



STUDENT AND FAMILY RESOURCE GUIDBOOK

2008-2009

Mission Statement – Aspen Academy's mission is to grow the minds and hearts of children through a national learning model emphasizing academic excellence, character, and leadership as well as the development of community strength and service so that our students go on to help make the world a better place.

OVERVIEW

Aspen Academy is a national model Preschool through 8th Grade private preparatory academy. The school will provide a Personal Instructional Program; the most effective instructional delivery methods; the highest standards in the country; and, the finest curriculum available to develop and perpetuate a true love of learning in each of our students. Aspen Academy is wholly committed to developing students of great character and leadership.

GUIDING PRINCIPLES

Our guiding principles are based in the commitment to developing passionate life long learners who are also models of great character and leadership.

Aspen Academy's Objective: To develop and perpetuate a true love of learning, qualities of great character and leadership, a commitment to community strength and service.

Aspen Academy's Only Rule: Our only rule: To Be Kind

Aspen Academy Mission: To grow the minds and hearts of children through a national learning model emphasizing academic excellence, character and leadership development and the promotion of community strength and service so that our students will go on to help make the world a better place.

NOTICE REGARDING COMPLIANCE

Aspen Academy is in compliance with the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulation, Title 45 Code of Federal Regulations (CFR), Part 80; the Age Discrimination Act of 1975, as amended and its implementing regulation, Title 45 CFR, Part 91; Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulation, Title 45 CFR, Part 84.

Additionally, Aspen Academy is in compliance with Titles I through V of the Americans With Disabilities Act, as amended, and its implementing regulation, Title 29 CFR, Part 1630 Decisions related to the enrollment, placement or dismissal of a child with a disability or chronic condition would be in compliance with the Americans with Disabilities Act. Aspen Academy provides reasonable accommodations for the child with a disability who has special needs.

Aspen Academy does not discriminate on the basis of race, color, national origin, sex, age, ancestry, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. Aspen Academy takes action to increase ethnic, cultural, and gender diversity, and to provide equal opportunity to all students and employees.

Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or the rational exercise of administrative prerogative. The school also makes reasonable, necessary accommodations for employees with disabilities.

All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

ACADEMIC GUIDELINES

ACADEMIC INFORMATION NIGHT

The Academic Information Night will be held in the first month of school to review school and classroom culture, expectations, policies and procedures. Parent participation is **critical** to each student's success. For this reason, this event is mandatory. Please find childcare for your children so that you and all the other parents can concentrate fully. There will be two sessions for each classroom ensuring opportunities for parents with multiple children to attend the various class sessions.

ACADEMIC STANDARDS

Aspen Academy's standards were developed based on the highest performing schools in the world. It is imperative to realize, however, that our expectation rest higher than the published standards. In almost every other school, standards serve as goals. At Aspen Academy, they serve as "minimum achievements," representing a massive paradigm shift.

EXTRA CURRICULAR ACTIVITIES

Aspen Academy offers a growing list of extra-curricular activities to our students. Most extra-curricular activities are led by Aspen Academy's own teachers. Because of the intensity of time and energy it takes to prepare a Personalized Instruction Plan, the majority of extra-curricular offerings will be made in the second and third trimester. A growing number of extra-curricular after school activities are offered at Aspen Academy to enrich the experiences of our students. You can discover these programs through the newsletters and distributions of program information. Initial program offerings for the first trimester will include private music lessons in piano, guitar and violin, and Zero Hour (speed and agility camp). Most other before and after school extra curricular activities will begin in the last half of October.

FIELD TRIPS AND IN-HOUSE GUEST EDUCATIONAL PROGRAMS

Field trips will be scheduled regularly for elementary and middle school classes to support enrich and extend student learning. The school authorizes and encourages field trips for educational purposes provided such trips are properly planned and approved by the Head of School or designee in advance.

Written parental permission must be provided prior to the study field trip. Students must arrive to school on time for the field trip and in their Aspen Academy Field Trip Uniform (Black pants, shorts, skorts, skirt, white shirt and Aspen Academy Vest or Long Sleeve Fleece Coat). Students who are late or who do not wear their field trip uniform will stay in another class until their own class returns to ensure their safety. Students may not arrive to the field trip location or leave from the field trip location without first departing or arriving at the school due to legal and insurance requirements. Most field trips will be taken on a chartered bus driven by a fully trained and certified Commercial Driver. Any unsafe behavior on the bus, in a car or on a field trip will result in a loss of field trip privileges.

Children must be at least 5 years old and 40 pounds to ride on the bus. Children under the age of 5 will not be transported. Field Trips for this age will be in-house guest educational programs.

No students shall be transported in an unauthorized vehicle. The school is responsible only for students who travel in authorized vehicles going to and from school-approved events. All parents volunteering to drive on field trips must complete Aspen Academy's Field Trip Volunteer Form. If a field trip takes place using parents' cars for transportation, the school must have a copy of the parent driver's license, registration and insurance card prior to the field trip.

For all school-sponsored trips involving students, school employees must arrange for the proper supervision of students. Parents are permitted and encouraged to assist school staff in such supervision.

Additionally, the middle school students (5th – 8th grade) will be scheduled for an overnight camping trip in the early Fall.

HOMEWORK

The family is the main engine of education and the curriculum a good family teaches is at the heart of any great life. At Aspen Academy, we believe that children need time to develop their private uniqueness and self-reliance. It is our desire that students have ample time outside of school to pursue enrichment and athletic opportunities. That said, homework, is a part of any effective academic landscape.

When Homework is Effective and When It is Not

It is important that we are all of the same mindset with regard to homework philosophy and expectations. Most importantly, it is important to define what "homework" is and is not.

- Homework is not an effective tool for introducing new concepts, but can be highly effective as a follow-up to begin a valuable thinking process by practicing a new concept right after it is introduced. That is why a child might be a bit confused when doing an assignment, but it is good to let them try and to push through remembering what was introduced that day.
- Homework can be incredibly useful in helping a child develop independent study skills.
- Homework is not helpful to just occupy space and time but can be very effective if a child needs practice for skills or to develop his/her thinking about a complex project and to complete and order several steps in an assignment.
- Homework will be utilized to review, practice, and research.

Homework Time Estimations

Students will receive support in their study habits through the use of their student agenda, the chunking of assignments into manageable parts and for middle school students, study hall.

Initiative, responsibility and expectations will increase according to developmental guidelines and the needs of our students. Students in grades 6 - 8 will be prepared for the rigors and self-discipline necessary to ensure success at any of the elite high schools in our area.

The following table has been developed to serve as general guidelines for homework activity. Keep in mind, however, that as a school committed to individualized education, there may be an instance in which a student who is in need of remediation or “catching up” in a particular domain or a student has not used their time wisely in-class may experience a greater level of homework. Please work directly with your child’s teacher(s) with any questions or concerns you may be having with homework activities.

