COLORADO CLASSICAL SCHOOL

PARENT/STUDENT HANDBOOK

2026/2027

COLORADO CLASSICAL SCHOOL
7691 SOUTH UNIVERSITY BLVD
CENTENNIAL, CO 80122

WWW.COLORADOCLASSICALSCHOOL.ORG

TABLE OF CONTENTS

MISSION....5
VISION....5
For Parents....5
For Students....5
For Faculty....5
PHILOSOPHY OF EDUCATION....6
OUR BELIEFS....7
The Apostle's Creed....7
The Nicene Creed....7
CCS Statement of Faith....8
Statement on Marriage and Sexuality....9
Statement on Evolution and the Age of the Earth....9
CATECHISM....10
BIBLE TRANSLATION....10
SCHOOL GOVERNANCE....10
ACCREDITATION....10
ADMISSIONS AND ENROLLMENT....10
NONDISCRIMINATION IN ENROLLMENT AND ACTIVITIES....10
ADMISSION STANDARDS....10
ADMISSIONS CALENDAR (Dates subject to change based on weekends and holidays.)....10
APPLICATION AND ADMISSIONS PROCEDURES....11
OBSERVATIONS....11
GRADE PLACEMENT....11
ADMISSION OF TRANSFER STUDENTS....11
STUDENTS WITH LEARNING DIFFERENCES AND SPECIAL NEEDS....12
MEDICAL FORMS AND AUTHORIZATION....12
PROGRAM OVERVIEW....12
TUITION AND FEES....12
TUITION PAYMENT OPTIONS....13
ENROLLMENT AGREEMENT....13
TUITION ASSISTANCE....13
WITHDRAWAL....13
RE-ENROLLMENT....13
ACADEMICS....13
THE HONOR CODE OF COLORADO CLASSICAL SCHOOL....14
ACADEMIC INTEGRITY....15
PENALTIES FOR ACADEMIC DISHONESTY....16
ARTIFICIAL INTELLIGENCE (AI) POLICY....16
STUDY AIDS....16
CONFIDENTIALITY AND RELEASE OF RECORDS AND INFORMATION....16
GRADING STANDARDS....16

PROMOTION AND RETENTION....17
TESTING....18
Standardized Testing....18
HOMEWORK....18
HOMEWORK TIME GUIDELINES....18
HOMEWORK BEST PRACTICES....19
LATE WORK....19
ATTENDANCE....19
ABSENCE PROCEDURE....20
UNPLANNED ABSENCE....20
PLANNED ABSENCE....20
EXCUSED ABSENCES....21
UNEXCUSED ABSENCES....21
MISSED SCHOOL WORK DUE TO ABSENCES....21
DISCIPLINARY ACTION FOR UNEXCUSED AND EXCESSIVE ABSENCES....21
EARLY RELEASE AND MEDICAL APPOINTMENTS....22
CLASSROOM VISITS BY PARENTS....22
MORNING ASSEMBLY....22
WHY LATIN?....22
RECITATION....22
CONTROVERSIAL SUBJECTS POLICY....23
DISCIPLINE....23
DISCIPLINARY POLICY....23
PARENT SUPPORT FOR DISCIPLINE....23
DISCIPLINARY PROCEDURE....24
SCHOOL CULTURE....25
STUDENT ETIQUETTE....25
ROMANTIC RELATIONSHIPS....25
SMART PHONES, CELL PHONES, OR OTHER ELECTRONIC DEVICES....26
OUTSIDE TOYS, GAMES, OBJECTS....26
SOCIAL MEDIA POLICY....26
CONCENTRATION TOOLS....26
DAMAGED PROPERTY AND LOST BOOKS....26
NON-CCS STUDENT VISITS....27
UNIFORM POLICY....27
CCS STANDARD UNIFORM: MONDAY, TUESDAY, WEDNESDAY....28
CCS DRESS UNIFORM: EVERY THURSDAY, RECITATION NIGHTS AND SOME SCHOOL EVENTS....29
CCS: UNIFORM CLARIFICATIONS....30
CONFLICT RESOLUTION....34
FORMAL GRIEVANCE PROCESS....34
SAFETY AND HEALTH....34
BACKGROUND CHECKS....34

PREVENTING CHILD ABUSE....34
ROLE OF TEACHERS AND STAFF IN THE PREVENTION OF CHILD ABUSE....35
TOUCH POLICY....36
CHILD ABUSE REPORTING....37
EMERGENCY PROCEDURES....37
SECURITY....37
THREATS OF VIOLENCE AND BRINGING WEAPONS TO SCHOOL....37
WEAPONS....37
HEALTH & ILLNESS....38
WHEN TO KEEP A CHILD HOME....39
MEDICATION AT SCHOOL....39
SERIOUS DISEASES....39
ILLNESS AND ACCIDENTS AT SCHOOL....40
ACCIDENT REPORTS....40
GENERAL INFORMATION....40
DROP-OFF AND PICK-UP PROCEDURES....40
LATE PICK-UP....41
AUTHORIZING ANOTHER ADULT TO PICK UP YOUR CHILD....41
SCHOOL CLOSURES....41
INCLEMENT WEATHER/RECESS....42
LUNCH AND SNACKS....42
USE OF STUDENTS IMAGE AND LIKENESS....42
MODIFICATION OF POLICIES....42

COLORADO CLASSICAL SCHOOL

MISSION

Colorado Classical School nourishes the minds, hearts, and bodies of scholars with what is true, good, and beautiful through a distinctly classical Christian education so that they may grow to think deeply, love wisely and live faithfully for the glory of God.

VISION

For Parents

Our goal is to partner with parents who will:

- Embrace their God-given responsibility to raise their children in the fear and admonition of the Lord.
- Affirm the role of CCS as one of delegated authority where teachers and staff serve *in loco parentis* – in the place of the parents.
- Be well informed about the methods and goals of classical Christian education.
- Have a growing respect for the classics; books, music, paintings, traditions, manners, and beliefs that have stood the test of time because of their enduring cultural value.
- Encourage their children to be disciplined and diligent and generally support the school's teachers and staff.
- Have a sense of responsibility toward the school that manifests as prayerful support and a cheerful giving of time and resources.
- Be discerning with the content and amount of screen time allowed in the home.

For Students

Our goal is to nurture scholars who will:

- Believe, confess, and defend the Gospel of Jesus Christ.
- Love God with all their heart, soul, mind, and strength.
- Evaluate all truth claims, cultural influences, and experiences in light of the purifying fire of the Word of God.
- Respond to the wonder of God's creation and providence with humble gratitude and reverent awe.
- Pursue wisdom (right feeling and thinking) and virtue (right actions) out of gratitude for God's grace towards them and a childlike faith that His way is best.
- Show a high regard for others by practicing good manners and respectful behavior.
- Exemplify servant-leadership in their various callings in the home, the church, and the world.
- Possess a life-long passion for learning and know how to apply the tools of the Trivium (Grammar, Logic, Rhetoric).
- Listen attentively, read deeply, reason soundly, and speak and write with eloquence.
- Master a core body of knowledge to include the great ideas of Western civilization.
- Have a conceptual understanding of mathematics as the language with which God has written the universe.
- Appreciate the arts, music, and literature as a way of shaping the soul to love higher things.
- Practice good habits of intellectual, spiritual, moral, and physical life.
- Be physically literate, prepared to engage in athletics and activities for life and learning.

For Faculty

Our goal is to attract teachers who will:

- Have a heartfelt joy in God through Christ and a love for living according to His will.
- Model virtue and wisdom in all aspects of their lives.
- Be gifted in teaching and abounding in love for their students.
- Pursue a deep understanding and appreciation of the seven liberal arts and put those tools into practice each day.

- Inspire wonder by discovering their subjects anew each day.
- Dialogue and debate with one another about the philosophy, content, and methods that constitute the best education.

PHILOSOPHY OF EDUCATION

Faith, *reason*, and *life,* when integrated, lead to a proper view of both God and man. Therefore, Colorado Classical School teaches:

- a worldview based on the Bible and its central truths;
- a classical curriculum based upon the vast scope of Western Civilization's history and the development of its ideas, and
- the tools of learning and habits of behavior that support the pursuit of truth, beauty, virtue, and the development of wisdom and excellent character.

Faith

Colorado Classical School holds firmly to the essential Biblical doctrines, detailed in the Statement of Faith, historically held in agreement among Christians. These furnish the intellectual tools to support student faith, which is primarily developed in the home and church. Specifically, we hold that—

- the Bible, both in the Old and New Testaments, is the final authority for faith and life; and that
- varying philosophical and religious ideas are examined through respectful inquiry and reasoned discussion, and always in light of divine revelation.

Reason

All students study the same books-based curriculum devoid of extraneous topics: history, Bible, English, great works of literature, mathematics, logic, science, Latin, rhetoric, and the arts. Student academic achievement is supported through the use of the following ideas and practices:

- Subjects are taught chronologically and sequentially, with a gradual increase in complexity and requirements.
- Students receive direction through whole-class instruction and are evaluated based upon uniform criteria. Student knowledge is evaluated by written and oral work, as well as regular testing that includes essays at the upper levels.
- Memorization and judicious repetition of facts help students retain foundational concepts, the analysis of facts and ideas builds reasoning, and the practice of Socratic dialogue refines understanding.
- Purposeful homework is required and assigned to support learning in the classroom as well as promote healthy time-management habits.

Colorado Classical School utilizes the natural stages of intellectual growth, organizing the entire curricula around the following stages:

> Grammar Stage (K-5)—emphasizes the foundational skills of reading and arithmetic and the collection of basic information; the "what" of learning.
>
> Logic Stage (6-8)—the acquisition of knowledge along with analytical and abstract thinking about the relationships among and between subjects; the "why" of learning.

Colorado Classical School also uses the classical approach of teaching the "tools of learning." These tools sharpen and equip the mind, not only in the present but also in the future, forming a practical plan for acquiring any new subject.

> The Tool of Grammar facilitates the acquisition of facts and skills not only for the English language but also for the basic "language" of any subject.
>
> The Tool of Logic facilitates the application of logical and abstract reasoning, tying facts and ideas together.

