visible from the outside of the vehicle.
2. Car pools are encouraged. All vehicles used in a carpool must be registered with the school.
3. Speed limit on school grounds is 10 MPH. The vehicle must be operated in a safe and legal manner at all times.
4. School parking permits are valid from 8/10/10 to 5/28/11 and are limited to the spaces delegated to students including any reserved spaces or off-limits spaces.
5. Students are not allowed to loiter in the parking lots or vehicles before, during, or after school hours.
6. Parking in fire lanes, no parking zones and/or restricted areas is prohibited.
7. Violations of rules and expectations may lead to fines, parking boot, or towing as well as law enforcement involvement and school disciplinary consequences.

Fines

1. Parking in a fire lane--\$20.00 (Ticket from law enforcement and possible towing of car)
2. Parking in areas not open to students (staff or visitor parking, restricted lots, etc.)--\$20.00
3. Non-registered vehicle on school grounds--\$20.00
4. Not displaying parking tag--\$10.00
5. Altering, falsifying, transferring without permission a parking tag—\$20.00 and possible suspension and/or revocation of parking privileges.
6. Operating a vehicle in a dangerous or reckless manner on school grounds or in the immediate neighborhood--\$30.00 and possible suspension and/or revocation of parking privileges.
7. Auto violations (parking and moving) and unpaid fines may result in disciplinary action up to and including suspension and law enforcement referral.

Students have 10 school days to dispute or contest any fines. Failure to contest a fine within 10 days will lead to the imposition of the fine. All fines should be paid within 30 days and it is the student's responsibility to communicate with parents regarding fines.

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

POSSESSIONS

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

Prohibited Items

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

RECORDS

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

Confidentiality Safeguards

Student records are maintained in accordance with the Federal Family Educational Rights and Privacy Act of 1974, the Colorado Public Records Act and the Colorado Children's Code Records and Information Act. The purpose of this policy is to assure parents and students (eighteen years of age or older), may have access to their educational records; to provide for the permissible sharing of information with law enforcement agencies as provided by law; and to ensure that each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law. All permanent records of students enrolled at Eagle Ridge are maintained at Eagle Ridge. All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each individual's record. Parents or eligible students who believe that information contained in the education records of a student is inaccurate or misleading or violates the privacy or other rights of the student may request to the Brighton 27J School District the records be amended.

Transcripts

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

SCHOOL FEES

Fees for materials/technology, elective classes, athletics participation and athletic season passes are due at or prior to BTSN. Full replacement cost will be assessed during the school year for damaged or lost books. Any school equipment (such as science laboratory equipment or desks) damaged by a student must be paid for by the student. Transcripts or diplomas may be withheld until fees or fines are paid. A fee sheet, detailing all assessed fees shall be distributed at registration and again at the beginning of each quarter. Fee schedules are available beginning July 15, 2010 on-line.

SECURITY

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

- All visitors stop and check in at the office to obtain a visitor's badge.
- All perimeter doors will be locked during school hours except the west high school entrance.
- Monthly safety drills will be held for staff and students.
- All students will be issued a Student Identification Card which is to be carried on their person at all times.
- All staff must display the appropriate identification badge.

STUDENT COMMONS

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

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

STUDENT HEALTH

Accidents

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

Clinic

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

Immunization (and exemption) Requirements

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

Emergency Cards

The school office maintains an emergency card for each student. A new card must be completed each year. Please keep the information up-to-date. We will use these cards to contact you in the case of an emergency. Your signature on the card is critical as it allows the school authorization to secure medical attention/aid for your child in event of an emergency. All information on the card will be held in confidence.

Medication Policy

Eagle Ridge Academy is a “No Tylenol School.” A student can carry on their person one (1) dose of Tylenol if that student’s parent/guardian signs the permission to give Tylenol on the Student Information Emergency Card. All other prescription medication and over-the-counter medication must have a Medication Permission Form (form 924) signed by the parent/guardian and submitted to the clinic aide. After a form 924 has been completed, the student is allowed to carry one dose of the prescription or non-prescription medication on their person. No medicine will be dispensed from the clinic unless a completed form is on file. Cough drops may be kept by the student, but should not be shared with others. If the student abuses or misuses the privilege to self-carry the prescription or non-prescription medication, the privilege may be withdrawn by the principal and area nurse consultant and the student may be subject to discipline as stated in the Code of Conduct. Students may not share any medication, including over-the-counter medications such as Tylenol/Advil. See the district Code of Conduct for a complete explanation.

