



# **Parent and Student Handbook**

## **2024-2025**

*Learning and Growing together on the trail of Success*

705 Austin Avenue  
Erie, Colorado 80516  
Phone: (720) 242-6225 Fax: (720) 294-0573

<http://www.aspenridgeprepschool.org>

**School Mascot:**

“Thunder” the Owl



**School Colors:**

Kelly Green, Gray, Gold

**Motto:**

Built BY the Community to Build UP the Community

**Established:**

2011



## Table of Contents

<b>About Aspen Ridge</b>	<b>5</b>
Our Mission	5
The SOAR Philosophy	5
<b>Attendance Policies and Procedures</b>	<b>6</b>
Philosophy	6
Reporting Absences	6
Prearranged Absences	6
Excessive Absences	6
Make Up Assignments	7
Tardiness	7
Checking a Student In or Out During the Day	7
<b>Birthdays, Parties, and Treats</b>	<b>7</b>
<b>Classroom Placement Procedures</b>	<b>8</b>
<b>Contact and Emergency Information</b>	<b>8</b>
Morning Drop-off	9
Afternoon Dismissal and Pick-Up	9
Dropping off Forgotten Items	9
Transportation Changes	9
<b>Discipline Policy and Codes of Conduct</b>	<b>10</b>
FERPA	10
Student Code of Conduct	11
Grounds for Disciplinary Action	11
Disciplinary Action—General information	11
Informal Disciplinary Actions	12
Removal by Teacher	12
Formal Disciplinary Action	12
Out-of-School Suspension	13
Behavior Agreement	14
Bullying Policy and Procedure	14
<b>FLEX Time</b>	<b>15</b>
<b>Grading and Homework</b>	<b>16</b>
Report Cards	16
Homework	16
<b>Hours of Operation for Students, Staff, and Visitors</b>	<b>16</b>
Instructional Hours	16
Front and Business Office Hours	16

Teacher Hours	16
Early Release Hours	17
Visitor and Volunteer Hours	17
<b>Mandatory Reporting</b>	<b>17</b>
<b>Lost and Found</b>	<b>18</b>
<b>Parent/Guardian Code of Conduct</b>	<b>18</b>
Annual Student Fees	19
Preschool Tuition	19
School Lunches	19
Meal Price	19
Parents/Guardians Joining for Lunch	20
Lost/Damaged Textbooks/Library Books	20
<b>Snacks</b>	<b>20</b>
<b>Student Illness and Medication Policies</b>	<b>20</b>
Student Illness	20
Medication	20
Individualized Health Plans	21
Head Lice	21
<b>Technology</b>	<b>22</b>
6-8 Student Chromebook Damage Optional Insurance and Repair Guidelines	22
Electronic Devices and Cell Phones at School	23
<b>Title IX</b>	<b>24</b>
<b>Tutoring /Intervention</b>	<b>25</b>
<b>Uniform Guidelines</b>	<b>26</b>
Standards of Dress	26
Tops	26
Bottoms	27
Clothing for Outdoor Activities	27
Dress-Down Day Guidelines	27
Dress -Up Day Guidelines	28
Other Clothing and Accessories	28
Additional Uniform Standards (Field Trips, Intramural Sports, PBIS Classroom Rewards)	29
<b>APPENDIX</b>	<b>29</b>
Student Internet Use Policy	31
Aspen Ridge Preparatory School Acceptable Use Policy	33

## **About Aspen Ridge**

Aspen Ridge Preparatory School is a public K-8 charter school in Erie, Colorado that began its journey in 2011. Our community of students, teachers, Guardians, and administrators collaborate to traverse a common, shared body of knowledge along the rigorous, content-rich Aspen Ridge Trailways. We strive each day to inspire a lifelong love of learning and discovery. Students at Aspen Ridge will engage in rigorous, research-based curricula, ongoing assessment, social emotional development, and Personal Education Plans as tools for a successful journey to the summit. Aspen Ridge is a place where inquisitive students learn to think independently, participate in and understand an integrated world and develop personal character through individual strengths and interests. At Aspen Ridge, all travelers on this journey recognize scholarship, academic achievement, and creativity while respecting each member as a valued individual of great potential and promise.

## **Our Mission**

We are travelers on the Aspen Ridge Trailways. It is our mission to think independently, participate in our integrated world, and achieve individual goals in order to gain knowledge and understanding. We will approach challenges with confidence and assist others in our community while learning and growing together on the trail of success.

## **The SOAR Philosophy**

SOAR is based on the principles of the positive behavior support model that emphasizes the importance of students taking responsibility for, and learning from, their choices. SOAR also integrates the principles of restorative justice and character development. It establishes clear and consistent expectations with meaningful, natural consequences for students when they make choices that are not aligned to our SOAR values.

SOAR focuses on character education through the core values:

**Self-Care:** We protect the safety of ourselves and others, and we take care of our bodies, relationships and minds through exercise, nutrition, sleep, gratitude and a positive attitude.

**Ownership:** We take responsibility for our own learning and actions, and we take good care of our school community.

**Academic Attitude:** We love to learn; we do our best, and we don't give up. We take pride in our efforts and appreciate the efforts of others.

**Respect:** We are polite and kind to everyone in our school community. We respect the rights and property of others and use good communication skills.

## **Attendance Policies and Procedures**

### **Philosophy**

It is Aspen Ridge's intention to encourage all students to have good attendance and to participate in school. This attendance policy is designed to provide guidance and procedures for managing and improving student attendance. In addition, it is recognized that other important factors that impact school attendance include the positive relationships that exist between teachers and their students and the ongoing timely involvement of parents/guardians. However, it may become necessary as a last resort to administer interventions when a student's level of absence becomes chronic.

Ultimately the responsibility to ensure that the student has good attendance rests with the parent/guardian. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. ARPS will inform the parents/guardians if a student's education is being jeopardized by poor attendance. In order to be successful it is critical that students attend school regularly and on time. Poor attendance and excessive tardiness often impact student grades and impede progress.

Classroom teachers will be the first line of communication if absences or tardies start impacting your child's instruction and learning. If attendance patterns continue, school administrators will reach out to schedule an appointment.

### **Reporting Absences**

Please notify the school office early on the day your child is absent via email ([attendance@aspenridgeprepschool.org](mailto:attendance@aspenridgeprepschool.org)) or phone (720-242-6225). Please be sure to sign your child in at the Front Office if arriving late.

### **Pre-arranged Absences**

Regular school attendance is recognized as a necessity for mastery of the educational program provided for students. Therefore, Aspen Ridge encourages families to take vacations during scheduled school breaks and non-student contact days. Vacations during the school year are discouraged as the amount of time a student is absent impacts academic performance.

However, if families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused with the front office. Absences of 3 or more days may require use of a Pre-arranged Absence Form for the absence to be excused. *Please note - "Chronic absenteeism" (10% absence rate) counts both excused and unexcused absences.*

It is the responsibility of the student/parent to contact and coordinate with teachers regarding make-up assignments for absences. *Note: Due to the dynamic nature of the*

*teaching/learning process teachers are not required to provide classwork or assignments in advance of an absence. The teacher may require that classwork be made-up upon return to school. Some learning experiences (classroom discussions, science labs, etc.) cannot be made up.*

### **Excessive Absences**

“Chronic Absenteeism” is defined as missing 10% (approximately 18 days) or more per year. *It is important to note that this includes both excused and unexcused absences.* Steps for excessive absences may include administrative conferences, make-up time, parental/guardian contacts, and involvement of district-level prevention/intervention efforts. Aspen Ridge’s priority is to ensure the academic and social needs of the student are being met. The administration will make reasonable efforts to work closely with parents/guardians to identify and resolve student attendance issues.

Regardless of grade level, the following actions will be taken to address a student’s excessive absences:

Tier 1 –Teacher contact and/or conference

Tier 2 –Administrator contact and/or conference

Tier 3 –Attendance contract and intervention efforts.