The Tool of Rhetoric facilitates effective communication, synthesizing facts, skills, ideas, and reasoning into original thoughts and expressions. At CCS, while there is not a rhetoric program, these tools are introduced in Logic School.

Life
School atmosphere, critical to student success, begins with a staff that is committed to classical teaching and learning, Scripture, and service to others. Students are encouraged to examine the best thinking in alignment with God's values and not merely depend on their own thinking as they develop views of themselves, others, and the world. At Colorado Classical School:

- Behavioral expectations are designed to foster the development of good habits and character, with consistent enforcement approached as a teaching opportunity.
- We uphold expectations of perseverance and accountability within an ordered, pleasant atmosphere.
- Diligence is expected. Actual required study time and academic results are unique to each student since young scholars vary in their abilities and interests.
- School uniforms enable scholars to concentrate on the central business of teaching and learning.
- The school day is devoted to academic pursuits.
- We recognize the behavioral and learning differences between girls and boys.

Partnership with Parents
Parents and the Colorado Classical School staff work as a team toward student success. Parents carry the biblical responsibility for the entire scope of rearing and educating their child. By choosing Colorado Classical School for their child's education, they are delegating this responsibility, in part, to the school. As such:

- There should be frequent communication between home and school.
- Parents should appropriately facilitate their child's learning, especially if their child is struggling.
- Parents should provide their talents, time, and resources to ensure and support the success of the school, accomplish school goals, and encourage student achievement.

OUR BELIEFS

We subscribe to the historic, orthodox expressions of the Christian faith as summarized in the Apostle's Creed, Nicene Creed and outlined in our Statement of Faith. Our Statement of Faith constitutes the primary doctrine of Colorado Classical Christian School and will be taught in various ways at all grade levels. Therefore, we believe it is best that employment and admission be open only to those who adhere to these beliefs in order to maintain unity in the school. Secondary doctrines and issues not addressed in the Statement of Faith will not be presented as primary doctrine. When issues of secondary doctrines arise, teachers will lead the classroom discussion at an informative, non-partisan level. Students will then be referred back to their family and local church for further guidance.

The Apostle's Creed
We believe in God the Father Almighty, Maker of heaven and earth; and in Jesus Christ his only Son our Lord, who was conceived by the Holy Spirit, born of the virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day he rose again from the dead. He ascended into heaven, and is seated at the right hand of God the Father Almighty; from there he will come to judge the living and the dead. We believe in the Holy Spirit, the holy catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

The Nicene Creed
I believe in one God, the Father Almighty,
Maker of heaven and earth, and of all things visible and invisible.
And in one Lord Jesus Christ, the only begotten Son of God,
begotten of the Father before all worlds;
God of God, Light of Light, very God of very God;
begotten, not made, being of one substance with the Father,
by whom all things were made.
Who, for us men and for our salvation,

came down from heaven
and was incarnate by the Holy Spirit of the virgin Mary,
and was made man;
and was crucified also for us under Pontius Pilate;
he suffered and was buried;
and the third day he rose again, according to the Scriptures;
and ascended into heaven, and sits on the right hand of the Father;
and he shall come again, with glory, to judge the living and the dead;
whose kingdom shall have no end.
And I believe in the Holy Spirit, the Lord and Giver of life;
who proceeds from the Father and the Son;
who with the Father and the Son together is worshipped and glorified;
who spoke by the prophets.
And I believe in one holy *catholic and apostolic church.
I acknowledge one baptism for the remission of sins;
and I look for the resurrection of the dead,
and the life of the world to come. Amen.
**The word "catholic" does not refer to the Roman Catholic Church, but to the universal church of the Lord Jesus Christ that spans across all times, places, and peoples*

CCS Statement of Faith

1. We believe that God reveals Himself through the creation, preservation, and government of the universe. We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church, and are all to be received as the Word of God.

2. We believe that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.

3. We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

4. We believe that Adam was made from the dust of the ground and formed after God's image and likeness, which was good, righteous, and holy. Because of Adam's sin, all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

5. We believe that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.

6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God's Word, and are done for His glory.

7. We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.

8. We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love, and have communion in each other's gifts and graces.

9. We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.

10. We believe that God immutably creates each person to reflect His image as male or female. Rejection of one's biological sex is a rejection of the image of God within that person.

11. We believe that all human life is sacred and created by God in his image. We are therefore called to defend, protect and value all human life, including pre-born babies, the elderly, and the physically or mentally challenged.

(This Statement of Faith is adopted with permission from the Association of Classical Christian Schools www.classicalchristian.org.)

Statement on Marriage and Sexuality
Colorado Classical School (CCS) believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of Colorado Classical School.

CCS believes that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

CCS believes that the term "marriage" has only one meaning: The uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Ge. 2:18-25). CCS believes that God commands sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18, 7:2-5; Heb. 13:4).

CCS believes that any form of sexual immorality is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

CCS believes that in order to preserve the function and integrity of Colorado Classical School as the local Body of Christ, and to provide a biblical role model to CCS students, parents, and the community, it is imperative that all persons enrolled at CCS agree to respect this Statement on Marriage, Gender, and Sexuality, and that all those employed by CCS agree to abide by this Statement (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

CCS believes that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11; 1 John 1:9).

Statement on Evolution and the Age of the Earth
Among Christians, there are two primary views on the age of the universe: 1) A young-earth account, which holds that God created the world in six actual days about 6,000 years ago; 2) An old-earth account, which holds that God created the world in six long periods (non-literal "days"), as long as 14 billion years ago, with life created 3-4 billion years ago.

Because a large number of respected biblical scholars and scientists hold to either one view or the other, CCS does not take an official stance on the age of the earth. Teachers will teach, without exception or qualification, that God created the heavens and the earth. They will also point students to their parents and pastors as their primary authority in issues of secondary doctrine, such as the age of the universe.

Above all, it is our desire to be faithful to the Word of God, submitting to its truth with all humility, thankful for God's gift of rigorous scientific inquiry, and always seeking the wisdom of God in all things.

CATECHISM
CCS students memorize the *New City Catechism*.

BIBLE TRANSLATION
The English Standard Version of the Bible (ESV) is the translation used for study and memory work.

SCHOOL GOVERNANCE
Colorado Classical School is governed by a Board of Directors. The Board is responsible for maintaining and clarifying the School mission, vision, and core pillars, developing and approving the budget, and supporting the Head of School. The Head of School will work with the Board to implement policy and manage the daily operation of the school.

ACCREDITATION
Colorado Classical School is a member of the Association of Classical Christian Schools (ACCS). The state of Colorado does not offer accreditation for private schools; however Colorado Classical School records are available to the state to ensure the school maintains state-appointed guidelines for subjects taught and school attendance.

ADMISSIONS AND ENROLLMENT

NONDISCRIMINATION IN ENROLLMENT AND ACTIVITIES
Colorado Classical School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Colorado Classical School.

ADMISSION STANDARDS
Parents and students:
- Must be committed to the mission, vision, and philosophy of CCS.
- Must agree with the school's Statement of Faith.
- Must agree to support the policies outlined in this handbook.
- Parents must support their child's academic and behavioral progress.
- Parents must uphold the conditions of enrollment, including their financial obligations and manner of settling disputes.
- Parents should invest in the school and its culture in spirit and through volunteering.

Students:
- Must be able and willing to respect and work cooperatively with other students, faculty, and staff as evidenced by any letters of recommendation and/or assessments which CCS may require.
- Academic achievement will be assessed by grades, standardized test scores, and CCS entrance assessments to ensure students can be successful in the school's academic environment.

ADMISSIONS CALENDAR (Dates subject to change based on weekends and holidays.)
Prospective Students:
- Applications open: November 15
- Tuition assistance application available: January 16
- ACE Scholarship Application Opens: February 1
- Open enrollment begins: February 15
- Tuition assistance application deadline: March 13
- ACE Scholarship Application Deadline: April 15
- Notification of tuition assistance awards: April 17

Re-enrolling Students:
- Re-enrollment contracts sent to current families: January 16

- Tuition assistance application available: January 16
- Re-enrollment contracts due: Feb 1 (contracts are due at this time to ensure a space for your student prior to enrolling new families)
- Enrollment deposits due: February 15
- Tuition assistance application deadline: March 13
- Notification of tuition assistance awards: June 1

APPLICATION AND ADMISSIONS PROCEDURES
Parents wishing to enroll students at Colorado Classical School should contact the school to attend an open house and/or set up a tour.

Parents must also complete an application online. After an application is received, the school will schedule a family interview and student assessment. The family interview seeks to assess the match between CCS's offering and the parents' desire for their child's schooling. The assessment seeks to determine the student's fit with the school—academically, behaviorally, and culturally.

An admissions decision is made by the admissions committee based on parental understanding of, and agreement with, CCS's mission and policies, the child's ability to successfully benefit from our educational program, and the availability of a spot in the class. Admissions are approved on a rolling basis, and families will be notified as quickly as possible. The return of a signed enrollment contract and enrollment deposit confirms enrollment.

It is our hope that every parent (and ideally every student) is a professing Christian. We want each parent to have a clear understanding of the doctrine, philosophy, and methodology that CCS employs. The key elements of classical and Protestant Christianity, as expressed in our Statement of Faith and Statement on Marriage, Gender, and Sexuality, will be unapologetically taught through all grade levels and across all subject disciplines. Parents who choose CCS for their children are expected to cooperate willingly and gladly with the philosophy, policies, and curriculum of the school.

The school reserves the right, in its sole and absolute discretion, to refuse admission or discontinue enrollment when it is determined that the lifestyle of a student (or of the parents/guardians of the student) rises to such a level of conflict with the school's moral principles (as articulated in the Statement of Faith and Statement on Marriage, Gender, and Sexuality) that it would compromise the school's ability to effectively partner with the parent/guardian in educating the child. The school reserves the right to deny any applicant where it is determined that enrollment would not be in the best interest of the school, the family, or the child. CCS does not discriminate in its admission policy based on race, national or ethnic origin, or sex. Families who are delinquent in payment of tuition to CCS or who have outstanding balances at another private school are not eligible for enrollment or re-enrollment at CCS.

OBSERVATIONS
For families who have not yet enrolled their students in an CCS class or program, extended observation (in excess of one hour) must be approved by the Head of School.