Grade Level	Anticipated Minutes of Daily Homework
ECE, Jr. Kindergarten, Kindergarten	Reading: 15 minutes Homework: Infrequent; 10-15 minutes Homework Examples: Extension activities at home Quizzes: None Cumulative Unit Tests: None
First Grade	Reading: 20 minutes Homework: 15 minutes Homework Examples: Extension activities at home, math facts, vocabulary study Quizzes: Vocabulary – Weekly Cumulative Unit Tests: None
Second Grade	Reading: 20 minutes Homework: 20 minutes Homework Examples: Extension activities at home, math facts, vocabulary study

	<p>Quizzes: Vocabulary and Math - Weekly Cumulative Unit Tests: Math, Science, Social Studies approximately every 4 – 6 weeks per subject.</p>
Third Grade	<p>Reading: 25 minutes Homework: 25 minutes Homework Examples: Extension activities at home, math facts, vocabulary study, basic research, project development or support, presentation practice. Quizzes: Vocabulary and Math - Weekly Cumulative Unit Tests: Math and Science or Social Studies - approximately every 4 weeks.</p>
Fourth Grade	<p>Reading: 30 minutes Homework: 30 minutes Homework Examples: Vocabulary study, math reinforcement page(s) and formula/concept study, science and social studies concept reinforcement and study, presentation practice. Quizzes: Language Arts: Vocabulary – Weekly Math: Weekly Social Studies: Regular assessment checks through the current unit of study. Science: Regular assessment checks through the current unit of study. Foreign Language: Approximately every 2-3 weeks Cumulative Unit Tests: Math: Approximately every 4 – 6 weeks Social Studies: Approximately every 3 – 6 weeks Science: Approximately every 3 – 6 weeks</p>
Fifth Grade	<p>Reading: 30 minutes Homework: 35 minutes Homework Examples: Vocabulary study, math reinforcement page(s) and formula/concept study, science and social studies concept reinforcement and study, presentation practice. Quizzes: Language Arts: Vocabulary – Weekly Math: Weekly Social Studies: Mapping Units – Weekly; Other Units – Bi-weekly Science: Un-graded weekly assessment checks. Foreign Language: Approximately every 2-3 weeks Cumulative Unit Tests: Math: Approximately every 4 – 6 weeks Social Studies: Approximately every 3 – 6 weeks Science: Approximately every 2 weeks</p>
Sixth Grade	<p>Reading: 30 minutes Homework: 40 minutes Homework Examples: Vocabulary study, math reinforcement page(s) and formula/concept study, science and social studies concept reinforcement and study, presentation practice, basic research, drafting work on papers, project development or support, presentation practice. Quizzes: Language Arts: Vocabulary – Weekly Math: Weekly Social Studies: Mapping Units – Weekly; Other Units – Bi-weekly Science: Un-graded weekly assessment checks. Foreign Language: Approximately every 2 -3 weeks Cumulative Unit Tests/Projects: Language Arts: Math: Approximately every 4 – 6 weeks Social Studies: Approximately every 3 – 6 weeks Science: Approximately every 2 weeks</p>
Seventh Grade	<p>Reading: 30 minutes Homework: 45 minutes Homework Examples: Vocabulary study, math reinforcement page(s) and formula/concept study, science and social studies concept reinforcement and study, presentation practice,</p>

	<p>basic research, drafting work on papers, project development or support, presentation practice.</p> <p>Quizzes:</p> <p>Language Arts: Vocabulary – Weekly Math: Weekly Social Studies: Mapping Units – Weekly; Other Units – Bi-weekly Science: Un-graded weekly assessment checks. Foreign Language: Approximately every 2 -3 weeks</p> <p>Cumulative Unit Tests/Projects:</p> <p>Language Arts: Math: Approximately every 2 – 4 weeks Social Studies: Approximately every 3 – 6 weeks Science: Approximately every 2 weeks</p>
Eighth Grade	<p>Reading: 30 minutes Homework: 50 minutes Homework Examples: Extension activities at home math facts, vocabulary study, map studies, science concept/vocabulary reinforcement; basic research, drafting work on papers, project development or support, presentation practice.</p> <p>Quizzes:</p> <p>Language Arts: Vocabulary – Weekly Math: Weekly Social Studies: Mapping Units – Weekly; Other Units – Bi-weekly Science: Un-graded weekly assessment checks. Foreign Language: Approximately every 2 -3 weeks</p> <p>Cumulative Unit Tests/Projects:</p> <p>Language Arts: Math: Approximately every 2 – 4 weeks Social Studies: Approximately every 3 – 6 weeks Science: Approximately every 2 weeks</p>

Differentiation in Homework

The practice of differentiating homework, that is, providing different amounts, for different reasons, with different expectations, is common. Some students need more practice organizing, or learning math facts, or reading exercises, which strengthen fluency. Spelling lists are often tailored more to the needs of the student and thus, studying or practicing will be different. Students who receive additional tutoring often have a more moderated homework load so that time spent outside of school is reasonable. The types of homework most often differentiated are those assignments that require additional practice of skills. As students learn and mature at developmentally different rates, their homework should also reflect that. Students, however, who may have some delay in skill development may need more practice homework.

Products which are assigned to be completed at home (specific reading assignments, projects) are generally differentiated by interest. We know that students excel most when they are provided choices in research or in reading material. There are some specifically required readings but much of what is asked of students can be provided through choice.

Differentiation is not only useful for additional support but for additional challenge. Often, teachers will provide opportunities for attempting more difficult or challenging work. Students capable of handling that work are encouraged to attempt those problems/projects.

Parent Involvement

Parents are expected to have significant involvement in homework assignments through Second Grade because most homework is designed to practice skills and an adult's guidance is necessary for that practice to be of high quality.

Parents can be most helpful in Third through Eighth Grade in providing guidance for organizing time at home. Many projects are completed in class but those which have "at home" components are to be entirely done by students. If practice of skills is needed, parents should feel quite comfortable in being a part of that practice.

Home/School Connections

Good communication leads between school and home is critical for optimal success. A home/school connection can also mean a project or assignment that is designed to be done with adult support in two different places: home and school. There are a number of reasons why we might assign such a project: to involve parents in understanding the working and learning styles of a student, to reinforce skills, particularly study skills and reading or math skills, and because the project has great value but is slightly beyond the ability of a child to complete on their own. In these particular cases, we will be very clear about parent expectations and the parameters established around the project.

Projects

A project, quite simply, is an assignment that includes: (1) a themed title with multiple components, (2) research, (3) planning and organizing, (4) an outcome of developing a process of thinking, (4) an element of time and time management, (5) self-differentiation (choices of topics, presentation formats, or components), (6) a format that is different from regular class work, (6) a sharing experience such as a presentation of some type or led discussion with classmates. The vast majority of project work will occur in class through the 5th grade. Students in 6th – 8th grade will have more project responsibility outside of class in preparation for high school expectations.

How Homework Assignments are Communicated

Student Agendas

All extensions of academics, including homework, will be recording on the student agenda. Students 1st-8th will be issued an agenda that is to be reviewed and signed by parents nightly. Additionally, for students in third through eighth grade, student agendas will include the following indicators:

IC – These initials indicate in-class work and can serve as a catalyst for exploratory conversations at home.

HW – These initials indicate homework. This will help students to begin to develop a clear sense and responsibility in managing their time to achieve the successful completion of their work.

Students are required to have a parent's initial reflecting parental review of the daily agenda. As students progress to and through middle school, a gradual release of responsibility will be planned to ensure that our eighth graders are managing their school work entirely on their own in preparation for preparatory high school rigor and expectations.

Ren Web

Homework assignments will be posted on the Ren Web site in the announcement section in addition to being written in the student agendas used by our 2nd through 8th graders.

Weekly Reading Requirements and Reading Log

Because we wish to instill in our students a strong love of reading, all children will be expected to manage a reading log and meet targeted minute minimums each week. Teachers will provide guidelines for the minimum number of minutes/pages your child should read at home as well as the accompanying reading log guidelines.

Quiz and Test Preparation and Frequency

Volumes of empirical evidence suggests that short, frequent checks of retention allow students to strengthen and build on knowledge foundations. Quizzes and tests will be a part of every student's life all the way through their advanced graduate studies. Beginning to learn to

synthesize one's knowledge in such a way that one can successfully manage the inevitability of quizzes and tests is a very important life skill.