### **Make Up Assignments**

All students are expected to make up school work because of absenteeism. Students with excused absences will be granted a reasonable amount of time to complete make-up work, generally two days for each day absent. Time allowed for make-up work may not extend beyond the end of the grading period except by special permission of the principal or designee. *Students with pre-arranged absences must make arrangements prior to the absence for completing make-up work.*

### **Tardiness**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Tardiness is disruptive to the beginning-of-day schedule and can have a detrimental effect upon the rights of the non-tardy students to uninterrupted learning. Students who arrive late miss out on key learning and connecting opportunities that happen in our classrooms each morning.

Teachers shall be responsible for addressing tardiness as a classroom management issue. Excessive tardiness may be referred to the administration for consideration as an attendance problem.

### **Middle School Tardy Policy**

Students who acquire more than 5 tardies total for the week will be assigned detention from the teacher. Tardy reports will be run weekly and detentions will be assigned as needed.



## **Checking a Student In or Out During the Day**

We hope parents/guardians will respect the educational environment and instructional time by limiting disruptions to the day. If a student must be checked in after school starts a parent or guardian must sign them in. Parents/guardians are not permitted to walk students to class or to retrieve students from class. Office staff will escort any student to class who needs assistance. Parents/guardians needing to check students out early can do so in the front office. Students will not be allowed to leave campus with any adult not listed in Infinite Campus as either a parent/guardian or emergency contact without consent from the parent/guardian. Similarly, students may not ride or walk home with another student without written consent from the parent/guardian.

## **Birthdays, Parties, and Treats**

Aspen Ridge Preparatory School recognizes that birthdays are a special day for our students and families. Due to increasing food allergies, food items will not be permitted to pass out to classmates (including cupcakes, cookies, or cakes). Treat bags with pencils or activities are great alternatives.

School parties and celebrations are kept to a minimum each year (Fall, Winter, and Valentine's Day). The classroom teacher, with the help of parent/guardian volunteers, arranges the parties. The parties take place the last part of the school day. If you have objections to your child participating in any aspect of these parties, please contact the teacher for special arrangements. All food and drinks are discouraged due to allergies.

## **Classroom Placement Procedures**

It is our goal at Aspen Ridge Preparatory School to balance classrooms based on students' academic and social/character achievements and needs. Teachers collaboratively review parent/guardian input, student learning styles, student interests, and family/student learning goals. Decisions regarding student room assignments will be made collaboratively among the teachers and principals. Specific teacher requests will not be taken. Final classroom assignments are posted in August.

## **Contact and Emergency Information**

Parents/Guardians are required to update their contact and emergency contact information annually through Infinite Campus. Please inform the main office of any change in address, telephone number and/or emergency number immediately. This will enable us to contact parents/guardians in a timely manner. In cases of joint custody, the primary contact parent/guardian listed is expected to share student/school information with the other parent/guardian. The parents/guardians should provide the school with a written request if both parents/guardians request mailings. If a court order is in effect, it is the parent/guardian's responsibility to provide the school's administration with a copy of the order in a timely manner.

## **Daily Drop Off/Pick Up Procedures for Driveline**

At ARPS, safety is everyone's priority. To help ensure a safe, orderly and efficient Driveline, please ensure the following:

- Please use the designated crosswalks at all times *including within the parking lot*. This ensures a safe environment for our drivers and our visitors who are parking .
- To enter the front driveline and front parking lot, turn into the entry from the West on Austin Ave (turning left into the entrance).
- To enter the back driveline or to park at the back of the school, enter from the East on Austin Ave (turning right into the entrance).
- Actively unload/load in the curbside designated zones; do not park in the active loading area.
- Pull all the way forward to the front of the driveline closest to Austin Ave. before stopping. This allows ALL cars to load/unload at the same time.
- Once your student has exited the vehicle, continue pulling forward in the right lane until there is an opening to exit safely using the left passing lane.
- Remain in your vehicle. If you need to get out to assist your child, you must park your car.
- Refrain from cell phone use so your full attention can be focused on keeping students safe.
- Please do not block both lanes by turning halfway into the passing lane or stopping in the middle of the driveline to let your student out of the car.

## **Morning Drop-off**

Students may be dropped off at school at 8:00 am each day, at which time they will head to their classroom to prepare for the day. Staff members are present to supervise students and facilitate traffic flow.

A walk-up location will be available beginning at 8:00 am and located on the South sidewalk next to the Kindergarten playground.

For the safety of all of our students, please do not drop your children off at school before 8:00 am unless they are enrolled in Owl's Nest. Any student/s dropped off before 8:00 am who are not supervised by an adult, 18 years or older, will be escorted to Owl's Nest and all applicable fees will be charged to the parents/guardians.

## **Afternoon Dismissal and Pick-Up**

Students are dismissed at 3:15 pm to either Driveline, to walk or ride bikes home, or to the Owl's Nest After Care program. Students will not be allowed to leave campus with any adult not listed in Infinite Campus as either a parent/guardian or emergency contact without consent from the parent/guardian. Similarly, students may not ride or walk home with another student without written consent from the parent/guardian.

In order to maintain safety for our Owls and keep all exits clear, a walk-up location will

be available located on the South sidewalk next to the Kindergarten playground. Your student may be picked up using your designated Driveline number.

No student may remain on campus after dismissal unless they are in After Care, participating in a club or other extracurricular activity, or receiving extra help from a teacher. Under no circumstances will students be permitted to remain unsupervised on campus.

Students not picked up by the time Driveline has ended each day (approx 3:35pm) will be escorted to Owl's Nest. Families of students in Owl's Nest will be charged \$5.00 (until 4:00pm). After 4:00pm, families will be charged \$15.00.

### **Dropping off Forgotten Items**

Occasionally students forget items at home that they will need during the school day. If you bring a forgotten item to school for your child, please drop it off in the main office and we will make sure your child receives it as soon as possible.

### **Transportation Changes**

Please notify the office of any transportation changes for your student as early as possible. The office phone number is 720-242-6225. Keep in mind that if you ONLY email the classroom teacher of changes, and they happen to not be in school on that day, the change will not be made.

Please make sure your child's teacher knows how they are getting home on the first day of school!

### **Discipline Policy and Codes of Conduct**

ARPS believes in approaching challenges with confidence and assisting others in our community while learning and growing together on the trail of success. We expect students to have ownership in their educational experience. Teachers and parents/guardians will collaborate and support each other to provide students with the tools and skills to have a positive educational experience. The goal of these policies is to help students understand and develop positive behaviors.

The discipline policy and code of conduct is built upon the following mainstays:

- Prevention through school wide positive behavior supports and restorative practices
- Dignity and respect for all involved
- Fair and consistent responses to harmful and unacceptable behaviors
- Restoration and resolution through empathy, forgiveness, and conflict resolution

While misconduct is not acceptable, we believe that all behavior has meaning and provides us with teachable opportunities. In the event of misconduct, we will provide students the support they need to repair the harm they caused while earning forgiveness and restoring their reputation. Consequences for misconduct can vary

greatly depending upon how the behavior impacts the learning environment, community, or safety of other students. The use of restorative justice practices may be used in place of other consequences to help repair the harm for less harmful misconduct. For significant misconduct that may result in severe harm to others, other mandated approaches such as suspension or expulsion may be enforced.

When dealing with misconduct, ARPS believes we must support the following areas:

**The student:** we teach and empower students to repair the harm caused to others, self, and the community. We support them in making amends, making better choices in the future, and restoring their reputation as a valuable member of our community.

**Those who were impacted:** we protect their safety, property, and learning opportunities to succeed in an environment that is free from distractions. We empower them to have a voice in the outcome.

**The community:** We recognize that misconduct impacts the community as a whole and view the community as a stakeholder and resource for this person.

## **FERPA**

[The Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law that protects the privacy of student education records. Teachers, as representatives of public schools, have a legal responsibility to protect student privacy and safeguard the confidentiality of their records. Disclosure of information from a student's education record to any third party is strictly prohibited.