GRADE PLACEMENT
Colorado Classical School reserves the right to place students in the appropriate instructional level as determined by the school in its sole discretion. Such determinations will typically, but not necessarily, be based upon test data, developmental maturity, teacher discretion, and the ability of the student to handle academic or classroom requirements.

Children must be 5 years of age by October 1 to be eligible for kindergarten.

ADMISSION OF TRANSFER STUDENTS
Transfer students are welcomed at CCS. Transfer students must provide current and past-year academic records and will be given placement assessments. CCS reserves the right to place the student above or below one's expected grade level. Any students who have been expelled, disciplined severely, or are leaving their present or most recent school under conditions that violate CCS policies for continued

enrollment will be interviewed, along with the parents, by CCS staff and are not guaranteed enrollment. If such students are accepted, they will be subject to progress evaluations at the discretion of CCS administration. Proposed evaluations will be scheduled in advance of enrollment and may result in dismissal if the student is unable or unwilling to adhere to CCS's standards of conduct.

STUDENTS WITH LEARNING DIFFERENCES AND SPECIAL NEEDS
Our ultimate goal is to meet the learning needs of students so that they can experience academic success and personal growth. Therefore, each student with learning differences will be evaluated on an individual basis to determine CCS's ability to meet those needs. A student whose physical, mental, emotional, or academic needs do not exceed CCS's staffing capabilities will be given consideration for admission.

A *severe learning disability*, or a severe behavioral challenge, is any condition in a potential student that would require a separate classroom, program, and staff in order to provide the educational services desired by the parents - for example, Down's syndrome, deafness, blindness, etc.

A *learning difference* or special need is any condition in a potential student or student that does not require a separate classroom, program, and staff in order to provide the educational services desired by the parents—for example, hyperactivity, attention deficit disorder, dyslexia, etc. For purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning difference or special need.

- Children with a severe learning disability will not be admitted due to CCS's lack of adequate staff, funding, and facilities.
- Children who have been diagnosed as having a learning difference or special need will be required to meet the same academic standards as all the other children in their grade level.
- Children who have been diagnosed as having a learning difference or special need will be given as much individual instruction and encouragement as their classmates.
- As a private school, Colorado Classical School is not required to abide by IDEA regulations or to alter its program to accommodate students. However, because CCS desires to support learners, moderate modifications are sometimes available at the discretion of the Head of School.

CCS's ability to meet a student's needs will be evaluated on a yearly basis.

MEDICAL FORMS AND AUTHORIZATION
All students entering, attending, or transferring to public, private, or parochial schools must provide current immunization records or submit the medical or nonmedical exemption form for the student's school records. We highly recommend a physical examination by a healthcare provider prior to entering kindergarten at a minimum of two-year intervals.

Parents must assume responsibility for providing all medical and health information that is required for their child(ren) prior to admittance to classes (birth certificate, immunization records, emergency medical information, etc.). The health issues of CCS students are primarily the parents' responsibility, although the school office will be available for assistance. *Students without current health forms will not be allowed to attend classes until all of the appropriate forms are submitted to the school. Parents of students who have allergies and need to have medicine on hand at CCS in case of allergen exposure must submit a medical care plan (signed by the child's physician and parent) and the proper medication in the original container, labeled with the child's name and all required information before the child can attend classes.*

PROGRAM OVERVIEW
CCS offers academic programs in grades Kindergarten through Eighth Grade. Kindergarten is a full-day program. All programs meet Monday-Thursday. There is a part time option for Logic School students.

TUITION AND FEES
Colorado Classical School plans its budget and expenditures annually based upon enrollment of students. The majority of expenses incurred by the school are annual commitments and cannot be adjusted or

reduced following the start of the school year or upon removal of a student. Furthermore, the school may deny enrollment to other families based upon the commitment of parents/guardians to enroll their children. *As a result, the school requires that all families sign an enrollment / tuition plan agreement.*

If payment due has not been received 20 days after the due date, all children of the non-paying family will not be allowed to attend school until accounts are current.

For the sake of the child's education, the family's peace of mind, and the financial stability of the school, we encourage parents to contact the administration as soon as possible when they are experiencing economic difficulties in order to work out a suitable arrangement in an attempt to avoid a record of delinquency.

TUITION PAYMENT OPTIONS
All tuition payments must be made through CCS's online tuition payment service, which can be accessed on the school's website.

If a student enrolls after the beginning of the academic year, tuition will be prorated to reflect the percent of the academic year the student will participate in.

ENROLLMENT AGREEMENT
The CCS Enrollment Agreement must be signed by all enrolled families. This enrollment agreement specifies payment deadlines and refund policies in full. All enrollment deposits must be paid by the family (payment plans are available) to ensure a seat. Deposits are refundable if a family finds that their share of tuition is out of reach and notifies the school on or before June 30th. After June 30th, no portion of the tuition and fees paid for the first semester, or any outstanding balance, will be refunded in the event of absence, withdrawal, or dismissal from the School; and after January 22nd no portion of the tuition and fees paid for the second semester, or any outstanding balance, will be refunded in the event of absence, withdrawal or dismissal from the School.

TUITION ASSISTANCE
Tuition assistance may be available for academic programs on a limited, year-by-year basis and is contingent upon available funding. Need is evaluated by a third-party tuition assistance firm (BeneFAQ), and CCS's Tuition Assistance Committee. All tuition assistance awards are based on family income and demonstrated need at the discretion of the CCS Tuition Assistance Committee on the basis of recommendations. All tuition assistance applicants must first apply to ACE for consideration. If there are significant material changes in financial status from the most recent tax year return (loss of job, securing a new job, etc.), parents should notify the administration in writing and include details of current financial status.

WITHDRAWAL
Parents wishing to withdraw their student(s) must submit the need in writing to the administration. Student records will not be made available until the family account is paid in full.

RE-ENROLLMENT
Re-enrollment at CCS is not automatic. Rather, students are expected to earn their place in the school each year. Qualified returning students and their siblings, if any and if eligible, will be given priority in enrollment. The school reserves the right to deny admission or re-enrollment to any applicant for whom it is determined by the school, at its sole discretion, that enrollment would not be in the best interest of the school, the family, or the child. Some reasons for which the school may choose to deny admission, re-enrollment, or continued enrollment include, but are not limited to, academic, disciplinary, behavioral problems; violation of conduct standards; academic dishonesty; tuition delinquency; conduct by the student or his/her family that the school deems to be detrimental to its mission and culture or which demonstrates an inability to cooperate with and support the classical and Christian educational philosophy of the school.

ACADEMICS

THE HONOR CODE OF COLORADO CLASSICAL SCHOOL

Honor Code Overview

Students are expected to turn in work that is their own and not in any way derived from, or copied directly from, another student, text, or work of a parent or other adult, Chat GTP or AI. Matters of academic dishonesty are taken seriously and addressed with the student and parents immediately. The discipline chosen is at the discretion of the CCS Honor Council.

CCS students are honor-bound to refrain from plagiarism, which includes stealing, lying, and cheating on academic work. Plagiarism is the representation of another's ideas as one's own; stealing, the intentional taking of any property without right or permission; lying, the intentional misrepresentation of any form; and cheating, the giving or receiving of any illegitimate assistance, or any practice, method, or assistance, whether explicitly forbidden or unmentioned, that involves any degree of dishonesty, fraud, or deceit. Additional guidelines for each class may be determined by its teacher; each CCS student is responsible for knowing and adhering to them. Each student is responsible for learning and observing appropriate documentation of another's work. Each student must immediately report all violations of the Honor Code of which the student has first-hand knowledge; failure to do so is itself a violation of the Honor Code. All students, faculty, and other employees of CCS are responsible for, familiar with, and in support of, the Honor Code. Any student, faculty member, administrative office or employee of CCS may charge a student with a violation of the Honor Code. Charges are presented to the Honor Council which determines whether further proceedings are warranted by the Honor Council.

The Honor Code

Upper school students will uphold the following Honor Code:

This we believe: that personal honor in word and deed, personal integrity in thought and action, honesty in every facet of life, respect for others and their rights, and the honor and glory of Christ's kingdom are the essence of a student of Colorado Classical School*. We hold that a student's word is his bond; that a student respects the integrity of personal property; that a student has respect for academic honesty; that a student's conduct is always that of a gentleman or lady; and that righteousness and truth are the foundation for all we do. On our honor we will neither give nor receive unauthorized information regarding our work*.

Honor Council

The CCS Honor Council consists of relevant teachers, the Head of School and the Academic Dean. The Council shall investigate and decide all cases involving the CCS Honor Code. The Honor Council will speak in person with any students accused of plagiarism (which includes cheating) and may request information from any other person who may have knowledge of the alleged offense. The Honor Council, and specifically the Head of School, will make a decision after sufficient examination of the facts and persons involved.

Appeals

If a student wishes to appeal a disciplinary decision by the Honor Council, the student has a right to appeal within five business days of the disciplinary action. Students can appeal on one or more of the following grounds:

- Discovery of significant new factual material.
- Violation of stated procedures.
- Insufficient or excessive sanctions.

While the appeal is pending, the student must follow disciplinary sanctions stipulated by the designated administrator. The appeal must be submitted in writing to the Head of School and must clearly outline the reasons why disciplinary action is deemed unfair. Appeals will be reviewed by the Appeals Board,

composed of the Head of School and CCS Board Chair. The student will receive written notification of the outcome of the appeal within 30 days from the date the request was received.

ACADEMIC INTEGRITY

Academic integrity and good ethical and intellectual practices are foundational to an academic institution. Plagiarism is the replication or theft of someone's ideas or work without attribution. CCS includes under this term most, if not all, academic misbehavior usually designated by the word "cheating"; that is, the giving or receiving of illegitimate assistance.

Academic dishonesty (plagiarism, cheating, etc.) is inconsistent with good scholarship and is a moral matter that affects the learning community and dishonors Christ.