Many units will begin with a pre-test which allows for teachers to know what a child already knows so they can understand and react with appropriate individualization. Following the pre-test and throughout a unit's instruction weekly or bi-weekly quizzes in core domains and foreign language will occur. The end of a unit, will usually result in a culminating project or test.

Time for Schoolwork Completion With Regard to Absences

If your child misses school, he or she will have the twice the number of school days to complete missed work as he or she missed of school or make up tests or quizzes administered during their absence. Test/quiz dates are not altered for students absent prior to their scheduled date.

LATE SUBMISSION OF ACADEMIC WORK

Submitted one day after due date: 10% off the earned grade
Submitted two days after due date: 20% off the earned grade
Submitted three days after due date: 30% off the earned grade

Schoolwork will not be accepted after three school days late. The student will receive a 0 on the assignment.

PROGRESS REPORTS AND CONFERENCES

Academic progress reports are provided three times per year. There will be two regularly scheduled conferences (Fall - PIP & Spring - Portfolio). Additional conferences are available simply by contacting your child's teacher directly. Teachers are available to meet immediately after school on most days, or by appointment during planning periods.

PROFESSIONAL FACULTY AND STAFF

We are very proud of our excellent, highly qualified staff. They are dedicated, experienced professionals who give endless time to stimulate and nurture children's natural eagerness to learn.

We not only hire great educators, we hire great people. There are many skilled instructors available to us. However, your child will spend almost 1,500 hours with their teacher over the course of a single school year. We are committed to hiring teachers who are brilliant, enthusiastic, creative, and who possess and can model great character. If you ever have a concern or a challenge with one of our faculty or staff, please contact them first directly and kindly. If you need some assistance in resolving a matter, please contact the Academic Coach (ECE-4th) or Middle School Director (5th-8th) who will be happy to help mediate a solution. The Head of School is always available to help support productive relationships and solutions as well.

STANDARDIZED TESTING

Elementary and Middle School students will take standardized tests every spring. Parents are welcome to discuss results by making an appointment with the teacher and the Head of School or designee when results are available. Aspen Academy's students placed in the top 91st percentile in the nation in its first three years of operation.

STUDENT AGENDAS

All students in grades 2nd through 8th will maintain a school-issued agenda. The purpose of the agenda is to provide a nightly communication tool that links the teacher, student and family. In addition, the agenda will be used as a reading log. Teachers will inform students of what to record in their agenda each day either verbally or in writing. This information will serve as a catalyst for conversation between the parent and child at home. Students will be required to obtain a parent's signature each evening on that day's

agenda entries. The agenda will also include upcoming events, school news and a school phone list.

STUDENT PORTFOLIOS

Portfolios will be kept for each Aspen Academy student to document learning growth, individual strengths and accomplishments, and to clearly illustrate areas needing improvement. Each class will hold a portfolio “open-houses” at least 2 times per year to allow parents to peruse their child’s work and progress.

STUDENT PROGRESSION

Grade Level Determination

Instruction at Aspen Academy combines the best of traditional education as well as the research supported elements of a progressive approach to learning and teaching. Students are held accountable for reaching at least grade level expectations while being supported in their endeavors on an individualized basis by teachers who know exactly where they are, what they need, and how to help them stretch to their next level of learning and development. Students are placed in the grade level where they will experience the most beneficial mix of personal reach and success based on the curriculum, chronological and emotional age, academic performance, and other individually considered factors. A student’s continued development and success is at the heart of every grade placement decision.

Academic Probation

Individualized instruction allows students to continually strive for their personal best in a supportive and rewarding environment. Teachers, parents, and students must work together to ensure that a student’s academic progress is of primary importance. When all three components of the process are working together, success in school can be expected. When those three factors are not working in sync, a student may have difficulty meeting classroom expectations for success. When a student demonstrates a need for a more targeted and cohesive plan for their success based on their academic performance, they will be placed on Academic Probation.

Students will be placed on Academic Probation if they have earned a failing grade in any of their core academic subject areas for a trimester. These areas include Mathematics, Language Arts, Science, and Social Studies. The purpose of the probationary period is to ensure that all parties are working together for the child’s benefit in the most effective manner possible. First, the student, parents, and teachers will meet to discuss and plan for a coordinated and specific approach to helping the child improve. In addition, all three critical parties will participate in the construction of a contract to be signed by parents, the student, and their teachers to ensure that the plan is clearly understood and agreed upon. The student will begin their probationary period on the first day of the trimester immediately following the term in which they earned a failing grade in a core subject area. While on Academic Probation, a student **MUST** bring their grades in the core subject areas to a passing level. Any student who continues to earn failing grades in their core subjects at the end of the Probationary period may forfeit their tuition and placement at Aspen Academy.

Attendance

Students who do not meet the 950-hour minimum requirement of school attendance will repeat their current grade according to the State of Colorado law

STUDY HALL

Supervised study hall is mandatory for all elementary and middle school students enrolled in our After School Club. Children will work on homework during study hall and/or read. Study Hall is also provided to all of our middle school students through the course of our regular schedule to ensure they are receiving any additional support needed to reach their full academic potential.

CHARACTER AND LEADERSHIP DEVELOPMENT

CHARACTER DEVELOPMENT

In conjunction with parents, we develop our students' character and leadership skills on a daily basis and we emphasize:

- Your character is defined by what you do, not just by what you say or believe.
- Every choice you make helps define the kind of person you are choosing to be.
- Good character requires doing the right thing, always.
- What you do matters, and one person can make a big difference.
- The consequence of good character is that it makes you a better person and it makes the world a better place.

UNIFORM DRESS CODE

We adhere to a student dress code at Aspen Academy primarily because we want to support the idea that external accoutrements do not make a person special. Instead, we want encourage the sense that it is one's mind, heart and character that causes an individual to be valued. An Aspen Academy Uniform Dress Code was established to minimize peer pressure, create socioeconomic equalization, improve the appearance of the student body, allow for better identification of members of the school community, improve students' ability to focus in class and to reinforce an academic atmosphere. Continued studies demonstrate that in schools where kids are in uniform, students focus more on their learning (not on their clothes). Students' and teachers expectations are raised. Attendance generally goes up. Superficial differences are eliminated, allowing students to develop their personal flair in other ways. National retail studies demonstrate that most parents spend between \$350-\$450 on back-to-school clothing, including shoes. With uniforms, you can spend as little as \$175 for all that you need for the year.

Students who are not in compliance with the dress code will be brought to the office to call their parents to bring the correct item to school. Students may not be allowed to return to class until appropriately attired.

Dress Code Guidelines

The standard attire for the school year and going forward for Aspen Academy students shall be the REQUIRED Aspen Academy Uniform as stated below.

- An Aspen Academy logo is required on all shirts. Uniforms shall fit properly and be in good repair.
- Used uniform items may be worn by new owners.
- Items shall not be frayed, ripped, torn, or contain holes not manufactured in the garment.
- Uniforms shall fit properly and ride at the natural waist.
- Belts may be required to ensure proper fit.
- Collared shirts or turtlenecks shall always be worn, even when sweaters, jumpers or Aspen Academy sweatshirts are also worn.
- Because student clothing is so similar, please label all clothing so if something is lost, it can be returned to you.
- The uniform shall be worn during all school hours or designated elective activities.
- Labels, emblems, and logos (except the Aspen Academy emblem and logo must be removed from all clothing

All uniforms must be purchased ONLY from Educational Placement Outfitters or Land's End. Catalogs will be available at the front entrance to the school and on-line via our website. Both organizations can logo

all items.