## **Student Code of Conduct**

Students are expected to conduct themselves appropriately and display appropriate behavior while on campus. Teachers will communicate with parents/guardians if their student displays habitually disruptive behavior. Parents/Guardians may be asked to remove their student from school if at any point school safety is compromised. Our policy is designed to help students understand and develop positive behavior patterns.

All procedures outlined in this Code of Student Conduct apply to all students on campus. The Code of Student Conduct contains a list of specific grounds for disciplinary actions.

For circumstances not defined by ARPS policies in this handbook, the SVVSD Behavioral Code of Conduct will take precedence.

## **Grounds for Disciplinary Action**

It should be pointed out that this list is not all-inclusive and, as such, a student committing an act of misconduct not listed above will nevertheless be subject to the discretionary authority of the principal or his/her designee.

- Conduct that deprives others of opportunities to learn or otherwise interrupts

the instructional process.

- General school or habitual classroom disruptions (misconduct that is detrimental to the ongoing process of education).
- Failure to comply with ARPS uniform standards and dress code.
- Tardiness, skipping and truancy.
- Disobedience or disrespect toward school staff.
- Gambling, fighting, extortion or stealing.
- Possession and/or use of: tobacco products\*; alcoholic beverages; controlled substances (drugs); counterfeit controlled substances; inhalants; or drug paraphernalia; or weapons.
- Possession and/or use of electronic communication devices.
- Threatening students or school staff.
- Defacing school property (vandalism).
- Violence or threats of violence against other students or school personnel.
- Violation of policies related to the prohibition of discrimination and sexual harassment.
- Making a bomb threat.
- Sexual intimidation, sextortion, extortion, or assault.
- Domestic, interpersonal, or relational violence.
- Gang-related intimidation and violence.

Note: Certain actions may require the involvement of law enforcement agencies.

### **Disciplinary Action—General information**

In the application of disciplinary actions, it is important to note that students have the right to:

- Know what the charges are against them.
- Give an explanation in their own defense.
- Be informed of the discipline they will receive from the misconduct or violations of the Code of Conduct.

All formal disciplinary actions by a teacher and/or an administrator will be documented. Informal disciplinary actions may be documented at the discretion of the teacher and/or administrator.

### **Informal Disciplinary Actions**

Teachers and administrators strive to use a variety of informal disciplinary steps prior to formal disciplinary action. Of course, it must be understood that the type of disciplinary action taken depends greatly upon the offense committed.

Students are expected to take responsibility for their own actions and behavior. They are expected to respond immediately to teachers' corrections and take steps to control themselves.

In most cases students' conduct improves dramatically after the teacher contacts the

family. In the event that a student continues to misbehave, the next steps may include:

- Reflection assignment designed to cause the student to reflect on his/her misconduct, learning about the impact of the incident and preventing it from happening again.
- Work assignment requiring the student to perform service work related to his/her misconduct
- A conference between the student, parents/guardians, teachers and, if needed, administration. A conference would be scheduled to gain a better understanding of the incident and behavior, to understand the impact or harm it caused, and to create an action plan with agreements for the next steps.

NOTE: Severe or repeated misconduct will result in immediate attention from school administration.

### **Removal by Teacher**

A teacher may remove a student from class whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

### **Formal Disciplinary Action**

In the event that informal classroom interventions do not correct misbehavior, or in the case of serious misconduct, formal disciplinary action by school administrators may be taken. Such actions may include, but are not limited to:

- Problem Solving Report Form & Agreement
- A parent-teacher conference
- In-School-Suspension
- Out-of-School Suspension
- After-school restorative detention/work service
- Behavior or Safety contract based on the ARPS Enrollment Agreement

### **Out-of-School Suspension**

A principal may suspend a pupil for serious breach of conduct. Suspension offenses include, but are not limited to, the following:

- Possession and/or use of or under the influence of alcoholic beverages, controlled substances (drugs), counterfeit controlled substances, inhalants, or drug paraphernalia. \*
- Possession or use of a weapon. \*
- Violence against school personnel or other students. \*
- Violation of policies prohibiting discrimination and sexual harassment. \*
- Violation of transportation policies. \*
- Making of a destructive device/bomb threat. \*
- Willful disobedience.

- Open defiance of authority.
- Possession or use of tobacco products.
- Disruptive behavior, including inappropriate physical contact on school grounds or property that interrupts the learning/instructional process.

### **Special Notes:**

In accordance with Board Policy and state law, certain offenses or repeat offenses may also warrant a recommendation for expulsion. It should be pointed out, however, that this list is not all-inclusive and as such, a student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the principal and/or designee.

\* Committing offenses #1-6 mentioned above may also result in criminal penalties. Administration may suspend a student for up to five school days for grounds 7- 12 listed above and may suspend a student for up to ten school days for grounds 1- 6 listed above. An appearance by the parents/guardians and student with the Principal is required before the student may return to school.

No suspension shall be imposed by the principal for more than ten (10) days for any offense, unless the suspension period expires before the next regular or special meeting of the ARPS Board or when Board action on a recommendation for dismissal of the student is pending.

If a student is suspended out of school, the school must notify parents/guardians in writing (and, if possible, by phone) stating the reason for suspension, the length of suspension, and the date the student may return to school. A copy of the suspension letter is kept in the student's disciplinary folder.

Any student who is under suspension, recommendation for dismissal, recommended for expulsion, or expelled shall not be allowed to attend any school-sponsored activity or function, nor shall be allowed on school property for the duration of the suspension, dismissal, or expulsion.

### **Behavior Agreement**

Students who demonstrate a pattern of misconduct and discipline infractions may be placed on a behavior agreement that specifies conduct that will result in a recommendation that the student be dismissed from ARPS. Such agreements are developed in partnership with the ARPS administration, teachers, the student and his/her parents/guardians.

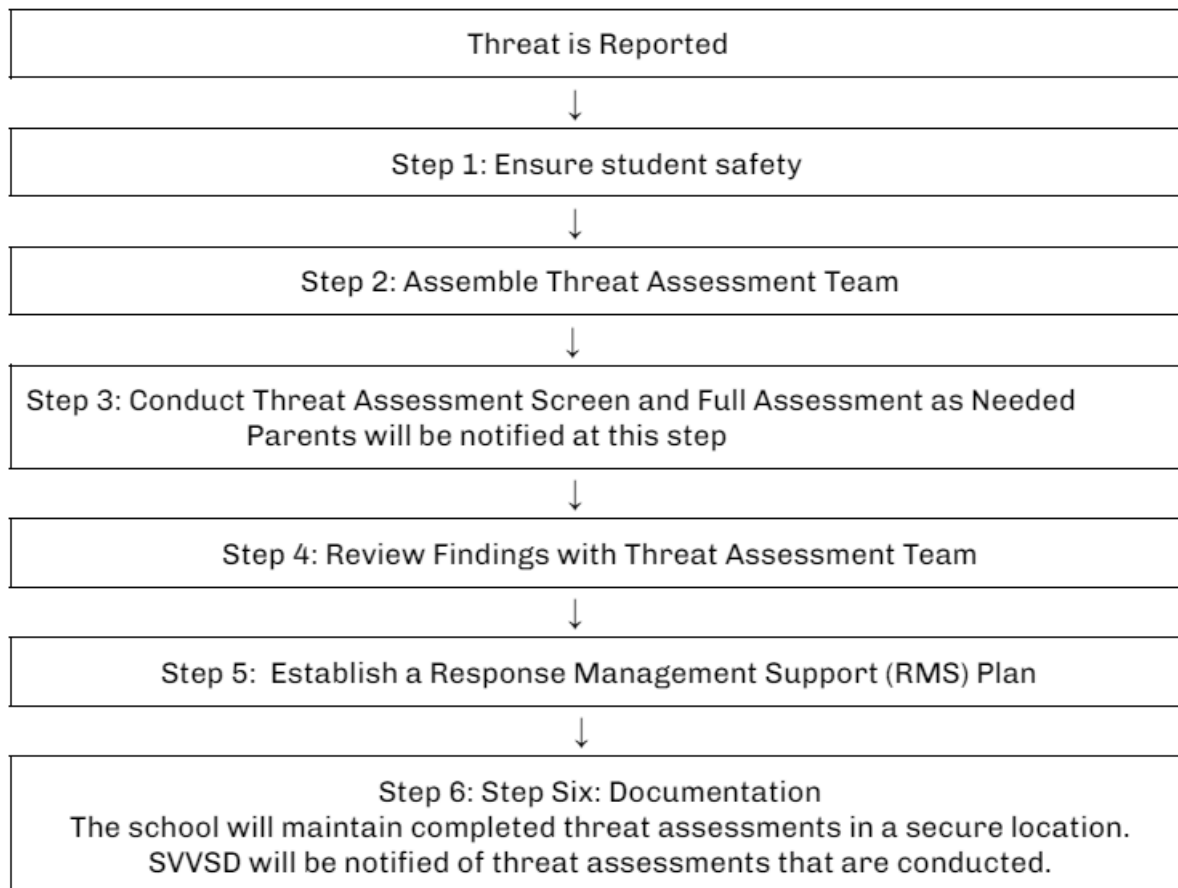
### **Threat Assessment Policy and Procedure**