- Plagiarism is the deception of the instructor, but no less of the student writer. Cheating prevents individuals from achieving what they really can do, or what they can be.
- Plagiarism is theft of the materials themselves, but no less of the right of the cheater's fellow students to equal consideration; for in effect, the plagiarized paper throws all other papers in competition with work that likely has already been judged superior.
- Plagiarism breeds a moral atmosphere that denies all students the dignity and freedom due them as human beings. Plagiarism cheapens students' participation in the Great Conversation and endangers mutual respect among students and teachers.
- Plagiarism stymies humane education when the instructor is forced to give extraordinary attention to the integrity of the grade and can no longer assume the integrity of the student.
- Plagiarism is a violation of the Eighth Commandment.

Plagiarism in student papers and assignments involves quoting, paraphrasing, or in other ways using sources without proper acknowledgment, or in giving or receiving illegitimate assistance on an assignment. "Proper acknowledgment" includes identifying the author and source of a quoted or paraphrased passage or other medium and indicating clearly (by the appropriate use or omission of quotation marks) whether the passage is a quotation or merely a paraphrase.

Students plagiarize if they submit as their own work, without appropriate documentation or quotation marks:

- part or all of a written or spoken assignment copied from another person's manuscript;
- part or all of an assignment copied or paraphrased from a source, such as books, magazines, websites, pamphlets, charts, maps, graphs, music scores, computer programs, or AI software or resources.
- the sequence of ideas, arrangement of material, and pattern of thought of someone else, even though they express them in their own words.

Students plagiarize (cheat) if they give or receive illegitimate assistance on any assignment, which includes when:

- students collaborate on an assignment intended to be completed individually;
- a student gives ("feeds") another student answers to an assignment, or to homework problems, even if collaboration is otherwise permitted on the assignment;
- students discuss an exam in any way after it has begun and before it is complete or due;
- students use artificial intelligence (AI) during any part of an assignment.

Students are accomplices in plagiarism and are equally guilty if:

- they allow their paper or assignment, in finished or unfinished form, to be copied and submitted as the work of another;
- they prepare a written assignment for another student and allow him/her to submit it as his/her work.

To avoid plagiarism:

- Any quotation must be enclosed in quotation marks or, if lengthy, indented. Acknowledgement must be given to the correct author and source.

- In any paraphrase, the wording must be distinctly different from the original source. If the writer of the paper maintains any word order, distinctive phrasing and/or grammatical structure original with the author of the source, the student will have plagiarized unless he/she uses quotation marks. Also, the acknowledgement must be given to the correct author and source when paraphrasing.
- No illegitimate assistance should be given or received on any assignment.

PENALTIES FOR ACADEMIC DISHONESTY
CCS assumes the honor and integrity of its students. If this confidence is abused, the school is prepared to act as follows:

- Any plagiarism or cheating determined by the Honor Council will result in a zero grade on the assignment.
- Teachers who find proof of plagiarism or cheating will first discuss with the student the facts of the case and its moral implications.
- Teachers will report the facts and their recommendation for any additional consequences to the Head of School.
- Because plagiarism is an offense against classmates (as discussed above), offenders may need to confess and apologize to the other students in that class before they may be considered fully restored within the learning community. Teachers may assign additional academic consequences, such as re-doing the assignment involved, on a case-by-case basis.
- In all but clearly inadvertent cases of plagiarism or cheating, a disciplinary consequence will be imposed. The specific consequences will be decided by the administration on a case-by-case basis.
- The academic and disciplinary consequences will be communicated to the student and parents. Any party involved may request a meeting. A meeting must be scheduled in cases of repeated plagiarism or cheating.
- Students or parents have the right to appeal their case. See Appeals above.

ARTIFICIAL INTELLIGENCE (AI) POLICY
Any student's use of artificial intelligence (AI) is prohibited at Colorado Classical School and is considered a violation of its Honor Code. Prohibited AI software or resources include, but are not limited to, ChatGPT, Bard, Chatsonic, OpenAI Playground, Jasper Chat, LaMDA, NeevaAI, CoPilot, and Grok. Additionally, AI is not a valid research source and may not be used during any part of a writing assignment. All student work, including papers, lab reports, math assignments, or speeches, must entirely consist of the original work of the student. Any assignment revealed to involve AI, whether in the research process or in its content, will receive a grade of zero.

STUDY AIDS

Study aids such as SparkNotes, CliffsNotes, websites that summarize books, and similar sources are not permissible substitutes for assigned class readings, and they may not be used for research or as a source of quotations. These aids may be used, if desired, only after an assigned reading has been carefully completed.

CONFIDENTIALITY AND RELEASE OF RECORDS AND INFORMATION
The CCS confidentiality policy holds the following:

1. All student records are considered confidential.
2. Information regarding admission, academic progress, test scores, health records, attendance, or discharge of a student are confidential and restricted to select staff.
3. Parents may have access to their child's permanent record at any time.
4. Student's official academic records will be released upon payment of applicable tuition and fees that have accrued on the student's account.

GRADING STANDARDS
Colorado Classical School has created a reporting system designed to give parents as much information as possible regarding their child's academic and character growth. Student progress is tracked and

transmitted primarily through percentage grades. For grades K – 8, letter grade scores can be derived from the following chart. CCS does not assign a grade “D” considering that a student will have learned less than 70% of the material, and is thus not prepared to move on to the next level. Should a student’s average be in danger of dropping under 70%, the teacher will reach out to the parents.

Academic Classes	
Percent (%)	Grade
100 - 90	A
89 - 80	B
79 - 70	C
69 - 0	F

PROMOTION AND RETENTION

Students are promoted on the basis of academic achievement. If a child is not achieving at a passing level, the teacher, who is usually the most qualified to determine the future academic success of the child, may begin a process leading to retention. A parent may initiate the process with the teacher if there are concerns. Factors considered in retention include age, emotional maturity, academic progress, and attendance. The teacher uses the following academic criteria to consider whether a child should be considered for retention:

- Having a yearly grade average of 76% (C grade) or below in reading, writing, or math, the three foundational skills.
- Having a yearly grade average at or below 76% (C grade) in multiple subjects, with specific emphasis on reading, writing, and math.

Students must meet the following basic criteria for promotion to the next grade:

- Achieve at least a 70% yearly grade average performance in *reading, writing, and math* (K - 2nd grades).
- Achieve at least a 70% yearly grade average performance in *reading, writing, math, history* (geography), *Bible*, and *science* (3rd - 8th grades).
- Failure to pass at least three (3) quarters each of *Latin* will necessitate some make-up work in the summer, at the recommendation of the teacher and principal (5th - 8th grades).
- In addition, when considering the promotion of students currently enrolled, additional emphasis should be given to the following skills/subjects in the grades noted:
    - *Kindergarten to First Grade and First Grade to Second Grade:* Academic readiness (literacy and math), behavioral maturity, independence, and fine motor development. Promotion is at the discretion of the Head of School based on teacher recommendations.

If the teacher or Head of School have serious concerns about a student’s social/emotional readiness or maturity, the student may be retained even if his/her grades are above passing.

TESTING

Standardized Testing

Nationally normed standardized tests will be administered every year to students in grades 3-8. All grades complete the appropriate level of the Classic Learning Test, or CLT, as shown in the chart below.

STANDARDIZED TESTS	
Grade Level	Test
3rd - 6th	CLT3-6
7th - 8th	CLT8

Classroom Testing

Students will take tests in all subjects and skills areas. Tests that are missed due to an excused absence must be made up within three days of returning to school.

HOMEWORK

Colorado Classical School understands that the responsibility of educating a child falls primarily on the parents and, in this case, is delegated to CCS. For this reason we consider it appropriate for some work to be taken home to do under the parents' supervision at all stages of a child's education. Homework also allows a child to practice skills learned in the classroom. Therefore, the assignment and time needed to complete it may vary depending on the child.

In the grammar years (K-5), work is sent home with the intention that a parent is actively engaged in overseeing the child's work, therefore demonstrating to the child the parent's connection to what is happening at school. It does not mean that the parent does the work instead of the child.

Homework is given *as little as possible and as much as is necessary* for mastery. Homework time will increase with each successive grade level (see "Homework Time Guidelines" below).

Considering Colorado Classical School meets Monday - Thursday, work is designated for Fridays to be done at home. As a rule, teachers will send home two nights' worth of homework on Thursday night to be completed over the three-day weekend.

Homework should not typically be given on the night of a school event including Recitation, or over school breaks, unless a student is struggling academically, in which case additional practice may be asked of a student to help him/her stay on track.

HOMEWORK TIME GUIDELINES
Below are guidelines for the approximate amount of time that students devote to homework per night.

Homework Time Guidelines	
Grade	Approximate Homework (average per night)
Kindergarten	1 - 10 minutes
1st Grade	1- 10 minutes
2nd Grade	10 - 20 minutes
3rd Grade	20 - 30 minutes
4th Grade	30 - 40 minutes
5th Grade	40 - 50 minutes
6th Grade	60 - 75 minutes
7th Grade	60 - 90 minutes
8th Grades	60 - 90 minutes

T*hese guidelines are not absolute standards.* Teachers will do their best to assign material within these ranges, and parents will understand that each student has different academic gifts and work speeds and must first consistently practice the homework habits below.

HOMEWORK BEST PRACTICES
Students should be sure to follow wise homework practices to give themselves the best chance of achieving the nightly time goals above.

1. Study at a table or a desk. Studying on a bed, or even in a comfortable chair, will often generate sleepiness and promote mind-wandering.
2. Turn smartphones off and put them far away. There is no reason to check phones during homework time.
3. Study without music or earbuds. If there must be background noise, try soft baroque or classical music. It's generally a mistaken idea that students study best with their favorite music on.
4. Turn the TV off. If someone else in the family is watching TV, try studying in a different room.
5. Focus. Keep your eyes on the page.
6. Begin and finish homework as early as possible after school or in the evening. Take one or two breaks to quickly recharge, but stay focused and get it done.
7. Be orderly and neat. If notebooks and planners are a mess, report cards will probably be, too.
8. Work quickly, and don't be a perfectionist. There's no time for perfectionism. Practice careful work, and practice checking work, but do it all quickly. Students should train themselves to keep moving on, and to do better tomorrow.

LATE WORK
CCS teachers seek to train students in the discipline of completing their work carefully, thoughtfully, and thoroughly. Therefore, daily assignments that are not turned in when they are due will not receive credit (zeros) as a daily grade. Grades on major assignments will be reduced by 10% per day for every day an assignment is late. For example, a research paper three days late will receive a maximum grade of 70%.