EDUCATIONAL OUTFITTERS 8170 S. University Blvd. Centennial CO 80122-3163 720-200-6666	LAND'S END Web link. http://www.landsend.com/cd/index/fp/0,,53024,00.html?sid=2310192725077114000 The Aspen Academy Code is: 9001-0439-9. Be sure to use this number in all your orders.
---	--

CLOTHING ITEM	UNIFORM COLORS
Twill Pants, Walking Shorts, Capris, Skorts, Skirts Or Jumpers	Khaki Or Black
Skirt or Skort or Jumpers	Aspen Academy plaid (available only at Educational Outfitters)
Collared Shirts (Short Or Long Sleeve), Turtlenecks, Mock Turtlenecks. SCHOOL LOGO REQUIRED	White, Forest Green, Burgundy (Solid Color, No Designs, Stripes, Etc.)
Sweaters Or Vests	Forest Green or Burgundy
Sweatshirts/Hoodies. SCHOOL LOGO REQUIRED	Forest Green or Burgundy
Socks/Tights	Solid White or Black
Shoes	Tennis Shoes Or Other Appropriate School Shoes Only. (Tennis Shoes Must Be Worn On P.E. Days) "Wheelie" shoes which are a safety hazard are not to be worn at school. Open-toed or backless shoes are not recommended due to potential safety hazards.
Performance/Field Trip Uniform Required	Black Pants Or Skirt, White Shirt, Black Polar Tech Vest or Long Sleeve Coat With Aspen Academy Logo (Vest or Coat Required For K-8th Grade Students Only)

Parents of Preschool, Pre-Kindergarten and Junior Kindergarten should bring at least one complete set of extra uniform, socks and under garments in a plastic Ziploc bag marked with your child's name. Additionally, snow boots, mittens, etc. must be brought for the child during inclement weather days.

DRESS CODE FOR FIELD TRIPS

All children attending field trips must wear their Aspen Academy field trip uniform (black pants, shorts, capris, skorts, skirt, white shirt with logo and black polar tech vest with Aspen Academy). This will help to assure the safety and easy identification of our students. No child will be permitted on the field trip unless they are wearing this uniform.

DRESS DOWN DOLLAR DAYS

Early Dismissal Days will occur about five times each school year. These early dismissal days will serve as an opportunity to sponsor professional development seminars for our instructors or to give instructors time to prepare for conferences and report card distribution. Each early dismissal day will serve as a dress down dollar day. On these days, your child may dress in non-uniform clothing and contribute \$1.00 (preferably, that they have earned) towards a cause of the students' choosing. More information will be available on those causes as we move through the year.

GREAT STUDENTS. GREAT FAMILIES.

We do not accept students. We accept families. Aspen Academy provides a unique concept in education. It is our belief that true success for a student can only occur when the school, the student and the family are

working together towards common goals. Families who send their students to Aspen Academy are unique. They are committed to not only providing their child with the finest academic education in the state, but also to ensuring that their child receives the modeling, the guidance and the opportunity to become an individual of great character. Ours are families, who are naturally kind and good people. They understand that one person or a small group does not hold responsibility for the success of a community. Instead, each individual adult and child involved in any role within the community is accountable for the community's growth and success. Here, so long as you are an individual committed to finding and creating what's right and good, you will enjoy the extraordinary experience of being a part of a true community that cares for each other and does great things in this world.

If at any point your family is experiencing a challenging time, and you could use the community's support, please contact your Room Parents, the Head of School, or your teacher. We will mobilize a care team to support you in whatever challenging period you are in whether it be the arrival of a new baby, sickness, employment difficulties, etc.

Additionally, many of our families own their own businesses. We encourage everyone to support those businesses as much as possible. A business directory within our Aspen Academy Family is posted on our website.

This is a very intentional community. We are here to support and enjoy each other through these very special years of our children's education.

If there is ever a time that you or your family are concerned about an issue within or regarding the school, its practices, its personnel, families or students, that you would extend the courtesy of your honest and direct opinion directly to the parties involved who have the accountability and authority to move the matter to its optimal solution, remembering always that our singular rule: "Be Kind" applies to students, teachers, administrators and parents.

We do not tolerate gossip of any kind. As adults we are all responsible for modeling excellent language and behavior to our students and to each other. It is impossible to build a community when people inside the community are engaged in language or behavior that tears the community down. Simply put, if you are determined to be unhappy in your life, then this is not the school for you. We are a thoughtful group of students, parents, teachers and administrators who are committed to doing well for this world. There is no welcome place here for negativity. We strongly believe that if you are smart enough to identify a problem, you are probably smart enough to come up with a solution. Just let us know what support you need to move to a solution. No whining. No gossiping. Period.

LOVE AND LOGIC

Aspen Academy is a Teaching With Love and Logic School.

Love and Logic represents the best practices in developing children who possess a great sense of personal responsibility and sound judgment. The Love and Logic Methodology is steeped in genuine care, concern and common sense. As parents, you will have the opportunity to take part in Parenting With Love and Logic Courses here at the school.

THE PRINCIPLES OF LOVE AND LOGIC

- Adults set firm limits in loving ways without anger, lecture or threats.
- When a child causes a problem, the adult holds the child accountable for solving his/her problems in a way that does not make a problem for others.
- Children are offered choices with limits.
- Adults use enforceable statements.
- Adults provide delayed/extended consequences.
- The adult's empathy is "locked in" before consequences are delivered.

THE MOST POWERFUL TEACHER

Intuitively, we all know that the most powerful teacher:

- Has high expectations.
- Sets firm limits.
- Holds students accountable for their behavior.
- Is very caring and kind.
- Loves kids and loves teaching them.

PARENTING WITH LOVE AND LOGIC

Six Week Parenting With Love and Logic Workshops will be held each school year. All Aspen Academy parents are encouraged to attend at least one of these sessions if they have not taken a workshop previously.

Aspen Academy is a “Love and Logic” School. We believe that one of the primary skills we can help teach our students is how to be effective decision makers and to understand the natural consequences that result from both good and bad decisions. We also believe that to build good citizenship, we must set the expectation that we are all accountable for what we think, say and do. We teach our students that they are completely in charge of their own behavior and our actions back it up. As a result of this philosophy, we are very proud to say that we have little to no “discipline problems”. It is one of the very unique and palpable qualities that is so apparent here.

As educators, we believe that is imperative that we ensure that all students are always safe, comfortable and have an equal opportunity to learn. If a student’s behavior impedes our ability to assure this, the following will take place:

- The student will be invited to their classroom’s “recovery area” until they can regain their composure so they can be a productive learner and not disrupt the learning of their classmates.
- If the student’s behavior continues to cause any measure of unsafe behavior or discomfort or disruption to the learning process, the student will be invited to visit another classroom’s “recovery area.”

These steps are generally sufficient to manage any level of misbehavior. In very rare circumstances though, if the student is still unable to manage their behavior effectively, he or she will visit the Head of School or designee’s office who will suspend the child for at least for the rest of the day, and will call the child’s parents to request an immediate pick up of the child. The Head of School will conference with the parents. The child, at that point, should go home....and do a lot of tedious chores. The message? It’s no fun being at home on a suspension and so much more fun at school when they’re behaving in a way that supports their own learning and their classroom community.

OUR ONLY RULE

Aspen Academy maintains high expectations for our students’ behavior and we espouse only one rule: **Be Kind**. It is amazing to see what happens to a school community when the bar is raised highly and proudly and trusts that each of the children will meet the standard that has been sent. While this sounds simple, rest assured, it is enormously effective.