In support of maintaining school safety, staff will investigate reports of, or evidence regarding, student behavior on or off school grounds that could pose a threat to the safety or welfare of other students or staff.

- Threatening or potentially dangerous behavior may include verbal, written, or non-verbal communications or gestures.

- Threats may be direct, indirect, conditional or veiled.
- Threats may be communicated in person, electronically, through a third party or by other intentional or unintentional means.
- Students who engage in behavior that is threatening to others, or behavior that is detrimental to the safety or welfare of others, are subject to disciplinary sanctions up to and including referral for expulsion consideration.
- Interventions as deemed appropriate and necessary based on the results of the threat assessment may include requiring verification of ongoing participation and appropriate progress in mental health treatment services. Such services shall be at the parent's expense and may be a condition of a student being considered for readmission to school following any exclusion for potentially threatening or dangerous behavior.

When a student's behaviors and communications deviate from normal behavior and indicate concern for the student's safety or the safety of others, school officials should initiate a threat assessment. The Building Threat Assessment Team will initiate a threat assessment when any student makes a threat through gestures, drawings, writings, etc., or if there is concern that a student may be about to act-out violently.





In assessing the potential level of dangerousness of a student's behavior school staff may conduct a threat assessment. Parents or guardians may be invited to assist school staff in completing the assessment. However, parent refusal to assist staff in completing the assessment will not prevent staff from completing those parts of the assessment about which staff is knowledgeable. Parents or guardians will be notified when a threat assessment is being conducted or as soon as possible after such assessment has been conducted regarding their student. Records of student threat assessments shall be provided to parents upon request.

In those cases in which harm or threatened harm is directed at a staff member or an authorized volunteer, an administrator shall provide the employee/volunteer with written findings and the planned response to the risks within 10 working days following receipt of information from the staff member regarding the threat or within such lesser period of time as may be required by applicable law.

For more information the Colorado School Safety Resource Center has provided the following document: [CSSRCParentFAQs.ThreatAssessment.pdf](#)

## **Bullying Policy and Procedure**

Bullying is any unwanted and harmful verbal, physical, psychological, social, or electronic act committed by an individual or group that meets the following criteria:

- Targeted at one or more students
- Interferes with the educational opportunity, benefits or programs of one or more students
- Involves a real or perceived power imbalance
- Repetition of the behavior over time

Such behavior is considered bullying whether it takes place on or off school property or at any school sponsored events. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of all students, staff, and parents/guardians to provide positive examples for student behavior. When addressing bullying behavior, it is important to balance the needs of victims, offenders and our community.

## **Bullying Procedure**

ARPS believes we must show respect and support for all students, teachers, and staff. The procedure and consequences below will be utilized in regards to bullying behaviors as defined above. For each incident, a Problem Solving Form will be completed.

First Incident:

- The parents/guardians of the parties involved will be contacted.
- An investigation of the alleged behavior will be conducted by a teacher and/or administrator.

- Targeted students receive support and may choose to participate in the Restorative process.
- Alleged perpetrator receives mediation through the Restorative Process.

**Second Incident:**

- Meeting with appropriate parties, which will include the teacher, counselor, parents/guardians, and administration.
- Targeted students receive support and may choose to participate in the Restorative process.
- Alleged perpetrator receives mediation through the Restorative Process.

**Third Incident:**

- If there is no resolution, the targeted student is to inform an administrator, who will provide further support through arbitration.
- Separation of the parties involved.
- Alleged perpetrator will receive further mediation support and an additional Problem Solving Report form will be completed.

**Fourth Incident**

Any student who continues bullying behavior after these steps will be consequently suspended based on the recommendation of the administration in compliance with the St. Vrain Valley School District Special Education department.

**Dress Code (see Uniforms)**

**FLEX (K-5)/Academic Lab (6-8) Time**

FLEX (K-5) (“FUN”damental Learning Enhancement Exchange)/ Academic Lab (6-8) is a daily protected instructional time for all K-8 students. It is designed to support the following areas in learning:

- ELA skill development, intervention, and tutoring
- Academic enrichment and extensions
- Executive function development and intervention
- Confidence building

New instruction is not the focus during this 40-minute time period, thus ensuring that any student leaving for FLEX/Acadmic Lab will not miss or be penalized for missing pertinent instruction.

Criteria for planning during FLEX/Academic Lab instructional block:

- Grade level teams will work collaboratively to plan strategies and learning opportunities for all grade level students.
- All students are expected to be engaged in learning; FLEX/Academic Lab is not designed to be “free time” or study hall for making up missing work.
- Daily 5, Guided Reading and/or Orton Gillingham are highly recommended formats to use during this time period, thus allowing time for teachers to pull small groups and one-on-one for intervention and extensions.
- New core academic instruction should not take place during this block

During FLEX/Academic Lab, intervention and support staff will pull students for small group instruction. Classroom teachers will also work with students in small groups and one-on-one instruction during this time. As a rule of thumb, struggling students should meet with the classroom teacher a minimum of 3 times a week in addition to specialists and support staff meeting time.

## **Grading and Homework**

At ARPS grades K-2 use Standards-based grading, while grades 3-8 use a traditional letter-grading system. For grades 3-8 the following categories, weights, and grading scale will be used.

### **Categories and Weights**

Grades 3-8 will use the following categories and weights for grading:

- Formative Assessments (Classwork, Quizzes, Exit tickets, etc.) = 40%
- Summative Assessments (Tests, Essays, projects, etc.) = 50%
- Participation/Homework = 10%

### **Grading Scale**

93-100% = A  
 90-93% = A-  
 87-90% = B+  
 83-87% = B  
 80-83% = B-  
 77-80% = C+  
 73-77% = C  
 70-73% = C-  
 67-70 = D+  
 64-67 = D  
 0-64 = F

## **Report Cards**

Aspen Ridge's academic calendar is divided into four quarters for K-5 and Middle School. Report cards will be available electronically via the Infinite Campus Parent Portal. It is the parent or guardian's responsibility to set up a login account on Infinite Campus. A paper copy of the report card will be provided only if specifically requested. Report cards will reflect your student's progress on Aspen Ridge and the state's standards/curriculum. Teachers will notify parents/guardians of any child having academic difficulties. We believe that it is important to keep parents/guardians informed of each child's academic progress.

## **Homework**

Teachers may assign homework appropriate to their instructional level or grade level. Homework is intended to reinforce and extend concepts. Encourage your child to complete their work both at home and at school. Discussing homework with your child helps to develop a positive attitude about learning, especially when learning something new or difficult.