Vision & Hearing Screening

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

STUDENT HONOR CODE

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

Cheating

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

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

Plagiarizing

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

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

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

Lying

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

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

Stealing

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

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

Consequences of Academic Dishonesty

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

Academic consequences may include:

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

Administrative consequences may include:

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

STUDENT MESSAGES AND TELEPHONE USAGE

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

STUDENT PUBLICATIONS

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

School Sponsored Student Publications

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

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

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

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

In supervising the production of school sponsored student publications, the publications advisor is responsible for reviewing all materials prior to publication. It is the responsibility of the publications advisor to determine that all expressions for publication are in accordance with this policy and state and federal law. In the event that any materials shall be brought into question, the materials shall be promptly presented to the principal of the school involved for resolution. Publication will be permitted unless the material is within one of the five standards described above.

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

Whenever a matter concerning the five prohibited matters of publication comes before the principal for resolution, an immediate hearing will be conducted. At the hearing, the student(s) involved, the publications advisor, and such other persons as the principal deems appropriate may be present. All parties involved shall have the opportunity to present their views; however, they shall not have the right to representation by legal counsel or to call or cross-examine witnesses. Thereafter, the principal shall notify all parties, in writing, of the

decision. If the decision is that all or any part of the materials are inappropriate, the notice shall specify the standard which has been violated. The written notice of the decision made by the principal shall be provided within 24 hours from the time of the hearing.

If the decision of the principal is not acceptable to the parties involved, the decision may be appealed to the Eagle Ridge Board of Directors. In case of such an appeal, the Eagle Ridge Board shall respond in writing by the close of the school day following the request for the appeal. The decision of the Eagle Ridge Board shall be final, subject to judicial review.

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

The rights and responsibilities of students include the following:

- Students may freely express their points of view during school hours in the context of the academic subject matter at hand, or during non-instructional time, provided they do not seek to coerce others to join in their mode of expression and provided that they do not otherwise intrude upon the rights of others.
- Restrictions on a student's personal appearance will be in alignment with the dress code. Student dress or appearance may be restricted due to interference with classroom work or the creation of classroom or school disorder. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.
- Students are allowed to present petitions to the administration. Collecting of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for circulating or signing an acceptable petition addressed to the administration. All acceptable petitions must be free of obscenities, libelous statements, personal attacks, avocations of disruption of the academic program, and potential safety threats to the school. The administration reserves the right to immediately prohibit the distribution and collection of signatures on petitions, which, in the sole judgment of the administration, violate this policy.
- With regard to charges made against students for violation of school rules or policies, students have a right to: (i) know what the rules are; (ii) be notified of charges (iii) appeal a decision about the charges to a higher level; and (iv) have the charges or penalties removed from their records if their innocence or non-involvement is demonstrated by the evidence.

- Students may enjoy Eagle Ridge as a school environment that is free from threats, bullying, harassment and fear. Please see the administration or counselor if you feel this right has been violated.

TEACHER ASSISTANTS

Students may sign up to be a teacher's assistant or an assistant in one of the various school offices during one of their free periods with prior approval. Students may not drop a class in order to become a teacher assistant. Interested students may sign up in the counseling office during the first week of each semester. Students will earn a .25 credit for being a teacher assistant and will be graded in a pass/fail basis. Students may sign up for an unlimited amount of teacher assistantships; however, only .50 of the 8 elective credits needed for graduation maybe earned through teacher assistantship.

TEMPORARY GUARDIANSHIP

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

TOBACCO FREE SCHOOL

District Policy ADC

Adopted: June 26, 1997

Revised: April 23, 2009

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

Additionally, information available and provided from safe and drug free schools and other community based prevention initiatives will be made available at school and through newsletters about how to:

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

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

Schools are asked to display signs that prohibit the use of tobacco in school parking lots and throughout the campus. Tobacco means all kinds and forms of tobacco suitable for chewing or smoking and any other product that is packaged for smoking. Use means the lighting, chewing, or smoking of any tobacco product. When reasonable, the district shall not exempt any area, persons or events, including fundraisers from this prohibition.