Students and parents are not permitted to request that a CCS employee print a completed assignment for a student. Likewise, CCS employees are prohibited from printing assignments of any kind for students.

ATTENDANCE
Students enrolled at CCS are expected to attend all classes in which they have been enrolled and are expected to be present at school every day school is in session. Unnecessary absences are discouraged as they have adverse consequences on student learning. In order to obtain the best possible education, it is important that students attend class on a daily basis and arrive on time. Regular classroom participation is necessary to achieve the best possible learning situation for every student. This policy has been developed to encourage good attendance and to discourage tardiness. Our goal is to maximize every student's opportunity to learn.

Definitions
Full-day absence—The student is absent from school for 3.5 hours or more.

Half-day absence—The student is absent from school between 1 and 3.5 hours.

Tardiness

Students are expected to be prompt in their arrival to school and to subsequent classes throughout the day. Students at Colorado Classical School are forming character traits today that will carry them through the rest of their lives and affect their future in significant ways. Being on time is a life skill important to each student's future, and CCS shares the responsibility to teach the importance of this skill. Tardiness has an inescapable effect on a student's progress and on developing a disciplined life. The tardiness of one student also interrupts other students' focus when the teacher must stop instruction or interrupt directions to get the tardy student settled. Therefore, parents are expected to model responsibility by making sure their child arrives at school on time and prepared for the day.

Definition of Tardy

Any student not checked in by 8:10 AM is considered tardy.

Tardy Procedures
Parents must walk tardy students arriving after 8:10 AM to the office to check in. Students may never be dropped off outside the school door after 8:10 AM.

At that time, the lateness will be considered either unexcused (i.e., if the tardy is due to negligence or otherwise poor planning), or excused (doctor or dental visit, school district snow day, etc.). All tardies are recorded and are reported on the report card.

- Three unexcused tardies equal one unexcused absence.
- Students who earn four (4) unexcused tardies within one semester may receive an office visit.
- For every four (4) additional unexcused tardies in one quarter, students may receive an office visit, at which time the student may be suspended at the discretion of the administration.
- See "Discipline Action for Unexcused and Excessive Absences" for the consequences of numerous absences.

If a family demonstrates a consistent tendency to arrive in a tardy manner, a meeting with the Head of School will be required to address this disruptive problem. See "Disciplinary Action for Unexcused and Excessive Absences" for the consequences of numerous absences.

ABSENCE PROCEDURE
Attendance is the responsibility of parents and students, and it is the parent's responsibility to report each and every absence.

UNPLANNED ABSENCE
Please email the school office at attendance@coloradoclassicalschool.org and the student's homeroom teacher before 8:00 AM. Please provide the student's name, grade level and reason for absence. If necessary, parents may also call 303-747-6448 and notify the school office by 8:00 AM.

PLANNED ABSENCE
Planned absences or vacations when school is in session are discouraged. When families choose to take vacations while classes are in session, it is the parent's responsibility to notify the office (attendance@coloradoclassicalschool.org) and all teachers (including Art, Music and PE teachers) a **minimum of four school days in advance**. More time is encouraged when possible.

It is up to the teacher's discretion if it is beneficial to give makeup work ahead of time.

EXCUSED ABSENCES

- **Illness**: When a student needs to stay home because of sickness, an email from the parent is required for the student's attendance file. Students absent more than four days due to illness will need to provide the school with a note from a doctor.
- **Medical appointments or treatments**: We encourage parents to schedule appointments on Fridays. When that is not possible, a parent should email the school at least one day in advance to let CCS know the student will be missing class for an appointment or treatment.
- **Death of a family member**: An email from a parent is required for the student's attendance file.
- **Personal or family emergency**: An email from the parent is required for the student's attendance file.
- **Planned Absences:** Planned absences must be submitted to the school at least four school days in advance and should not exceed four days per quarter, not to exceed 8 per year.
- **Educational Travel**: Students who participate in school-sponsored educational travel opportunities are granted excused absences with no make-up homework.

UNEXCUSED ABSENCES
The school administration will determine if an absence is excused or unexcused. The following are unexcused absences:

- Planned absences that are not submitted at least four school days in advance.
- Planned absences that exceed 4 days per quarter or exceed a total of 8 days per year.
- Non-medical appointments.
- Absence for any other reason that does not meet the criteria of an excused absence.
- A student who is absent from school without notice.

MISSED SCHOOL WORK DUE TO ABSENCES
If a child is absent for two (2) consecutive days (excused absences) parents are requested to pick up missed assignments from the teacher in order to keep the child on track with the class. All assignments requested during an absence will be ready for pick-up in the office at 3:45 PM on the second day.

For missed work due to a planned absence, vacation, or absence due to illness, the student has the same number of school days as the school days missed during the absence to turn in makeup work. At a minimum, all assessments must be made up, and teachers at their discretion may also require homework to be made up. Missed tests will be given at the teacher's discretion. Students are expected to keep up with the content covered, whenever possible, while they are absent. Students are responsible for promptly rejoining class upon return from an absence for any reason.

Missing school for extended periods of time is disruptive to the class and teacher and detrimental to the learning process. If students miss more than 4 days per quarter or more than a total of 8 days per year for a planned absence, missed work may not be made up and will be counted as a zero in the grade book.

While CCS recognizes extenuating circumstances, including prolonged illness and unavoidable circumstances, it is important for students to attend school when school is in session.

DISCIPLINARY ACTION FOR UNEXCUSED AND EXCESSIVE ABSENCES
A student who is absent unexcused from school more than 4 days per quarter or a total of 8 days per year, and whose absence has materially affected academic progress, may receive a lower grade or be retained at the discretion of the school administration. All classwork, assignments, tests, and projects missed after unexcused absences greater than 4 missed days per quarter or a total of 8 missed days per year will not be made up and will be recorded as a zero. Students who are absent unexcused will not receive participation points and must receive a zero for any homework collected on the day of the unexcused absence and any work completed in class.
If a student is excessively absent, the school reserves the right to refuse promotion to the next grade, or to remove the student from school. In such cases, the parents of the student remain obligated to fulfill all financial commitments to the school.

EARLY RELEASE AND MEDICAL APPOINTMENTS
Parents should attempt to schedule all doctor and dental appointments on days when classes are not in session, on Fridays, or after school hours.

Parents are requested to schedule appointments after 3:30 p.m. to avoid the need for an early dismissal. If it becomes necessary for the student to be released from school for a doctor/dental appointment or other unavoidable emergencies, the following procedure should be followed:

- Parents/Guardian must send an email to attendance@coloradoclassicalschool.org and copy your child's teacher that states the student's first and last name, date and time of release, and the reason for the early dismissal. The notification should be sent 24 hours in advance.
- All students must be signed out by a parent/guardian (or someone designated by the parent/guardian in the student's file) in the office before leaving the building.

CLASSROOM VISITS BY PARENTS
Since home and school must cooperate in order for the child to progress satisfactorily, parents may visit school to see their child in an every-day school situation. Out of respect for the teacher and for planning purposes, we ask that visits are scheduled at least one day in advance and adhere to a time limit established by the teacher and administration. Please remember, classroom visits are not the time for a conference with the teacher as the teacher is responsible for all students in the class. However, a child's classroom is not off-limits to the parents. All visitors must sign in at the office before going to the classroom.

MORNING ASSEMBLY
Morning assembly is held Monday-Wednesday mornings from 8:15-8:25 AM for all students. The purpose of the morning assembly is to collectively orient each day toward Christ, recite scripture, sing traditional hymns and grow together as a community. Assembly is required for all students. Parents are welcome to join. Students will be under the school's authority once they have checked in at school.

CHAPEL
Chapel is held each Thursday morning for all students from 8:15-8:35 AM. Typically, chapels include prayer, a Scripture reading, singing of a hymn, a responsive reading such as CCS's school rules or catechism, and a short message by the Head of School, a teacher, or a guest speaker. All parents are welcome to join each weekly Chapel, bearing in mind that students will be under the school's authority once they have checked in at school.

WHY LATIN?

CCS's classical methodology teaches Latin for two reasons.

First, Latin is still very much alive in languages today. More than half of English words come from Latin, and studying Latin gives an excellent foundation not only for an expansive English vocabulary, but also for learning the many Latin-based foreign languages being spoken around the world today.

Second, studying a foreign language gives students the tools of verbal expression in their own language. Students learn English grammar more effectively by rigorously studying Latin; that is, they learn the reasons for, and the uses of, the parts of speech learned in their English classes.

RECITATION
Recitation is a formal opportunity for our students to practice poise and confidence in public presenting while demonstrating mastery of the information they are studying. Humble confidence is built by achieving a challenging task, teaching the students that they can gain mastery of any subject matter.

Colorado Classical School conducts a Recitation event for all grades in the winter and spring. We invite parents, friends, family, and those interested in attending CCS to Recitation, to share in the students' accomplishments and celebrate the fruit of a classical Christian education. Recitation is required for all enrolled students.

CONTROVERSIAL SUBJECTS POLICY
The purpose of this guideline is to help CCS respect the role of parents and their convictions in certain academic and sensitive subject areas while maintaining our commitment to teaching all subjects in light of a Christian worldview. If, in the course of teaching, a teacher notices that a discussion is moving toward a sensitive topic that will not help him/her to achieve the goals set for the class, the teacher will bring the conversation to a close. If helpful, the teacher will explain to the students the reason for not continuing the discussion. If a sensitive topic arises that will achieve the goals of the class, the teacher will continue the discussion, instructing the students on the importance of honoring the teaching they have received from their parents, and to be charitable in debate. Teachers are trained to encourage students to consult their parents and pastors as final human authorities on issues of secondary or controversial subjects.

DISCIPLINE

DISCIPLINARY POLICY
Included in the mission of the school is the goal of teaching respect and learning to live with the ultimate respect for God and His commandments. All discipline at CCS is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves.

A strong emphasis is placed on training for obedience and equipping students with clear expectations. Teachers will communicate regularly with parents regarding student conduct in the classroom.