## **Hours of Operation for Students, Staff, and Visitors**

### **Instructional Hours**

Kinder-8th: 8:15am-3:15pm

PreSchool 3s: 8:20am-11:00am

PreKindergarten 4s AM: 8:15am-11:00am

PreKindergarten 4s PM: 12:15pm-3:00pm

### **Front and Business Office Hours**

7:45am - 4:00pm

### **Teacher Hours**

Teacher hours are from 7:45am to 3:45pm. Please be respectful of this time frame when planning appointments.

Every teacher and staff member is available to you by email, which is listed on our website. Teachers are in charge of students during the school day. Please do not interrupt the teachers during this instruction time, particularly in the morning while students are coming in, during lunch, and at dismissal. Scheduling a conference will ensure you have a teacher's full attention and safeguard your privacy. Please feel free to write a note in the student folder, email, or set up a conference to communicate with teachers. Please allow teachers a minimum of 48 hours to respond to communication.

## **Early Release Hours**

Early Release days fall on the first Wednesday of each month (minus January). These early release days allow our faculty additional time for professional development training. Owl's Nest care is available on these days. Make sure that your child has arrangements for leaving campus and that their classroom teacher is aware, should arrangements be different than normal.

Owl's Nest is available on early release days (12:15pm-6:00pm) at a fee of \$20.00. No discounts or reduced prices will be offered on early release days.

## **Visitors and Volunteers**

All visitors must sign in at the office through Raptor by presenting a valid driver's license to be scanned. All visitors must have a designated purpose for entering the building. Any items forgotten by students will be delivered by the front office staff according to the student's classroom schedule to minimize interruptions.

For specific rules regarding family members visiting for lunch, please see "School Lunches" section below.

Volunteers are important to the success of ARPS and we are grateful that you are willing to spend your time helping. We welcome the help and support from our Aspen Ridge parents/guardians and there are many opportunities to volunteer both in and out of the classroom. We have organized many fundraising and outreach events. Please call the school if you are interested in getting involved.

Volunteers must be at least 18 years of age. Please make other arrangements for younger children when you are volunteering within the classroom. Students not enrolled at ARPS may not be unsupervised while in the building and must be under constant supervision by their parent/guardian while on campus at all times.

## **Kickboard (Behavior Support and Communication)**

Aspen Ridge believes in supporting students' continued social-emotional and behavioral growth. We talk regularly about what it means to demonstrate S.O.A.R. behavior (Safety, Ownership, Academic Attitude, and Respect) in all areas of the school day. We believe that growing in these areas will not only lead to greater academic growth and success for our students, but will also nurture them to become successful citizens in the world.

Students receive regular feedback - both positive and negative - on their behavior throughout the day in the form of deposits and deductions in Unified Classroom Behavior Support, a.k.a. "Kickboard." Throughout the year students have opportunities to use their accumulated Kickboard \$\$ to purchase items at the Kickboard store provided and run by the Aspen Ridge PTO.

Parents/guardians have access to their child's Kickboard portal. Parents/guardians are **strongly encouraged** to monitor this regularly as it is a primary means of teacher/school

communication regarding student behavior.

For more details on discipline and behavior policies see section above titled “Discipline Policy and Codes of Conduct.”

## **Mandatory Reporting**

Colorado law requires public and private school officials and employees to report child abuse to proper authorities. All staff members are trained annually through a CDE course. The course offers an overview of the prevalence of child abuse and barriers to reporting it, indicators of the various types of child abuse, and instructions on making a proper report and respond to the needs of your school community.

If child abuse is suspected, it must be reported to one of the following agencies:

- Weld County Social Services (child abuse phone number) 970-352-1923
- Boulder County Social Services (child abuse phone number) 303-441-1240

It is not the job of the school employee to investigate the allegations of a child or to inform parents when a report is made. If child abuse is suspected, it must be reported and then County Social Services take over to investigate allegations.

## **Lost and Found**

Please help us by clearly labeling the student’s name on all personal items. Items found around the school will be placed in the lost and found area. Items not claimed will be donated at the end of each quarter to a nearby donation center or shelter.

## **Parent/Guardian Code of Conduct**

The ARPS community is built on a desire to provide our children with an excellent education in a friendly community. Parents/guardians are one of the most influential role models in a child’s life, and one of the best ways for a parent/guardian to teach is to lead by example. Accordingly, Aspen Ridge Preparatory School expects the behavior of each parent/guardian with children enrolled at our school to adhere to the standards of conduct set forth below.

- When visiting or volunteering in the school, parents/guardians should observe all the rules of the school, including signing in at the office.
- If a parent/guardian has questions or issues relating to the classroom or a class, they should first be addressed to the staff member in question. Parents/guardians are requested to set up a conference where their concerns can be discussed.
- All communications on school grounds, during school events, and/or regarding issues with other parents/guardians, school staff members, or school events shall remain respectful and address the issues at hand. Yelling, taunting, threatening, or abusive behavior, cursing, foul language, and remarks that are

derogatory, inflammatory or accusatory are not acceptable means of communication, whether face to face, or by email, text, or voicemail.

Parents/guardians are expected to resolve issues through calm dialogue between the parties directly involved while respecting the dignity of others.

- Parents/guardians 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 to an argument. Problems should not be casually discussed with other parents/guardians at school, but should be dealt with one on one with the person or persons with whom the parent/guardian has an issue.

In the event a parent or guardian cannot follow the standards of expected behavior and conduct, steps will be taken to remove parental access to the campus , potentially through law enforcement, (both temporarily and/or permanently) depending on the behavior.

## **School Fees**

### **Annual Student Fees**

Your annual student fee will help pay for the following:

- Transportation and admission for field trips
- Annual ARPS T-Shirt
- Student workbooks
- Consumable classroom supplies
- Software licensing for technology programs
- Specials program materials

The student fee will be \$150 per student (not including “Middle School Technology Fee”). This fee should be paid in full by August 31<sup>st</sup> of each school year. Families with multiple children enrolled will only pay for the first two children, setting the maximum per-family cost at \$300.

### **Middle School Technology Fee**

ARPS middle school students utilize 1:1 school issued Chromebooks on a daily basis. All middle school students will be charged a technology fee of \$25 to help cover the cost of maintaining the school issued Chromebooks.

If families have monetary concerns regarding payment, please contact Kayla Reynolds (kreynolds@arprep.org) to work out a payment plan. Fees are not optional and our school relies on them to help ensure a balanced budget each school year.

Unpaid student fees and/or outstanding balances may result in your student’s ability to participate in after school clubs, intramural sports, or school-sponsored field trips.

## **Preschool Tuition**

Aspen Ridge offers a tuition based preschool program for 3 and 4-year-old students. The monthly tuition rates and detailed information is located in the Preschool Handbook. Preschool tuition is due on the 1st of every month and is considered late on the 11th calendar day of every month. The first tuition payment will be invoiced on September 1st for the new school year and will be due by September 10th. The last tuition payment will be invoiced on May 1st and due by May 10th. If tuition is not received by the end of the month, your child's spot in the program will be made available to the waitlist. Payments for tuition can be made online, or, if paying by check, please mail to the school or drop off at the front office. If you would like to be considered for tuition assistance based on financial need, please contact the Aspen Ridge Business Office for the appropriate application process. Student accounts need to be current or a payment agreement in place before enrolling for an upcoming year.

## **Lost/Damaged Textbooks**

If a student loses or damages a book during the year, he/she will have to pay the price of replacement for another book. Additionally, at the end of the year, any assigned textbooks will be examined. If they show more than normal "wear and tear," students will be asked to pay an additional amount to cover the replacement costs.

## **Lost/Damaged Library Books**

- Students should notify the librarian promptly of any lost or damaged books.
- Please do not attempt to repair or replace any books. We use special materials to maintain the quality of our books.
- A book will be marked LOST after three months overdue or two weeks prior to the end of the school year, depending on the check out date.
- A book will be marked DAMAGED if returned with any liquid damage or any other damage that is unrepairable. Every reasonable effort will be made to repair books before fees are assessed.
- Parents will be notified of Lost or Damaged books via email. A damaged book notice will go home in the student folder with instructions on how to pay any fees through the Business Office. Please pay fees within two weeks of notice.
- All book fees not paid to ARPS prior to the last day of school will be added to your RevTrack account.
- Please contact the librarian if the fee will cause your family financial hardship.