As adults of this school, we each hold the supreme responsibility of modeling this rule for our children, their friends...and the other adults in the building. Please be mindful always of your role as an important role model and let your thoughts, words and deeds reflect a palpable commitment to kindness.

CORE CHARACTER DEVELOPMENT

On a regular basis, we will bring the student community together to focus on particular character traits to understand their definition, purpose and consequence.

SERVICE LEARNING

Aspen Academy is a Service Learning school. Service Learning, simply, is the application of academic knowledge in the context of community service. The reality is that there is the “common good,” that service matters, and each person can and should make a difference.

Learning through service is hardly a new concept. It is an ancient and revered principle of human experience reflected in the teachings of religions and cultures throughout the world. In more recent times, there are innumerable examples of the young performing service within their communities. Service learning, however, is far more structured and has documented benefits that extend well beyond what is normally termed “community service.” It combines service to the community with in-depth student learning in a way that can benefit students, school and community members.

COMMUNITY DEVELOPMENT AND SERVICE

Community is the third cornerstone of our school. We provide many opportunities for everyone to be a part of this vibrant community. Our families determine how they can contribute their time and talents to the school and their child’s classroom. The resulting effect of such a philosophy will produce a 100% rate of active parent participation at this school as well as a school that is a true reflection of our community’s highest ideals with regard to academics, character and community. This truly is your school.

CLASSROOM VISITS AND VOLUNTEERS

During Academic Information Night (held on the first Friday evening of the school year), you will be given the opportunity to determine your volunteer schedule for your child’s classroom. In addition to these regularly scheduled times, please know that you are always welcome to visit your child’s class during academic session, recess or join us for lunch—anytime you have a spare moment to share! (We do ask that, to the best of your ability, you notify the teacher of your visit and that when visiting you are mindful of not distracting the kids from their lessons.) We are always so proud of what is going on here and we love to have our parents join in. Please also know that you are encouraged to share your talents in anyway that you can devise. Parents who are doctors teach health and wellness units, parents who are cartographers develop units on mapping skills; parents who are engineers teach units on magnetism and machines; parents who are cultural dancers come and share their skills with the kids and on and on it goes. We only ask you to determine a way to share your time and talent with the school and your child’s class so that we can all learn from your passions, your wisdom, and your experiences. You are to consider the school a second home that is always eager for your input.

For safety’s sake and per state law, all visitors will be asked to sign in the Visitor and Volunteer Log at each visit and wear a Volunteer Badge. The Visitor and Volunteer Log is placed outside the Aspen Academy office. You will also wear a name tag identifying you as a volunteer. All parent volunteer tags have been prepared and are available at the front entrance.

CLASSROOM VOLUNTEER GUIDELINE

The importance of community is a distinguishing element at Aspen Academy. Parental involvement and communication is at the core of building that community. In an effort to build effective communication, parents at Aspen Academy are requested to contact the teacher ahead of time to set up a mutually appropriate time and day to discuss their child’s education. In order to create the most optimal learning environment for all students, we request that conferences do not take place during the time students are in the classrooms before and after school.

Parents at Aspen Academy have amazing opportunities to engage in learning with the students. Working closely with the room parent, teachers will establish opportunities for parents based on classroom needs

and parent strengths. The following are some examples of how parents, teachers and students work together in the Aspen Community: Copying, Collating, Administrative duties, Classroom maintenance, Resource gathering, Tutoring, Publishing/typing students' work, Playground supervision, Lunchroom supervision, PE class assistant, Matting artwork

While engaged in the learning process, parents are required to adhere to the privacy of the children and the integrity of the academic program. Parent volunteer time is not an opportunity for conferencing with the teacher. Due to academic integrity and privacy laws, parents may not grade student work. If a parent volunteer observes student discipline or a behavioral issue in the classroom, you may not discuss these circumstances with other parents. If a behavior or discipline issue needs attention, you should make the teacher aware of the problem and the teacher will make decisions on how to proceed. In general, be respectful of the teacher's limited class time and try to facilitate their work as much as possible.

Remember to Be:

- *Honest* in your approach and attitude, which will aid in developing trust.
- *Patient* when working with students because when they are having difficulty with a subject they do not need additional pressure.
- *Flexible* because with a smile and a thank you, you can accomplish miracles.
- *Respectful* by treating individuals in the same manner you wish to be treated.
- *Confidential* because it is very important that what is observed in the classroom remains confidential and student performance or behavior is not to be discussed with other parents.

Classroom Volunteer First-Day Checklist

- ___ Find out where you are to set your things down and where your work station is located.
- ___ Determine the way in which the teacher will communicate with you.
- ___ Find out classroom standards and how you enforce them.
- ___ Meet and develop rapport with children.
- ___ Try to learn names of the children.
- ___ Be punctual. Call the office if you need to be absent.
- ___ Find out where equipment and supplies are kept and how they are obtained.
- ___ Be patient when dealing with children.
- ___ Student successes and efforts should be praised.

Code of Ethics for Volunteers

1. Classroom and student work is always confidential. Please don't discuss student problems with anyone except the teacher.
2. Try not to compare children within the classroom.
3. Since there are as many different methods as there are teachers, please do not compare different methods of teaching. There is no one best way to do anything.
4. Work positively for the good of the school.

FAMILY COMMUNICATION

It is our desire at Aspen Academy to facilitate ongoing communication. Parents are encouraged to contact the school whenever they would like to discuss something about their experience at Aspen Academy or have a suggestion to make. Members of the teaching staff and the administration will always make themselves available to discuss your child's education.

FAMILY CONNECTIONS

We are always looking for an excuse to get together with all the fine families at this school! You will quickly learn that the people who are a part of this community are truly the finest people you'll ever have

the opportunity to meet. We enjoy regular family dinner nights as well as many celebrations and parties along the way. You will receive a student directory so that you can plan your own class get together.

FAMILY SERVICE

In order to accomplish this goal of a community based school, a partnership between Aspen Academy and its families must be established and fostered. We believe this partnership is essential for students to reach their full potential academically, emotionally and socially. Parents will be able to support their students and the school in meaningful ways while being valued as an integral part of the educational process.

Each family will contribute a minimum of 40 hours per year. This averages out to about 1 hour per week. Hours can be accrued each year beginning the first day of summer through the last day of school.

If time is something you cannot give, you have the option of making a donation so that the school can pay someone else to do a set of tasks. Each hour has been valued at a rate of \$25 per hour or \$1000 to the school.

Each family is responsible for tracking its hours and donations in the Family Service binder located in Aspen Academy's foyer.

The first 20 hours of service for each year must be completed by the end of the first semester. Should a family not complete, record and submit the 20 hours that family will pay \$25/hour for the remaining balance by the first school day in January. If 20 hours of service are not completed, recorded and submitted during the second semester, the family will be obliged to pay \$25/hour for the remaining balance by the last day of school.

During registration, we ask that each family submit a Service Agreement Plan outlining how the requirement will be fulfilled during the school year. There will be a menu of options to choose from ranging from committee work to classroom projects, services to the school, and more.

GET AMP'D – ASPEN ACADEMY'S MORNING PROGRAM

Celebrating the unique talents and gifts of our students and staff will be the goal of Aspen Academy's "Get AMP'd" program every Friday from 8:30 to 9:00 a.m. in the auditorium. During this time, we will recognize student and staff birthdays, have "Student Spotlights," "Student Talents," "Teacher Kudos" and class skits that focus the entire school community on character traits. Parents and community members are encouraged to join in on the fun!