Through word and action, each staff member models respect and appropriate behavior. All CCS staff members have authority in hallways and outside the building. The CCS teacher has the responsibility to teach, correct, and discipline students when necessary using the following methodology in teaching appropriate behavior:

- Identify and communicate behavioral expectations.
- Teach and model appropriate behavior.
- Provide positive feedback for positive behavior.
- Confront and correct inappropriate behavior in a manner that is not degrading or humiliating to the person being corrected.
- Guide students through confession, forgiveness, and restoration.
- Give students appropriate consequences for inappropriate behavior and refer to the office when necessary.
- Communicate with parents when necessary.

PARENT SUPPORT FOR DISCIPLINE
Upon enrolling a child at Colorado Classical School, parents agree that their child will be subject to all stated CCS discipline rules and regulations. Good communication between teacher, parents, and child will help to make discipline a beneficial experience.

In administering discipline, teachers and administrators will be as consistent and uniform as possible. Discipline policies are formulated by the administration and teaching staff, and approved by the Board of Directors.

Parents will be notified of formal disciplinary action in a timely manner. Any parental concern about a teacher's attitude, disciplinary action, or other behavior affecting the student-teacher relationship, must be expressed to the teacher with whom the incident occurred so that resolution can take place. If the concern is not remedied, the teacher and the parent may meet with the Head of School for resolution (see Conflict Resolution).

Lack of parental support for school staff in discipline measures is reasonable cause for the administration to ask a family to remove their children from the school. If parents cannot trust school personnel to appropriately discipline their children when needed, CCS cannot properly educate the child.

DISCIPLINARY PROCEDURE
There are two categories of disobedience. The first is a child who in excitement forgets the standard and needs a gentle reminder. The second form of disobedience comes in the form of direct rebellion against the authority set over the child. In the case of direct disobedience, teachers will abide by the following process:

1. Address the problem directly and clearly and require the student to restate the problem to be sure that both parties understand the expectation.
2. For a second offense on the same day, the student will lose a privilege in the classroom in line with the nature of the offense.
3. For a third offense on the same day, the student will leave the classroom and speak with the Head of School. Parents will be contacted, and the accounting for office visits (below) will be followed.

Teachers may take away activity privileges such as recess or another class activity. Teachers will determine whether a phone call or note home is necessary. All students may be removed from the situation and given a logical consequence for their actions. Students may be asked to write a forgiveness note or a note explaining correct behavior. Corporal punishment is never used.

Office Visits: K-8th Grade

There are five basic behaviors from students in K – 8th grade that will automatically necessitate discipline from the administration and will not remain at the teacher level. Those behaviors are:

1. Disrespect shown to a teacher or staff member. The teacher or staff member is the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking or attempting to strike another student or staff member.
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

As a result of an office visit, and being conscious of the student's age, the school administration will determine the nature of the discipline for the infraction in question. The administration may require restitution (e.g., cleaning up the mess they made), parental attendance during the school day with their child, or any other measures consistent with biblical guidelines which may be appropriate. Despite the office visit, the administrator may choose not to discipline the child at his/her discretion.

If for any of the above or other reasons a student receives discipline from administration, the following accounting will be observed within the school year:

1. The first two times a student is sent to the office for discipline, the student's parents will be contacted afterward and given the details of the visit. CCS will seek the parents' assistance and support in averting further problems.
2. The third office visit will be followed by a meeting with the student's parents and Head of School.
3. Should the student require a fourth office visit, he will be suspended for two days.
4. If a fifth office visit is required, the student may be expelled from the school.

Serious Misconduct

If a student commits an act with such serious consequences that the administration deems it necessary, the office-visit process may be bypassed and suspension imposed immediately with the approval of the Board of Directors.

Examples of such serious misconduct may include, but are not limited to: acts endangering the lives of other students or staff members, gross violence, vandalism, violations of civil law, or drug abuse. Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off school property.

If the administration desires to pursue expulsion, she will meet with the Board of Directors to inform them and receive their counsel before making a final decision.

Discipline and School Culture

If, in the judgment of the administration, a student's continued enrollment is a significant negative influence on other students, she has the right to seek to expel the student for that reason, and apart from the process of office visits.

Examples of such behavior may include, but not be limited to, student romances, flagrant disobedience toward parents or staff, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard of scriptural standards and ongoing lack of repentance.

If the administration exercises this option, she will meet with the parents and Board of Directors to make a final decision. The administration will then meet with the student's parents to inform them of the decision. The parents may be given the option to withdraw their student to prevent expulsion.

SCHOOL CULTURE

STUDENT ETIQUETTE

Students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at CCS. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions become part of the daily culture at CCS.

We desire to train our young men to show consideration and respect for the ladies in the school. We desire to train our young ladies to accept the service of the young men with humility and thankfulness. As some applications of this truth, we want the young men to do the following:

Young men should:

- Open doors for all ladies, whether parents, teachers, or students. Always allow ladies to exit the room first. Further, if a teacher or a young lady arrives at school with arms full, offer to open the door, or to help in a similar way.
- In the hallways, be courteous and defer to the ladies by giving them space and avoid running into them.
- In all events where food is served, women are to be served and seated first.

All students should show proper respect to their teachers and administrators:

- Students should address their teachers by Mr., Ms., or Mrs.
- Students should respond by saying "yes" or "no," not "yeah" or "ugh." "Sir" and "Ma'am" are always welcome.
- Students should stand when a visitor enters the room.
- Students should look adults in the eye and shake a hand when being introduced.

ROMANTIC RELATIONSHIPS

CCS is not the place in which romantic relationships between students should be cultivated or initiated, and therefore public displays of romantic affection are unacceptable. Physical relationships between

students, whether in or out of school, could be the basis for expulsion if deemed to be a negative influence on other students, particularly younger students.

SMART PHONES, CELL PHONES, OR OTHER ELECTRONIC DEVICES
Students are not permitted to use cell phones, smart phones, smart watches or similar electronic devices during the school day from 8:00 AM - 3:30PM, which includes morning drop-off, breaks, lunch, study halls, and afternoon pick-up. Electronic devices must be turned off at all times during the school day and must be placed in students' backpacks. Electronic devices may *not* be carried in pockets or purses. Use of these devices is also prohibited at any school event.

Teachers will not excuse a student from class to make or receive phone calls except in an emergency. If a student needs to make an outgoing call, he/she may receive permission from the school office to use the school office phone. Parents who need to get messages to their children during the school day may call the office, and the office staff will relay the message to the student. In case of an emergency, the office staff may take the child out of class to speak directly to the parent.

If a student uses a device during school hours, he will lose it for two days and visit the office. CCS reserves the right to review all electronic data maintained on the device to determine, among other things, whether the electronic device's owner or other students were violating school rules.

OUTSIDE TOYS, GAMES, OBJECTS
Not allowed at school unless pre-approved by the teacher.

SOCIAL MEDIA POLICY
Colorado Classical School advises parents to use caution and to be diligent when deciding at what age and to what extent they allow their children to access social networks. As there are significant risks associated with all forms of social media, CCS strongly encourages parents to delay use as long as possible and when applicable, monitor their children's use of it.

Students are not permitted to be online while at school, unless under direct, adult supervision, and then only for purposes related to a class.

The Colorado Classical School administration is responsible to protect the students and the school and to develop guidelines for the use of social networking by school employees, especially as it may pertain to students. Our school policies for staff regarding social media include the following:

- Employees are not to initiate friend requests to students on any social media site, e.g. Facebook, Twitter, Instagram, etc.
- Employees are not to accept social media friend requests from any currently enrolled students.
- Employees are not to initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional, whether through email, texting, social media, or the like.

CONCENTRATION TOOLS
Thinking Putty and any similar concentration tools are generally discouraged. Thinking Putty and similar tools are not allowed during regular classes and teachers may, at their discretion, require a student to put such items away, or disallow them entirely as necessary. Exceptions may be made to this rule for students who have a demonstrated need validated by a medical professional and approved by the teacher and administration on a case-by-case basis. All tools intended to aid in concentration must be approved, and prove to be beneficial to the student, and not a distraction to others, in order to remain in use in the classroom.

DAMAGED PROPERTY AND LOST BOOKS
Fees will be charged through SchoolCues for lost or damaged books (beyond normal wear and tear) that belong to the school. In some instances, the loss of a single book requires replacement of a whole set and would incur such a charge. Substantial damage will be determined at the discretion of the school but

effectively indicates a book that must be replaced. Replacement costs, as a general rule, will be the current market price to replace the text in its original condition.

Students are held responsible for any other damage to school property including, but not limited to, furniture, supplies, and equipment. Normal wear and tear are expected; however, unreasonable amounts of wear or destruction of items belonging to the school will be billed to the student's account at the replacement cost of the item.

NON-CCS STUDENT VISITS
Students not enrolled at CCS are not allowed on campus without advance approval from the administration, including for lunch, class visits, and most other special events on campus.

UNIFORM POLICY
Rationale: The development of a uniform policy is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process based on the following principles:

1. We aim to honor God in all we do, acknowledging the Lordship of Jesus Christ in our choices.
2. All human actions, including outward manifestations such as clothing, reveal and communicate the disposition of the heart at some level. We desire to address these heart issues in one uniform policy rather than seeking to anticipate and curb the numerous manifestations of it that surface throughout the year with a looser dress code.
3. Clothing represents the vocational calling of a person, and inherent in the uniform policy is a desire to create an environment where children can thrive in their vocational calling as scholars. The neat appearance created by a uniform enhances a ready-to-learn atmosphere.
4. Uniforms help engender a cohesive presentation of the students in our school. When our students are in uniform, it communicates, aesthetically, that they are part of the same team, working toward the same goals. The student is part of a group identity that strives for excellence, and the code establishes a tradition toward that end.
5. The uniform code should save parents money. The use of uniforms de-emphasizes the social impact of dress and helps focus the students on character and academic issues.
6. The uniform code addresses security. While on campus, both on the playground and in the school building, teachers and staff can quickly identify students from outsiders. On field trips, students in uniform aid teachers in keeping track of everyone.

The first uniform check should be done by parents at home before leaving for school. Students are expected to be in uniform while on campus unless specified otherwise by the administration. The administration is responsible for defining the policy. Enforcing the policy is the collective responsibility of parents, administration, and staff.