## **School Lunches**

### **Meal Price**

The ARPS Cafeteria serves hot lunch daily provided through St. Vrain Valley Nutritional Services. Meals at ARPS follow all dietary guidelines of the Federal School Lunch



Program. The [Healthy School Meals for All](#) program allows public School Food Authorities (SFAs) participating in the National School Lunch and School Breakfast Programs to provide free meals to all students *beginning* School Year 2023-24. Meals include 1 entrée with associated sides and condiments, 1 milk, and fresh fruits and vegetables. Students who choose a school lunch may have unlimited access to fresh fruits and vegetables during the meal service. Ala carte items provide students with the flexibility to choose additional or individual food items that are not part of a complete meal. This option is perfect for those who may want an extra snack, a specific entrée, or a beverage like milk without taking the full meal. It's important to note that these a la carte selections are not part of the reimbursable meal program. Therefore, if a student chooses only an a la carte item such as just milk or an entrée, these items are not eligible to be provided as a free meal and will incur a charge. This ensures that students can personalize their dining experience while understanding the cost implications of their choices. Menus and payments can be made via <https://stvrainnutrition.org>. Free and Reduced-price meals are available for students whose families qualify for the program. Forms for Free and Reduced lunches are available in the front office or on <https://www.myschoolapps.com/>.

### **Outside Food (Delivery)**

Parents/Guardians are welcome to bring lunch for *their student(s)*. However, students are not allowed to receive food via delivery services (Doordash, etc.). Any such deliveries intended for students will be turned away.

### **Parents/Guardians Joining for Lunch**

Parents/guardians are always welcome to join us for lunch. If you wish to purchase an adult lunch, you will need to notify the school by 8:30 am on the day you will be joining us so that we can include you in our lunch count.

Parents/guardians/family members **may only eat with *their* children**. To avoid disruption please plan to only sit with your child(ren). Inviting non-related children causes challenges for supervision, can create equity concerns and health/allergy issues for other students and families.

### **Snacks**

Students are allowed to bring snacks. It is not the responsibility of the teacher to ensure students have snacks and the school does not supply such snacks. Please be sure to provide a healthy snack for your child to prepare them to succeed.

### **Student Illness and Medication Policies**

#### **Student Illness**

We want every child here for every day that they are not contagious and are able to learn. A student who comes to the health office having vomited or with a fever of 100.4 or above will be sent home. Per ARPS policy, students may not return to school until 24 hours have passed since the last occurrence of vomiting OR diarrhea OR fever 100.4 or higher

without medication. Please review the Colorado Department of Health's [How Sick is Too Sick](#) guidance. Also see *Children's Hospital Illness Policy at the end of this handbook*.

Students who return to school prior to the 24-hour timeline will be sent home.

Aspen Ridge Preparatory School will attempt to call parents/guardians to come and pick up a child if he/she becomes ill during the school day. Please be sure to keep the emergency information current as changes occur.

## **Medication**

According to state law, students may not bring medication of any kind to school, including all over-the-counter medications. If a student needs medication at school, parents/guardians must transport the medication to school, submit a Permission for Medication form with a physician's signature, and leave the medication in the possession of the school health clerk, who will keep it in locked storage.

The following guidelines apply for all medications, both prescription and over-the-counter.

- Will be given with the parent or guardian's written permission.
- Will be given only on the written authorization of the physician.
  - The pharmacy labeled bottle cannot be used as the physician's written authorization.
  - The authorization must include the name of the child, name of medication, dosage, frequency of administration, the name and phone number of the doctor that prescribed the medication and the parent/guardian's name, signature, and emergency phone number.
  - The medicine must be labeled with the student's name, name of the medication, dosage and time to be given.
  - The health clerk will dispense the medication according to the direction of the doctor or parent/guardian. If the health clerk is not available, then other school staff may dispense the medication. The health clerk office does not provide any medications other than those brought in by the parents/guardians.
- Will be provided by the parent/guardian in an individual pharmacy-labeled container for the student who is to receive it.
- Will be recorded by office personnel. This record states the student's name, medication, dosage, time taken, and the name of person assisting the student.
- Students are not permitted to have any kind of medication in their possession at any time in school, on school transportation, or at a school sponsored event. The only exception is for medication that the student has written physician authorization on file to self-carry as described by state policy C.R.S. 22-1-119.3.
- If a parent or guardian provides written authorization to administer medication to their child, they understand that Aspen Ridge Preparatory School and/or any staff member is not responsible or liable for any and all problems resulting from the medication or the administration of the medication. The parent or guardian remains legally responsible for all medication administered to their child or taken

by their child. Under no circumstances will a teacher or other school staff administer the first dosage of a new medication.

## **Individualized Health Plans**

For certain medical conditions, the parent/guardian must submit to the school a completed IHP plan. An IHP clearly states a detailed description of the condition, symptoms of the condition, and a detailed school management plan as to how to care for your student at school with this condition. This document must be signed by a physician. For example, an IHP would be submitted for a student with diabetes, asthma, severe allergies, chronic heart conditions, etc. Staff will not deviate from an IHP plan without a replacement plan already in place or the full removal of the plan.

## **Head Lice**

In accordance with The American Academy of Pediatrics, National Association of School Nurses and the CDC, Aspen Ridge aligns with the St. Vrain Valley School District and does not have a “No Nit Policy”. Management should not disrupt the educational process; head lice can be a nuisance but they have not been shown to spread disease.

### *School Procedure:*

- Cases of suspected head lice are brought to the attention of the school health clerk by either the classroom teacher or parent/guardians.
- The health clerk will check the student(s).
- Grade level and school wide head checks are not routinely done, however siblings and students with close contact to an affected student will be checked.
- Parents/guardians of students with live lice and/or nits are immediately notified so treatment can be started.
- Treatments for head lice include both over-the-counter products and prescription products. Parents/guardians are encouraged to follow the directions on the manufacturer’s package. Hair combing with a nit comb to manually remove nits is highly recommended.
- Upon readmission to school, the student is checked to ensure proper treatment has begun.
- If live lice and/or nits are seen, parent/guardians will be contacted for ongoing treatment recommendations.
- The affected students will be re-checked according to CDC recommendations.
- Continued checks are no longer necessary once a student has 2 negative checks.

These steps are intended to be the standard course of action.

## **Technology**

Aspen Ridge Preparatory School offers access to technology and the internet to support the vision and mission of the school and to expand learning opportunities. In order to provide access to the tools and equipment essential to teaching and learning, it is

important to outline the responsibilities of the school, teachers and students, as well as the rights of parents/guardians. (Please refer to the Student Internet Use Policy and Acceptable Use Policy located in the Appendix to this handbook.) Students and parents/guardians are required to sign an acceptable use policy before accessing school networks and computers.

### **Cell Phones and Electronic Devices at School**

Students are permitted to bring their cell phones to school, as long as they remain turned off and out of sight while on campus. Cell phones are not permitted to be used on campus. If a student needs a phone while on campus, they may use the phone located in the classroom or the main office. Use of cellular service to access the internet or bypass the content filters is prohibited.

Students at ARPS are not permitted to bring any electronic devices to school without written permission from a teacher or administrator.

Consequences for noncompliance of electronic devices and cell phones at school:

- The device will be confiscated and sent to the main office for the remainder of the day. Parents/guardians will be notified via email or through Kickboard (Unified Classroom Behavior Support) by classroom teacher.
- A pattern of non-compliance may lead to:
  - Parents/guardians will be contacted and required to pick-up the device from the main office at the end of the day
  - A meeting between parents/guardians and administration

### **Title IX**

The purpose of this Title IX Policy is to ensure that all students and parents are aware of their rights and responsibilities under Title IX of the Education Amendments Act of 1972, which prohibits sex discrimination in any educational program or activity receiving federal financial assistance. This policy aims to create a safe and inclusive learning environment that is free from any form of gender-based discrimination.