NEWSLETTER

Monthly school newsletters are distributed by e-mail. School Newsletters will also be posted on the web site. It is each family's responsibility to ensure that we have your correct e-mail address on file. Submissions for the school newsletter must be in the Aspen Academy Communications box by the 15th of the month for the following month's newsletter. Classroom and Essential Class Teachers will maintain updated websites on the Ren Web system for which you will receive guidance on accessing once the school year begins. Parents will be responsible for checking the class websites weekly for regular updates.

PARENTS COUNCIL – THE ROOT GROUP

The Root Group represents the coordination, creative and management efforts of our parents in helping Aspen Academy to be a national model school. Parents are given a myriad of ways to be involved in Root leadership and efforts.

All Aspen families are required to contribute an annual fee of \$100 per student to cover Root Group dues. These fees support the budgets of a variety of parent led committees, teacher appreciation activities, school wide get togethers, educational enrichment programs, special events and promoting a strong sense

of community. Each family is encouraged to actively participate in at least one parent led committee per year and to assist the class by sharing their time and talents.

SCHOOL SURVEY

Families are asked to complete a questionnaire each trimester. We truly want to be the finest school in the country. Your opinions and suggestions regarding curriculum, professional staff, programs and other school functions are of the utmost importance.

SPECIAL EVENTS

There are several special events during the school year. Parents are encouraged to watch the newsletter for announcements regarding school and classroom events.

HEALTH AND SAFETY

ACCIDENT AND INJURIES

A first aid certified staff person will attend to the injured child taking all necessary measures to comfort and assist. An accident report will be completed at the time of any accident and filed in Aspen Academy office. Parents are notified of all accidents for which an accident report has been completed.

CHILD ABUSE

Each faculty and staff member of Aspen Academy who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must, by law, immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency.

EMERGENCY DRILLS AND TRAINING

Aspen Academy is a highly safety conscious facility. We bring in Fire Inspectors and Safety Specialists numerous times throughout the year to educate our students. We hold regular fire and tornado drills regularly. All teachers are trained to ensure each student is cleared out of the building in a drill or real emergency, is accounted for and remains in his or her safe supervision.

EMERGENCY NOTIFICATION

It is required that each student has at least two emergency contacts in addition to their parents on the student enrollment record. These forms are kept on file at Aspen Academy's administrative office and in the student's classroom. In case of your child's illness or injury, the Student Information Sheet is used to notify and advise you or the person(s) designated by you. You are required to keep the information current with the correct contact person(s) and telephone numbers.

IDENTIFICATION OF CHILDREN'S LOCATION

The children will be with their core teacher or essentials teacher for the duration of each school day. The teacher will take attendance at 8:30 am each day. Each teacher will be responsible for managing the children's activities to be able to provide safe and purposeful supervision. Additionally, each time there is a transition of location; the teacher will perform a head count to ensure that all children are present and accounted for. When Extended Care students are transitioned to their after school class, a running attendance and check in and out system will be in place to record the children's' dismissal to their parents care. Students involved in after school extra curricular classes but who are not enrolled in the Extended Care Program must be supervised by their parents from the time school is dismissed until they leave the campus.

If a child who is known to have reported to school, been in route to or from school and now cannot be located will be searched for immediately throughout the school by the teacher and other adults. Other

students will be asked if they know where the student may be. The police and the parents will be contacted immediately. The last person to have seen the child will furnish a physical description and clothing information to the Head of School. (Age, height, weight, color of hair, color of eyes, color of shirt, pants, etc.). Teachers and students will advise the Head of School of any problems that are known regarding the student. The search will continue until the child is found.

MEALS AND SNACKS

Aspen Academy is a peanut and nut free school. DO NOT allow anything to be brought in that contains peanuts or tree nuts such as walnuts, almond, pecans, etc. for the protection of our students who have life-threatening allergies to peanuts or nuts.

ECE, Junior Kindergarten and Kindergarten have a snack bowl that will be filled with healthy snacks by contributions from the families of the class.

Ideas include: Pretzels, Beef Jerky, Protein Bars, Yogurt covered Soy nuts. Fresh fruit of all kinds (bananas or apples, oranges or the like cut into slices), Vegetables of all, types – (Carrot Sticks, Celery Sticks, etc.), Cheese sticks, Goldfish crackers, Graham crackers, Saltines (preferably whole wheat) with cheese, Frozen Yogurt sticks, Oatmeal cereal bars, Snack mix without nuts, Non-sugar coated Cereal (Chex, Cheerios, etc.), Popcorn (already popped), Little sandwich squares with meat and cheese, Applesauce cups, Pretzels, Wheat thins, Dried Fruit (i.e. Raisins, Craisins, Dried Apples, etc.), Bagels and cream cheese (pre-prepared), Muffins, Mini quiches, Deviled eggs or hard boiled eggs, Pita chips with hummus.

1st through 8th Grade students may pack their own snack in their lunch box. A time will be designated when students can retrieve a snack from their lunch boxes.

Children who do not purchase lunch should bring a well-balanced cold lunch and healthy drink to school each day along with their own utensils and napkin. Because of our commitment to our students' health, we specifically ask that soda pop or other high sugar content items not be included in lunches. We do not have microwave or a refrigerator for student use.

MEDICAL REPORTS AND IMMUNIZATIONS

We must have an annual medical statement and current immunization report on your child. The school will provide these forms. The immunization report must be on file on the first day of attendance. Other medical forms need to be returned to the school office within the first two weeks of your child's enrollment. These forms need to be updated two weeks prior to the expiration date on the medical form.

MEDICATION

Aspen Academy is compliant with Section 12-38-132, CRS of the Nurse Practice Act.

Procedures for the administration of medication to students at Aspen Academy are as follows:

Written permission must be provided by the child's parent/guardian for each prescription medication that is to be administered by Aspen Academy. All medications must be signed in daily on Aspen Academy's medication administration/sign-in form and stored in a locked area inaccessible to children. Medications that require refrigeration will be refrigerated. Medication must be presented in its original container with a label attached bearing the child's name, current date, time and dose to be given, number of days to be administered and pharmacy name. Any medication that has expired cannot be administered. Written permission must be submitted annually. The Authorization to Administer Medication Form is available on the Aspen Academy web site and on Ren Web. It must be completed with a physician's signature for any medication that is to be administered by Aspen Academy. This form must be submitted annually.

A designated staff member of Aspen Academy will administer medication. The administration of medication will be witnessed by another staff member and recorded on Aspen Academy's medication form.

Per state law, school personnel may not administer over-the-counter medication unless authorized by a physician only if necessary to prevent seizures or other complications due to sudden onset of fever or to prevent a severe allergic reaction (i.e., Benadryl). Parents may come to Aspen Academy to administer over-the-counter medication to their child.

Medication is not allowed in backpacks, cubbies, lockers, etc. (examples: inhalers, cough drops, Tylenol, etc.) . Any unused portions will be returned to the parent.

For Students With Severe Allergies: If a child requires medication for life threatening conditions such as severe allergic reactions, the prescription can be kept at Aspen Academy and administered when necessary for as long as the child is enrolled if the child's parent and physician have completed a Severe Allergy Treatment Form. The Severe Allergy Form is available on the Aspen Academy web site and on Ren Web. It must be submitted annually.

REPORTING OF LICENSING COMPLAINTS

Parents are highly encouraged to talk first with their child's teacher if there is any level of dissatisfaction or concern. If the teacher is not able to resolve the matter, the Head of School should be contacted directly to resolve the problem.

If the Head of School is not able to resolve the matter, then the parent may contact the Colorado Department of Human Services at 1575 Sherman Street; Denver, Colorado 80203-1714; (303) 866.5958 for students enrolled in ECE or Junior Kindergarten or the Department of Education for Elementary and Junior High School issues.