All school uniform items may be purchased online at:
https://www.landsend.com/co/account/school-uniforms?selectedSchoolNum=900203886

NOTE: The uniform policy found in this handbook is the standard for CCS uniforms. If a discrepancy is found elsewhere, such as on a vendor website, the assumption must be that the version of the dress code found in this document should be followed.

CCS STANDARD UNIFORM: MONDAY, TUESDAY, WEDNESDAY

GENTLEMEN: STANDARD UNIFORM

Pants	Khaki or navy pants
Shorts	Khaki or navy shorts
Shirts	Navy, light blue, or white, short or long-sleeved polo. CCS logo optional for navy and white polos. CCS logo encouraged.
Tie	None
Sweater/Vest	Navy fleece jacket or fleece ¼ zip with CCS logo. CCS logo optional for plain navy pullover or sweater
Shoes	Athletic shoes: low-top, white, navy, black, or neutral (gray, beige, brown) Casual shoes: white, navy, black, or neutral (gray, beige, brown)
Belt	Brown, navy, or black belt every day required 1st grade and older
Socks	Plain white or navy

LADIES: STANDARD UNIFORM

Pants	Khaki or navy pants
Shorts	Khaki or navy shorts
Skirts/skorts	Clear Blue Plaid skirt (with neutral or black cartwheel shorts underneath) or khaki or navy skort
Shirts	Navy, light blue, or white, short or long-sleeved polo. CCS logo encouraged.
Jumper	Clear Blue Plaid jumper (with navy or white cartwheel shorts underneath)
Dress	Navy or light blue, long or short-sleeved polo dress with CCS logo (with neutral or black cartwheel shorts, tights or leggings underneath)
Sweater/Vest	Navy fleece jacket or fleece ¼ zip with CCS logo. CCS logo optional for plain navy pullover, sweater, or cardigan
Shoes	Athletic shoes: low top, white, navy, black, or neutral (gray, beige, brown) Casual shoes: white, navy, black, or neutral (gray, beige, brown) Boots: Classic black booties
Socks/tights	Plain white or navy socks. Navy or white tights or fitted leggings may be worn under skirt, skort, dress or jumper

CCS DRESS UNIFORM: EVERY THURSDAY, RECITATION NIGHTS AND SOME SCHOOL EVENTS

GENTLEMEN: DRESS UNIFORM

Pants	Khaki pants
Shorts	Khaki shorts may be worn in August, September, and May
Shirts	White collared Oxford button-down long or short-sleeved shirt
Tie	Clear Blue Plaid tie
Sweater/Vest	Navy blue sweater vest
Shoes	Black, brown or navy dress shoes
Belt	Brown, navy, or black belt required 1st grade and older
Socks	Plain white or navy socks

LADIES: DRESS UNIFORM

Pants	No pants
Shorts	No shorts
Skirt/skort	Clear Blue Plaid skort
Shirts	White Oxford button-down long or short-sleeved blouse
Jumper	Clear Blue Plaid jumper (with navy or white cartwheel shorts underneath)
Sweater/Vest	Navy blue sweater vest if wearing skirt/skort
Shoes	Conservative black or navy dress shoes
Socks/Tights	Plain white or navy socks or tights. No leggings.

CCS: UNIFORM CLARIFICATIONS

- Clean and Tidy: Inherent in the uniform policy is an assumption that when students arrive at school, all clothing and shoes will be clean. CCS Staff will support students throughout the day in keeping a tidy appearance while in uniform: shirts tucked in, ties straight, etc.
- Skirts: Skirt must touch the top of the knee, and/or reach the finger tips of the students.
- Belts: Gentlemen 1st grade up must wear a belt with pants every day: brown, navy, or black.
- Shirts: must be always tucked in.
- Shorts: Khaki shorts may be worn all year on Mondays, Tuesdays, and Wednesdays. Shorts must reach the middle of the thigh (no short shorts). Shorts may be worn on Thursdays in August, September and May.
- Jackets/Sweaters: Non-uniform Jackets and sweaters may not be worn in the classroom. A CCS embroidered fleece may be worn as needed.
- Sweatshirts: Hooded sweatshirts are never permitted inside the school building with any school uniform, even with a CCS logo.
- Socks/Tights: Socks or tights must always be worn at all times.
- Leggings: Ladies may wear white or navy fitted leggings under skirt, skort, dress or jumper on standard uniform days. Leggings should not be baggy.
- Shoes: Any colors specified in the guidelines. Soles must be smaller than 1 inch. No high-tops.
- Dress shoes: Dress shoes should be low heeled, conservative, traditional, and of a higher standard of style than regular or athletic shoes. No lug soles, boots, platform or wedge shoes.
- Boots: Snow or rain boots may only be worn to school and during recess and lunch on rainy/snowy days or when snow is on the ground, but not on other occasions; students must bring their regular uniform shoes to change into for the school day. Conservative black booties are acceptable for standard dress days for girls.
- Jewelry: Must be neutral tone, silver, gold. No colorful pieces. No bracelets or rings for Grammar School students.
- Makeup: Makeup is prohibited for Grammar School students. Logic School girls may wear minimal natural looking makeup and neutral nail color.
- Artificial Nails: Artificial nails are prohibited for Grammar students. Logic students may wear artificial nails at a modest length.
- Nail polish color: Nail polish color must be neutral (tan, soft pink, cream).
- Watches: Any watch that sends or receives data is not allowed. Regular watches must be school colors: white, navy, black, or neutral (gray, beige, brown).

CCS: UNIFORM EXCLUSIONS

Items that are never permitted:

- Embroidery (other than CCS logo)
- Sandals
- Corduroy
- Denim
- Capris
- Hoodie sweatshirts
- Cargo pants/shorts
- Hats
- Scarves
- Bandanas
- Lace
- Hair ties, scrunchies, bows that are not CCS color scheme
- Dyed or unkempt hair
- Additional piercings or multiple earrings in the same ear
- Men's earrings
- Torn or soiled clothes
- Overdone make-up, jewelry, or hair accessories
- Tattoos
- Immodesty
- Visible undergarments or camisoles
- Over- or under-sized clothing
- Long hair, shaved stripes, mullets, hair hanging into the eyes, or any nontraditional hairstyles, haircuts, or hair coloring for men; nontraditional hairstyles, haircuts.
- Smart Watch

UNIFORM VIOLATIONS & POLICY ENFORCEMENT
For any missing or incorrect uniform item, students will receive a Uniform Violation Slip which will be sent home. Students could receive two orange violation slips without consequence.

Upon receiving the third orange Uniform Violation Slip (whenever that occurs during the academic year), students will be sent to the office to wait until a parent brings the missing uniform item. Parents are encouraged to come as quickly as possible, as students will not be allowed to return to class until they are dressed properly.

CCS: UNIFORM FAQS

QUESTIONS	ANSWERS
LADIES	
Is it OK for ladies to wear colored hair accessories?	If they are within the CCS color scheme.
Do ladies have to tuck all shirts in, regardless of the cut?	Yes.
My daughter has a pretty camisole that she wears under her blouse for modesty purposes. Should it be tucked in?	Yes, it should. Camisoles and undershirts are considered undergarments, and they must be out of sight.
What kind of jewelry is appropriate for my daughter?	Small earrings on the lobe are fine. Earrings around the top of the ear or anywhere else are inappropriate. A feminine necklace is acceptable. Grammar school girls should not wear rings or bracelets.
May my daughter cut her hair in a boys' style, shave all her head, or shave one side of her head, etc.?	No. While women may have discretion and variety in their hair styles and hair lengths, all styles and lengths must be feminine and not androgynous at school.
GENTLEMEN	
How long must my son's hair be to qualify as long hair?	If a gentleman's hair is below the middle of his collar, hanging down in his eyes, gathering in a large tuft over the forehead, or covering the sides of his ears, it will be considered too long.
My son likes non-traditional haircuts, such as a shaved head, one side shaved, shaved stripes, mullets, or mohawks. Are these OK?	No. Haircuts and hairstyles must be generally traditional and conservative during the school year.
My son doesn't like to comb his hair, and I don't have time to do it for him. Is this OK?	No. All students should come to school with their hair combed and otherwise looking well-groomed.
My son wears his oxford and tie with the top button undone and the tie loose. Is that OK?	No. Ties should be tight, and buttons buttoned.
May my son roll up his long-sleeved dress shirt?	No, but men may choose to wear a button-down short-sleeved shirt instead.
Does my son's tie have to fit?	Yes, all ties must fit. The wide bottom of the tie should come down to the belt, and the collar of the tie should be snug around the neck.
My son only has two pairs of his uniform, and I only do laundry once a week. Is it OK for him to come to school in a worn polo or oxford?	No. All students should come to school in uniforms that look clean.
My son says that dark no-show or low-cut socks qualify as dress socks. Is that true?	No, it isn't.

My son likes to wear a necklace. Is that OK?	Yes, as long as it is not visible.
My son likes to wear orange T-shirts under his uniform shirt. Is that OK?	No. T-shirts and camisoles must be white.
GENERAL	
Does my daughter or son have to wear deodorant?	Only if they have body odor, which is unpleasant for teachers and classmates to experience in a closed environment.
My kids like to dye or color their hair. Is this OK?	No. Students may not color or dye their hair during the school year.
My kids like to wear moccasins or hiking boots or high-tops to school. Do these qualify as appropriate shoes?	No, they don’t. However, students may wear boots to school on rainy days or when there is snow on the ground.
Is it alright to wear a sweater without a blouse or polo underneath?	No, it isn’t.
May my student wear cowboy boots with their uniform?	No, they may not.
My student runs cold. Is a thermal layer worn under a long-sleeved blouse or long-sleeve polo appropriate?	Yes, if it is the same color as the blouse or polo and is not visible.

CONFLICT RESOLUTION

TEACHER-PARENT CONFLICT

1. The concerned person will schedule a conference with the teacher so the conflict can be discussed and resolved. Both parties will concentrate on listening with the intent of gaining understanding. For the purpose of facilitating communication, either party may ask a third person to attend.
2. If either party feels the situation is still unresolved after the conference, that person will inform the other and request that the Academic Dean attend a second conference to resolve the issue.
3. If the conflict is still unresolved after this second conference, a written summary may be submitted to the Head of School by either party for resolution. The Head of School may meet with the concerned parties, and will render a decision.