Title IX Coordinator: The school has appointed a Title IX Coordinator who is responsible for overseeing the implementation and enforcement of this policy. The Title IX Coordinator for Aspen Ridge is:

Charla Salmeron, Head of School  
csalmeron@aspenridgeprepschool.org  
(720) 242-6225

Prohibition of Sex Discrimination: The school strictly prohibits sex discrimination in all its programs, activities, and operations. Sex discrimination includes, but is not limited to, sexual harassment, sexual violence, gender-based harassment, sexual misconduct, and

retaliation.

**Reporting:** Any student or parent who believes that an act of sex discrimination has occurred, witnessed, or received information about such an act is encouraged to promptly report the incident to the Title IX Coordinator, a trusted staff member, or any school employee. Reports can be made verbally, in writing, or through an online reporting system, Safe 2 Tell (1-877-542-SAFE (7233))

**Confidentiality and Privacy:** The school will make reasonable efforts to protect the privacy of individuals involved in a Title IX complaint to the extent permitted by law. The school will only disclose information on a need-to-know basis and ensure that all parties involved understand the importance of maintaining confidentiality.

**Investigation and Resolution:** Upon receipt of a Title IX complaint, the school will promptly initiate an impartial and thorough investigation. The investigation will be conducted by trained individuals who will gather evidence, interview relevant parties, and take appropriate remedial measures to address any violations of this policy.

**Supportive Measures:** The school will provide supportive measures to individuals involved in a Title IX complaint, which may include but are not limited to counseling, academic support, safety planning, and referrals to community resources. These measures aim to restore or preserve equal access to the school's educational programs and activities.

**Disciplinary Actions:** If a violation of this policy is substantiated following an investigation, the school will take prompt and effective disciplinary action against the responsible party. Disciplinary actions may include, but are not limited to, warnings, reprimands, probation, suspension, expulsion, or any other measures deemed appropriate under the circumstances.

**Training and Education:** The school will provide ongoing training and education to staff, students, and parents to promote awareness of Title IX rights and responsibilities, prevention of sex discrimination, and methods for addressing and reporting complaints. Such training may be conducted through workshops, information sessions, written materials, or online resources.

**Non-Retaliation:** The school strictly prohibits retaliation against any individual who, in good faith, reports an incident of sex discrimination, participates in an investigation, or opposes discriminatory practices. Any act of retaliation should be promptly reported and will be subject to disciplinary action.

Review and Revision: This Title IX Policy will be reviewed periodically by the school administration to ensure compliance with applicable laws and regulations. Any necessary revisions will be made in consultation with relevant stakeholders.

Effective Date: This Title IX Policy is effective as of July 2023 and supersedes any prior policies or provisions related to Title IX in the parent/student school handbook.

## **Tutoring /Intervention**

Tutoring takes place during FLEX/Academic Lab time (see FLEX/Academic Lab time), in groups of three to five students, led by certified, highly qualified teachers. Embedding tutoring in the school day ensures that students can still have a “work-life balance” by participating in sports and other after-school activities. It also helps to keep the instruction aligned with core classroom instruction. By administering regular assessments to students and analyzing the results, our teachers are able to give students the targeted, individualized support they need, adjusting accordingly throughout the school year.

## **Uniforms**

### **Rationale**

As a school of choice, Aspen Ridge Preparatory School takes pride in how our students present themselves on campus each and every day. Specific guidelines and standards can be found below. Some of the benefits include:

- A reduced level of peer pressure to wear certain fashion styles or specific clothing brands that, in turn, help build genuine relationships and networking skills instead of through popularity of what is being worn.
- Creating a certain level of discipline from our students; it requires parental discipline to ensure their child is meeting expectations. When discipline is practiced, it can be applied to other aspects of life. Children following uniform guidelines and standards may find it easier to stay focused on their studies, complete homework and assignments after school, and build strong friendships and relationships.
- Saving time each day trying to decide what to wear. Instead of standing in front of their closet, our uniform guidelines streamline morning routines and can save up to 30 minutes each morning simply because the expectations of how they should look have been laid out for them in advance.
- Quick identification of individuals who should not be present on campus, creating an incidental preventative safety measure for all.
- Stopping cliques. Because uniform standards and guidelines focus on equality instead of inequality, these policies work to prevent some of the common

reasons students exclude one another.

## **Compliance**

Compliance with the uniform standards and guidelines (explained below) is mandatory. Aspen Ridge students are expected to be in compliance with the uniform standards and guidelines during school hours and during school scheduled activities, unless otherwise specified.

Parents/students accept this Dress Code as a condition of attending ARPS and will not argue its points with ARPS Administration and staff. ARPS Administration will determine whether a student is in compliance with the Dress Code.

Parents/students recognize that if the student's appearance is not in compliance with the Dress Code or is inappropriate, or distracting ARPS Administration may:

- require a student to change into uniform clothes provided by the school
- require parents to bring a change of clothes
- require student to attend after school restorative detention/work service

Parents/guardians will be notified via Kickboard when a student is not in compliance.

Parents/students further understand that continued non-compliance with the Dress Code may result in disciplinary action.

Exemptions with respect to uniform standards and guidelines are made at the discretion of the Principal, or her/his designee, including items not specifically referred to in the below policy. These include items that are considered inappropriate, unsafe or a distraction from the learning environment.

## **Uniform Standards (Dress Code)**

### **General**

All students are expected to come to school in a clean, properly-fitting uniform each day. The uniform is to be worn properly until the student leaves school grounds. Clothing will not be worn that causes or is likely to cause disruption of the educational process. School sponsored activities, including band, choir and special events, may have specific guidelines concerning appropriate dress. The following general guidelines apply to all clothing worn at school on uniform, dress-down, dress-up, or spirit/theme days:

- neat, clean, and in good repair without holes or frays
- undergarments should not be visible
- clothing that is too short, too tight, or too revealing is not acceptable

Below are the specific guidelines for Uniforms at ARPS:

## **Tops**

Students may wear:

- Solid colored, collared polo or button-down shirts (long or short sleeved) in approved colors
- Solid colored crewneck sweatshirts and sweaters in approved colors.
- The Aspen Ridge Preparatory School logo is the only acceptable logo.
- Color options for all tops are as follows:
  - Dark Green (Forest or Evergreen)
  - Kelly Green
  - Navy
  - Black
  - Gray
  - White

Students may not wear:

- Hoodies
  - Aspen Ridge hoodies are not part of the school uniform and should not be worn except at recess or on dress-down/spirit days
- Aspen Ridge T-shirts (provided at beginning of each year)
  - These should only be worn on field trips or dress-down/spirit days
- Jackets, zip-ups, sweaters not in approved school colors should not be worn in classrooms
  - If students need to layer to manage temperature, they must wear Sweaters/cardigans, and solid colored sweatshirts in approved colors

## **Bottoms**

Students may wear:

- Khaki-style pants or shorts in approved colors
- Skirts, skorts, jumpers, and polo-style dresses in approved colors
  - Shorts, skirts, and dresses cannot be higher than 4" above the knee
- Solid colored leggings/spandex/tights in approved colors may be worn under skirts/dresses/shorts
- Color options for all bottoms are as follows:
  - Black
  - Navy
  - Gray
  - Khaki (tan)
  - Dark Green (Forest or Evergreen)
  - Navy/Hunter Green Plaid (skirts and jumpers)

Students may not wear:

- Painter's pants, cargo pants, sweatpants, nylon warm-ups
- Leggings, unless they are worn under skirts/skorts/jumpers/dresses/shorts.



## **Footwear**

Shoes must be closed-toed, in a matching pair, and are required at all times during the school day. Non-marking soles are preferred to keep our floors and buildings clean.