SICK CHILD POLICY

Children who have a contagious disease or fever may not attend Aspen Academy. If a child becomes sick while at Aspen Academy, the parent will be called. The child will be sent home if any of the following symptoms are present:

- A fever of 100 degrees or higher
- Contagious skin or eye infection
- Diarrhea three times in the course of two hours
- Vomiting
- Profuse bodily discharge of any kind

If your child develops any of the above signs of illness, we will isolate him or her and ask you to come within the hour to take him/her home. The child is to remain out of school for at least a full 24 hours after this pick up.

FOREWARNING: We are very strict about this policy in fairness to all of our students. DO NOT bring your child to school if they are sick. According to state educational licensing requirements and for the protection of all children, your child must be kept at home if he or she shows any of the above symptoms.

If your child has been exposed to any contagious diseases, such as whooping cough, German or regular measles, mumps, chicken pox, diphtheria, pinworms, or scarlet fever, please keep him/her home and report the illness to the school immediately. Aspen Academy will comply with state requirements for parent notification when students are exposed to contagious diseases. Parents are required to notify Aspen Academy when a student becomes exposed or infected with a contagious disease so that other families in Aspen Academy may be informed.

RELEASE OF CHILDREN

The school will release the child only to the adult(s) for whom written authorization has been given and is maintained in the child's record. In an emergency, the child may also be released to an adult for whom the

child's parent or guardian has given verbal authorization. If the staff member who releases the child does not know the adult, identification must be required to assure that the adult is authorized to pick up the child.

If an individual who is not authorized by the parent or guardian of a child attempts to have the child released to them, the child will not be released. Parents will be contacted for further guidance to ensure the safety and well being of the child.

See *additional information in "Sign In and Out Policy"*.

REST PERIODS

The children in Early Childhood Education and Junior Kindergarten classes will have a rest period each afternoon following lunch.

SIGN IN AND OUT POLICY

Parents of students in Early Childhood Education, Junior Kindergarten and Kindergarten must sign their child in and out of school per state law.

Parents of children enrolled in morning and afternoon Before and After School Care (Preschool—8th Grade), are also required to sign their child out at the end of the day with the Before and After School Care Teachers.

Any student leaving campus, prior to their scheduled dismissal time, will need to be signed out at the office. A notebook with a sign-out sheet will be made available to the designated parent/guardian or emergency contact person upon request. This applies to all students leaving campus for appointments, illness, etc. If the student is returning to school following a doctor's appointment, they will need to be signed back in by the parent/guardian or emergency contact person.

The parents or legal guardians are the only persons who can authorize Aspen Academy to release the child to another individual. If someone other than the child's custodial parents or legal guardian will be picking up the child from Aspen Academy, prior written authorization must be provided in the Alternative Student Pick Up Binder. If the parent is not the adult who will be responsible for dropping off and picking up, the parent must provide the name of the responsible party, in writing, to the school and that individual must present identification upon arrival at the school.

The enrolling parent or legal guardian will be required to certify that her/his instructions on releasing the child from Aspen Academy are in accordance with the law and not in violation of any other parents or legal guardian's rights. A copy of the court-ordered custody and visitation papers is required to be part of the child's file if either parent is prohibited or restricted from picking up the child. Aspen Academy will abide by all legal court documents. The parent or legal guardian who enrolled the child must inform the other parent that he or she is prohibited/restricted from picking up the student.

Carpooling parents: Complete the alternative pick up log at Aspen Academy's front entrance so that we can release your children to other Aspen Academy parents that you are carpooling with.

SUNSCREEN

Parents **MUST** ensure that sunscreen is applied to their child prior to school each day. We spend a fair amount of time outside each day and we want to ensure that students are not sunburned during outside activities. Because our outdoor recesses occur within three hours of the start of school, it is not necessary to reapply sunscreen until the next recess that occurs after school for Extended Care Students. Children who participate in Extended Care or outdoor after school activities are to bring a bottle of sunscreen labeled with their name so that they can reapply sunscreen. Staff will assist younger children.

WEATHER

Students' outdoor time will be limited when the temperature is over 100 degrees Fahrenheit. They will not go outside for recess when it is below 32 degrees.

Parents should first check Channels 4, 7, 9 as well as the school telephone message for reports of school closure or delay during inclement weather. Please DO NOT ASSUME because the roads are fine where you are that school is in regular session. Typically, we will follow Littleton Public School's closure and delay recommendations.

OTHER INFORMATION

ATTENDANCE

Students must be prompt and regular in attendance. Parents are required to notify the school if their child is going to be tardy, absent or if there will be a delay in picking up the child after their day. The academic day begins at 8:30.

There is a staggered dismissal as follows:

ECE-K: 3:20

1st-4th: 3:25

5th-8th: 3:30

Parents are asked to wait in the lobby area or hallways until dismissal to pick up their student. The end of the day is an interesting period here at Aspen Academy. It's a great time to check in with your child's teacher to hear a great story about your kiddo and to connect with other parents and kids.

Timeliness is critical to the start of a good day for your child. A late student disrupts the class and also finds they miss much of the information needed to carry them through the particular lesson being taught at the time. If your child arrives after 8:30, they will be issued a tardy slip. If a child receives three unexcused tardies, they will receive an "Absence" in the grade book. Parents and students will be contacted at this point to establish a plan to ensure a timely arrival to school. Unexcused tardies are defined as lateness due to any other reason than inclement weather, vehicle problems and doctor or dentist appointments.

Tuition refunds are not given for absent days regardless of whether it is due to vacation or illness. Students will be responsible for completing any work that is assigned by the teacher during the period of absence. If a child is going to be absent for school for an extended period of time, parents are required to submit a note in writing. Make-up work may be given for a maximum for two school weeks. Parents are to discuss the need for homework with parents no later than one month prior to the time of the extended absence. In the event of extended absence due to illness, the school will work with the parents to provide make-up work as necessary.

Family vacations should be scheduled during the normal school breaks so that students don't miss out on critical school time.

Creating missed schoolwork packets is a huge burden for teachers who are already working very hard to individualize each student's education. Please avoid absences whenever possible and preferably, only allow them in case of sickness.

If your child misses school, he or she will have the twice the number of school days at home after school to complete missed work as he or she missed of school. Test/quiz dates are not altered for students absent prior to their scheduled date.

BIRTHDAYS

Students' birthdays are recognized monthly at our school wide AMP'd program. Our academic days here at Aspen Academy are very full. As a result, we are not able to accommodate birthday parties for students within the school day. However, if you would like to recognize your child's birthday, you may donate a book in your child's name to the library and it will be shared with his/her classmates.

Students holding birthday parties outside of school hours may be distributed in the family mailboxes.

EXTENDED CARE

Extended Care is available from 7:30 am-8:25am and from 3:30-5:45pm each day for students of working parents. The costs are listed on our pricing sheets.. Only students who have been enrolled in Extended Care can participate in the program due to student to teacher ratio requirements. Aspen Academy's Extended Care cannot offer drop in care for the same reason.

HOLIDAYS

Aspen Academy is closed on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

HOURS OF OPERATION

Aspen Academy will be open for school from 8:30am-3:30pm Monday through Friday. Hours for our Extended Care program are 7:30am-8:25am and 3:30-5:45pm.

IN-SERVICE/EARLY DISMISSAL DAYS

We are highly committed to providing your child the finest education possible. In an effort to continually meet that goal, we will have an early dismissal day so that we can sponsor a four hour in-service every 4-5 weeks for our teachers.

This is the time our entire staff and faculty can come together to be trained in new methodologies, assessments, curriculum, etc. Extended Care will be available only for those students already enrolled in the program.