The district may seek and accept gifts, donations, or grants of any kind, from any private or charitable sources or any government agency excluding tobacco companies, to meet the expenses required by this policy. Such

funds shall be accounted for separately, and, to the extent that such funds are available, the district shall maintain and operate an educational program at each school to assist students, faculty, and staff to avoid or discontinue the use of tobacco.

Student Policy Violations

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

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

Visitor Policy Violations

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

Staff Policy Violations

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

TRANSFERS AND WITHDRAWALS

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

VISITORS

Eagle Ridge Academy is a closed campus. Visitors must check in at the school office before continuing on campus (see Security). Student visitors may shadow an Eagle Ridge student only if they are on the wait list. Visiting students must make a visitation request at least 24 hours in advance. The principal must approve the request.

VOLUNTEER OPPORTUNITIES

Each family is encouraged to volunteer for the school. There are a number of volunteer opportunities available with time requirements ranging from a one-time commitment to a weekly or daily assignment. Parents will be required to volunteer 1 hour per week or 4 hours per month per family in many various ways in the school in a pre-arranged capacity. PTO, Booster Club and the Community Networking Committee are examples of the organizations the parents may join to volunteer in the school. There will be many committees in which parents

may actively participate. When volunteers work at the school during the day, they are expected to sign in at the school office and wear a name badge. Volunteers are asked to record their hours before leaving the school. The record of volunteer hours is used for grant applications and various reports. Eagle Ridge Boosters, in cooperation with the administration, coordinates the volunteer opportunities and has volunteer forms available at registration.

WAIT LIST POLICY

New students are enrolled at Eagle Ridge Academy based on a first-come, first-serve basis within the following order:

District 27J Residents:

Children of staff (application for enrollment occurs within 30 days of hire)

Siblings of current students (if the application for enrollment occurs within 30 days of siblings' application)

Children of Alumni Students

All other District 27J Residents

Non-District 27J Residents:

Children of staff (application for enrollment occurs within 30 days of hire)

Siblings of current students (if the application for enrollment occurs within 30 days of siblings' application)

Children of Alumni Students

All other Non-District 27J Residents

Within the priority groups students are enrolled on a first-come, first-serve basis until such time as all positions are filled. Each student will be given at least 3 business days to complete the enrollment package after receiving notice that there is an opening for him/her.

2010-2011 Fee Schedule

This year Eagle Ridge Academy is introducing a new fee schedule. This is necessary due to cuts in our Per Pupil Revenue from the state.

With the new fees, we feel that it is important that you know exactly where your fee monies are being spent.

	Fee	Amount	Description
1.1	Student Fee	\$ 45.00	CSAP materials, Assessment Testing, Spirit Week, Student Recognitions, Prom and Homecoming, Student Activities. Repair, maintenance and cleaning of lockers, lock repair and replacement, internal security.
1.2	Parking	\$ 40.00 per Year \$ 25.00 per Semester	Snow removal, seal coating and re-striping of parking lot (as needed), landscaping, mowing.
1.3	Athletics	\$ 100.00 First Sport	CHSAA and League dues, referees for games, new uniforms, equipment.
		\$ 75.00 Second Sport	
		\$ Free Third Sport	
	Pass for all Home Sporting Events	\$ 50.00 – Adult \$ 15.00 - Student	
1.4	Technology	\$ 50.00	Software licenses, IT services, website, e-mail service.
1.5	Additional Assessments	Variable	
1.6	Field Trips	Variable	
1.7	Transcripts	\$ 5.00 per Copy	
1.8	Transportation Fee	TBD	
1.9	Class Fees	Variable	Special supplies needed for each class.

Families eligible for free or reduced lunches will also be eligible for a fee waiver or reduction in amount.



HANDBOOK AWARENESS STATEMENT

My signature below indicates that I have received, read and understand all policies and procedures defined in the Student Handbook.

STUDENT'S NAME (Print) _____

STUDENT'S SIGNATURE _____

DATE _____ GRADE _____

PARENT SIGNATURE _____

COMPUTER USAGE AGREEMENT

My signature below indicates that I have received, read and understand the Computer Usage (Internet Acceptable Use) Policy defined in the Student Handbook.

STUDENT'S NAME (Print) _____

STUDENT'S SIGNATURE _____

DATE _____ GRADE _____

PARENT SIGNATURE _____