Students may not wear:

- Crocs/foam shoes, Beach shoes
- shoes with wheels
- open-toed shoes, open heeled shoes, and shoes with heels are not allowed, as they can be dangerous on the playgrounds, during PE, etc.

## **Accessories, makeup, etc.**

Hats, sunglasses, small purses and handbags may only be worn before or after school hours and should not be worn inside the school building. Hats and protective wear may be worn during recess or scheduled outdoor activities. Hats include visors, scarves and bandannas.

Makeup must look natural, and nails should be cleaned and groomed. Modest jewelry is allowed, with regards to safety considered first. Jewelry items that may get caught in clothing, hair or otherwise, are not allowed. Objects that have a purpose other than jewelry cannot be worn as jewelry (i.e. bicycle chains or collars).

## **Clothing for Outdoor Activities**

Children are outside during recess on those days deemed to be outside days; temperature must be at or above 20 degrees Fahrenheit including the wind chill effect. Only those children having doctor's orders will be permitted to stay in for any extended period of time. School Administrative staff may make exceptions due to air quality and individual student health concerns.

Please be sure that your child comes to school properly clothed for outside conditions. This includes ensuring your children have proper winter coats/boots/gloves/hats and also a change of indoor shoes for the classroom during the winter months.

Outerwear and boots that are worn for warmth to and from school and outside recess should be stored in lockers, cubbies, or hooks during school hours.

## **Dress-Down Day Guidelines**

In order to reward students for being in compliance with the uniform standards and guidelines, students will be eligible to participate in "dress-down days" each early release day. The standards are outlined below. Dress-down day specifics will be communicated to all families each fall.

On specified dress down days, students may choose to wear clothing of their choice (please see “General” guidelines above, as well as those listed below). This includes:

- Spirit wear (tees, hoodies, sweats, etc that are specifically designed for Aspen Ridge)
- Blue jeans without holes or rips
- Non-uniform apparel
- Please note, leggings/spandex/tights are not allowed to be worn as pants (alone) but may be worn under skirts or with tops that completely cover the bottom.

Dressing “down” is not required and uniforms may be worn as desired. All students are required to dress in a way that is appropriate for the school day.

*Note: A donation of \$1.00 will be required to participate in dress-down days. These funds directly support the school mission and vision. Dress Down Passes may be purchased at the beginning of the year for \$20.00 In addition to early release days, students are also provided additional days throughout the school year to dress down, using the pass.*

### **Dress -Up Day Guidelines**

Dress -up days are designed for students to wear clothing that presents itself in a more formal attire. Examples include ties, bow ties, dresses, slacks, and sports jackets to name a few. Dress up days are scheduled around special presentations and events at Aspen Ridge. These include Holiday Lunches and Valentine’s Day.

### **Additional Uniform Standards (Field Trips, Intramural Sports, Classroom Rewards)**

- Students are required to wear their school tee shirt for field trips and field day unless otherwise noted.
- ARPS middle school sports team members may wear their school jersey on game days with school-appropriate bottoms.
- Rewards identified through the classroom teacher or by school staff may include dressing down from time-to-time. These days will be communicated as earned.



**APPENDIX**

Student Internet Use Policy  
Acceptable Use Policy

## **Student Internet Use Policy**

Aspen Ridge Preparatory School offers students access to computers and the Internet to support the vision and mission of the school and to expand learning opportunities. In order to provide access to the tools and equipment essential to teaching and learning, it is important to outline the responsibilities of the school, teachers, and students, as well as the rights of parents/guardians.

### **Responsibilities of Aspen Ridge:**

- Aspen Ridge will provide access to Internet information resources in the classrooms, library, and/or computer lab.
- Aspen Ridge will utilize Internet content filtering software to protect students from accessing sites that are inappropriate or pose a risk to their emotional and physical safety.
- Aspen Ridge will supervise student computer use, but cannot provide one-to-one monitoring of student use at all times.
- Aspen Ridge cannot assure the rights of privacy on school computer systems. Browsing history, email communications, and/or student files may be seen by other students or staff.
- Administrators will take appropriate disciplinary action in accordance with the Student Discipline Policy when students misuse Internet resources.

### **Responsibilities of teachers:**

- Teachers will teach proper techniques and standards for use of the Internet.
- Teachers will guide student access to appropriate areas of the Internet.
- Teachers will allow students access to the Internet for educational purposes only; educational purposes should be outlined in classroom lesson plans.
- Teachers will monitor student Internet use to the best of their ability.
- Teachers will report any misuse of Internet resources by students to school administrators.

### **Rights and Responsibilities of parent/guardians:**

- Parents/guardians have the right to view the contents of their student's computer files as they would any student file and student work.
- Parents/guardians have the right to remove their child from classroom Internet activities.
- Parents/guardians will sign the Student Internet Use Guidelines and share with their children the guidelines.

### **Responsibilities of students:**

- Students will use Internet resources in a responsible, respectful, ethical, and legal manner.

- Students will use Internet resources to support learning through communication, research, information storage and retrieval.
- Students will not violate any provisions of the Student Discipline Policy through use of the Internet. Students who violate the policy are subject to consequences outlined in the policy.
- Students will sign and adhere to the Student Internet Use Guidelines.

## **Aspen Ridge Preparatory School Acceptable Use Policy**

Aspen Ridge is deeply committed to technology as a vital tool for its students, teachers, and parents/guardians. The purpose of this document is to inform parents, guardians, and students of the rules governing the use of school, building and personal technology resources/devices. Use of these technologies is a privilege and is subject to a variety of terms and conditions. Aspen Ridge retains the right to change such terms and conditions at any time.

Each user is responsible for her/his use of technology and must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

This Acceptable Use Agreement has six conditions or facets of being a Digital Citizen.

- **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
- **Respect Others.** I will show respect to others. I will not use electronic mediums to flame, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or otherwise inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist or otherwise inappropriate.
- **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will validate information. I will use and abide by the fair use rules.
- **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

As a digital citizen, I understand:

- Devices are to be used for educational and school related purposes.
- Some things from the Internet I read may not be true.

- Cyberbullying is a violation of Aspen Ridge’s school policies and if caught doing it I can be subject to school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.
- The network and devices belong to Aspen Ridge and that using them is a privilege, not a right.
- I may not create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, or intimidating to others.
- My parents/guardians are encouraged to monitor my Internet activity.
- Content filtering tools are not completely failsafe and while at school, direct supervision by school personnel of each student using a device is desired but not always possible.
- The things I do using a school device or network are not private; even when generated on my personal device. Teachers and staff may review my work and activities at any time.

Aspen Ridge is committed to the use of technology as a vital tool for students. As a user of technology, I understand that it is my responsibility to honor the Acceptable Use Policy and to follow SOAR expectations.

Technology SOAR Matrix	
Self Care	Follow all school, district, and technology guidelines. Access only safe and acceptable digital resources. Maintain a safe and secure environment by protecting your device, files, and passwords at all times.
Ownership	Use your device responsibly and for academic work only. Produce your own unique work with honesty and integrity. Apply your best effort and best quality. Understand that anything I do online or electronically is not private and can be monitored. Maintain a safe and positive digital footprint and do not share personal information about self, family, friends or faculty.
Academic Attitude	Accept, acknowledge, and honor each other’s differences. Support and encourage others and respond thoughtfully to opinions and ideas of others. Celebrate other students’ creative efforts Interact with others in a mature and civil manner by using thoughtful and appropriate language at all times.
Respect	Respect all copyright and give proper credit to others’ work. Respect others’ personal privacy and personal devices. Take care of all devices and equipment.



	Report misuse and/or inappropriate content to my teachers or adults.
--	--

As a user of technology, I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Aspen Ridge Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior.

I understand that my privileges to bring and use my device at school may be revoked at any time. I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Aspen Ridge Technology Values both online, offline, at school and at home. I will not engage in activities that are in violation of the Technology Acceptable Use Policy. I have read the Acceptable Use Policy and agree to follow these rules and guidelines when using technology. This applies while I am at Aspen Ridge as well as when I am off campus.