Each early dismissal day also serves as a dress down dollar day.

School will run from 8:30am-11:30am on these days. Only children enrolled in extended care will participate in the lunch session. Catered lunches will not be brought in due to limited numbers of student enrolled in the extended care program on early dismissal days.

ITEMS FROM HOME

Aspen Academy will not assume responsibility for loss or damage to any personal possessions children bring to school. Students should not bring expensive personal items or large sums of money to school. No weapons, real or toy, are allowed at school. Additionally, no electronic devices (i.e., Game Boys, CD Players, IPODS) are allowed at school.

KEY CARDS

Key cards are provided to all families at a cost of \$10 each. Students and families will enter through the south doors of the main entrance and will exit through the east doors where the family mailboxes sit. Key cards will be provided to you at registration.

LATE CHILD PICKUP

Standard School Day Pick Up: School ends at 3:30. Students not picked up by 3:35 will be assessed a \$1.00 per minute late fee charge. Again, this is due to limited staffing available for Extended Care and

the teacher's need to be able to reserve that after school time for lesson planning, preparation, faculty meetings and parent conferencing,

Extended Day Pick Up: Charges of \$1.00 per minute will be assessed to parents who leave their child(ren) beyond the regular closing time or who are still in the building after 5:45pm. Therefore, make sure you arrive at school in time to gather your children and their belongings in order to be out of the building by 5:45pm.

Should a child not be picked up by 5:45pm, we will try to contact you and the child's emergency contacts. If the child is still here by 6:00 pm and we have not heard from you, Aspen Academy is obliged by state law to contact the police department and social service authorities.

LOST AND FOUND

Label your child's item clearly with your child's first and last name. Items that are found will be deposited in the Lost and Found Bin near the café.

MAILBOXES

Each family, teacher and staff member has a mailbox located at the main entrance. Please be sure to check your mailboxes daily.

PAYMENTS

Aspen Academy will have a locked payment box at the entrance for any payments for lunches, extra-curricular programs, etc.

PHOTOGRAPHS

Class photographs will be taken each year. Parents are responsible for the cost of any photographs they wish to purchase. Any photographs taken of children by individuals other than staff members or parents must be authorized through the parent's written permission.

Photographs of children participating in Aspen Academy programs may be taken from time to time and with your permission regarding the specific picture, may appear in newspapers or magazine articles.

STUDENT DROP OFF AND PICK UP

Aspen Academy owns ample parking both on the north and south side of Orchard. Families are to use only these parking lots for necessary parking, never parking on Orchard or adjoining side streets.

Additionally, all school traffic is to remain on the primary streets of University and Orchard and University. There is to be no cut through traffic in the nearby neighborhoods. We will, of course, be respectful neighbors.

Morning Drop Off

In order to create the most optimal start to our students' school day, all students Kindergarten through 8th Grade are to be dropped off in the drop off lane on the west side of the school between 8:15-8:25am. There will be staff members present to help students exit the car safely and gather all essentials for the day. Here are some simple rules to ensure the safety of all children.

- Cars may enter the drop off lane directly from Orchard. If you arrive from University, travel around the parking lot and merge with the drop off lane directly in front of the building entrance.
- Please follow the instructions of the staff, and please do not park anywhere within the circular driveway.
- Pull forward to the front of the drop off line before letting your children exit the car.
- A staff member will assist your children from the car so that you don't need to exit the car to help them.

- We ask that the children gather up their books, backpacks, jackets, etc. as quickly as possible and move to the safe sidewalk area. It is recommended that children sit behind the passenger's seat and have all belongings in the backseat for an easy and safe exit directly onto the sidewalk.
- When your children are safely on the sidewalk we ask that you proceed to the exit as directed by the staff. You will exit the drop off lane to the north.
 - From there, you may head east and towards the University Boulevard exit. This is a right turn only exit heading south on University; or,
 - You may head west and then south along the other lane of parking and exit on Orchard Road.

This service will help you expedite the safe drop off of your children as well as make the time you spend waiting in this area a minimum. Thank you for your help in this process. Please follow the direction of the parking staff and volunteers. Remember, they are working to ensure the safety of Aspen's families. Thank you for your cooperation and support

Parents with children in ECE and JK will continue to park and walk their children into the building. State law requires you to sign your child into the attendance book located outside those classrooms' doors. Parking is to occur only within Aspen Academy's parking lot. There is no parking permitted on Orchard, University or any side streets. Please do not park in designated staff parking spaces.

Afternoon Student Pick Up

- Cars may enter from University Boulevard heading south. There is no entrance on University heading north.
- Cars may also enter from Orchard.
- Please park only in Aspen Academy's parking lots.
- You may park in the north parking lot.
- You may park in the south parking lot ensuring that you cross at the corner in the designated pedestrian walkway. Enter the building's main entrance and meet your child at their classrooms. Older children will be excused to meet you at younger siblings' classrooms. All students are to be picked up during the designated times. ECE – Kindergarten Grade Students may be picked up from 3:20-3:30; 2nd through 4th grade students may be picked up from 3:25 – 3:30; 5th – 8th grade students may be picked up at 3:30. Any students not picked up by 3:35 will be escorted to Extended Care and will be charged \$1.00 per minute they remain in Extended Care.
- Cars exiting the parking lot at the east side may only turn right onto University.
- Please use your turn signal well in advance of entering the parking lot.
- Cars may not park or form a line on Orchard at any time. If the north parking lot is full, then please cross the street to our south parking lot.
- Finally, no u-turns near or around the school, including in the adjacent neighborhoods.
- Students may not be picked up from the morning drop off/fire lane.
- Drivers may not leave their cars at anytime in the drop off lane.
- Cars parking in the center area should leave just enough space so that people can walk between the front bumpers. Pedestrians should walk in this space and always use the parking lot crosswalk.
- Please do not pull forward out of a center parking spot.
- Parking is not allowed on any neighboring main or side streets.
- No jaywalking on Orchard.
- Finally, please use the car's turn signal to re-enter traffic.

TECHNOLOGY USE

Technology use (Educational Television, Video, Radio, Internet) will be used for the singular purpose of supporting the educational objectives of the school.

TERMINATION OF SERVICES

We hope that all our relationships with parents continue to be positive and productive. However, we recognize that there may come a time that we may feel that we are not the best match for a particular family. In this case, Aspen Academy reserves the right to terminate services with 30 days notice.

TERMS OF ENROLLMENT

Terms of Enrollment at Aspen Academy are specifically outlined in the Enrollment Contract each year. Please be sure to read the Enrollment Contract carefully. By signing the Enrollment Contract, you are agreeing to all the terms and conditions outlined within it.

TRANSPORTATION

It is the responsibility of students and parents/guardians to ensure safe and timely transportation of students to and from school. All costs associated with transporting students to and from school are the sole responsibility of the student and parent/guardian.

We do have a very active carpooling system, however. Many opportunities exist to be involved in a carpool with student families from your neighborhood.

Parking on school property is a courtesy extended to volunteers and others by Aspen Academy. Aspen Academy shall assume no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Permission to park on school property may be rescinded by the administration for any person who does not observe the regulations.

FOR THE SAFETY OF OUR STUDENTS, DO NOT PARK IN THE FIRE LANE OR DESIGNATED DISABLED PARKING SPOTS WITHOUT A PERMIT. YOU WILL BE TICKETED OR TOWED BY THE POLICE DEPARTMENT.

WEB SITE:

Our website: www.aspenacademy.org contains a vast amount of information including the calendar and all newsletters. Please bookmark it and refer to it often. It will be updated regularly.