STUDENT OR PARENT CONFLICT WITH A SCHOOL ADMINISTRATOR

1. The concerned person will schedule a conference with the relevant administrator so the conflict can be discussed and resolved. Both parties will concentrate on listening with the intent of gaining understanding. For the purpose of facilitating communication, either party may ask a third person to attend.
2. If either party feels the situation is still unresolved after the conference, that person will inform the other and request that the Head of School attend a second conference to resolve the issue.
3. If the conflict is still unresolved after this second conference, the formal grievance procedure below may be employed.

FORMAL GRIEVANCE PROCESS

Should a situation arise in which a student or parent is unable to resolve his or her grievance via the conflict resolution process above, the school's formal grievance process may be employed. Within 30 days of the incident or, if applicable, the initial conflict resolution, the parent or student should submit in writing the nature of their complaint to the Head of School.

Upon receiving the formal complaint, the school will initiate an investigation and will notify the student and/or parent, in writing, of the outcome within 60 days of the submission of the complaint. The Board of Directors will coordinate the investigation in conjunction with the immediate supervisor of the person against whom there is a complaint.

For complaints submitted after the end of the school year, a full and fair investigation may not be possible until September 30 due to limited availability of teachers, staff, and students during the summer break. Nevertheless, the school is committed to completing its investigation and providing a formal response based on its findings within the timeframes listed above.

Note: Grade disputes, academic evaluation disputes, academic integrity violation disputes, and other matters related to a teacher's assigned duties are not covered by this policy. The processes for these disputes are contained in the disciplinary sections of this handbook.

SAFETY AND HEALTH

BACKGROUND CHECKS

All new staff, teachers, and volunteers working with students are required to submit screening information and agree to a criminal background check.

PREVENTING CHILD ABUSE

Colorado Classical School seeks to establish policies that promote the health and safety of all students in CCS's care. Colorado Classical School abhors child abuse involving any child in any form in any setting. Because CCS believes that every person must be afforded compassion, love, kindness, respect, and

dignity (Mark 12:28-31; Luke 6:31), the following strategies and policies have been put in place to prevent child abuse, including physical, emotional, sexual abuse and neglect, to the greatest extent possible. These policies outline specific roles for the school and teachers as well as addressing appropriate touch, toileting guidelines, and how the school will respond to allegations of neglect or abuse.

Definition of Child Abuse or Neglect
Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm.

Role of Colorado Classical School in the Prevention of Child Abuse
Colorado Classical School employs an adequate number of qualified staff to work with children and to provide adequate supervision of program staff and volunteers.

Indoor and outdoor areas at CCS are designed to reduce the possibility of private, hidden locations in which abuse may occur. There are windows on doors so that what is happening in the classroom may be easily observed at all times. Any meeting between parent/guardian, staff, and/or student must occur in a room with a window in the door or with an open door.

All staff receive orientation and refresher training at regular intervals that includes, but is not limited to (a) understanding what constitutes child abuse; (b) the discipline policy of CCS and appropriate guidance of children; (c) means of preventing potential abuse situations in group settings; (d) identification of signs of potential abuse; and (e) individual obligations and procedures for reporting suspected cases of abuse.

Parents may visit school to observe their child in every-day school situations. Out of respect for the teacher and for planning purposes, we ask that visits are scheduled at least one day in advance. Spur-of-the-moment visits are acceptable, though parents must remain respectful of the teacher's agenda for the day, not disrupt the progress of the students, and understand that such visits may not be as profitable as scheduled visits. All visitors are to sign in at the office before going to the classroom. Access to CCS's facilities are controlled, and all visitors are required to sign in and sign out of the program area or to check in and out with the administrative office.

Teachers and substitutes are supervised by the Academic Dean and/or Head of School on an ongoing basis. CCS utilizes careful screening and recruitment practices to increase the likelihood of selecting appropriate candidates as staff, substitutes, or volunteers to work with children. These include personal interviews; verification of personal and professional references and education qualifications; criminal background checks; and affidavits attesting to history of conviction for abuse or other violent crimes.

CCS may monitor content accessed through our internet connection to ensure that inappropriate websites are not accessed.

CCS encourages and provides opportunities for family participation in school-related events and activities. Ongoing program policies that strengthen partnerships with families help to minimize the likelihood of abuse in the program.

CCS may offer families resources, materials, and educational programs on abuse and neglect. Examples include recommended books and a calendar of upcoming child abuse prevention workshops.

ROLE OF TEACHERS AND STAFF IN THE PREVENTION OF CHILD ABUSE

Teachers and staff actively supervise by sight and sound the students in their care.

Teachers and staff design classroom space (including outdoor space) to limit the possibility of private hidden locations.

Teachers and staff participate in pre-service and refresher training to identify and prevent child abuse and to understand their role as mandatory reporters.

Teachers and staff partner with families in the education of the student.

Teachers only release students to parents, legal guardians, or those persons authorized by their parents or guardians in writing. Staff checks identification when authorized individuals are unfamiliar.

Teachers support and follow the CCS student discipline and guidance policy.

Teachers prepare accident reports in the event that a student is injured while at school.

Teachers recognize when it is appropriate and respectful to touch a student, and the teacher will also respect a student when they prefer not to be touched (see “Touch Policy” below).

In accordance with Colorado Revised Statutes (C.R.S. § 19-3-304) teachers will report suspected child abuse or neglect by calling 1-844-CO-4-KIDS (1-844-264-5437).

Any report of suspected abuse will be documented on the CCS Child Abuse or Neglect Reporting Form and maintained in the child’s file.

TOUCH POLICY
Healthy touch can edify and encourage a child; yet, inappropriate touch that causes distress is abusive. The goal of our touch policy is to create a culture where children are safe, and where staff and volunteers remain above reproach regarding interactions with students. Staff and volunteers shall observe the following guidelines:

- Touch should always be open and public rather than secretive or private. A hug given in a group is different from a hug given behind closed doors.
- Touch should be in response to the need of the child and not to the need of the adult.
- Touch should be age-appropriate and generally initiated by the child rather than the adult.
- Touch should be with the child's permission. If the child resists, the staff member shall respect the child's response and stop touching him/her.
- Touch should always communicate respect for the child. Adults should avoid doing things of a personal nature for a child that he/she is able to do for himself, including dressing, bathing, etc.
- Touch should not include violent behavior. Adults and other youth or children should not hit, slap, pinch, push, hold a child against his/her will, or in any way assault a child.
- The following signs of affection are generally appropriate within specific contexts, for smaller children: Verbal praise; hugs; pats on the shoulder, back, or head (when culturally appropriate).
- For very small children, touching hands, faces, shoulders, and arms; placing your arm around the child's shoulders; hugging or holding the child when others are present.

The following behaviors are inappropriate or may be perceived as inappropriate; therefore, staff and volunteers shall refrain from:

- Showing affection in isolated areas or when alone with a child;
- Making comments that relate to physique or body development;
- Making flirtatious or seductive looks (including in jest);
- Showing any form of affection that is unwanted by the child;
- Touching a child's buttocks, chest, private area, or thighs;
- Showing sexually-suggestive videos or playing sexually-suggestive games with a child;
- Engaging in any behavior that could be interpreted as sexual in nature;
- Making or participating in jokes that are sexual, degrade other people groups, or cut down fellow students.

Adult staff, volunteers, and administration shall observe each other, and any other vendors, contract workers, substitute teachers, or other individuals or groups interacting with students and hold each other accountable by pointing out any actions or comments that may be misinterpreted. It is appropriate to gently confront someone who is behaving in a way that could be interpreted as inappropriate.

CHILD ABUSE REPORTING
Colorado Classical School is required to report allegations of suspected or potential abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, or neglect or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is required to act in accordance with state law. It is not the school's policy to contact the parents prior to making a report to legal authorities. Appropriate school staff will make such reports in the best interest of the affected child and do not, once a reasonable suspicion or reasonable basis is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

If child abuse is suspected, it must be reported immediately via the hotline.

(844) CO-4-KIDS

EMERGENCY PROCEDURES
Parents must keep the school informed of current phone numbers where they or the child's emergency contact can be reached. When a child is in class, a parent or guardian must always be available to receive a call from the school in the event of an emergency.

In an emergency, all staff and students will follow relevant internal procedures and guidelines for responding to a variety of situations that may occur at Colorado Classical School. These include lockout, lockdown, evacuation, shelter, and hold procedures. Staff and administrators are trained to respond to these situations. The school practices emergency responses at designated times throughout the year, and school leadership will regularly review and update the response plans.

Should it become necessary to evacuate either campus facility, parents will be notified immediately and be provided instructions related to picking up their children. Depending on the severity of the situation, parents may be asked to pick up their children at the King Soopers, just North of the school.

SECURITY
All exterior school doors are kept locked unless a staff member is physically present (e.g., morning drop-off and afternoon pickup). Doors are never propped open during school hours.

Shepherd of the Hills has security cameras all around the outside of the building. CCS has an emergency response plan and will be training staff on protocols.

THREATS OF VIOLENCE AND BRINGING WEAPONS TO SCHOOL
Threats of Violence
Colorado Classical School seeks to promote a healthy, safe learning environment. The school does not tolerate threats of violence to oneself, or others, threatening behavior, or other acts of violence (including threats to damage school property or the property of other students), whether in school or outside of school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or seriously, whether in school or out of school, whether in person or through some other form of communication (email, text, internet posting, letter, picture, etc.) will be taken seriously by the school and may be grounds for immediate discipline, including suspension or expulsion. Following any such events, the school may suspend or expel the student or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of specified criteria, which may include certification from a mental health professional and consistent monitoring by a mental health professional.

Nothing contained herein, however, shall in any way limit or prohibit the school, in its sole discretion, from suspending, expelling, or removing any student who violates this policy.

WEAPONS
CCS currently prohibits bringing or possessing a weapon on school grounds or at school functions unless the person carrying the weapon has been trained by Able Shepherd, or a similar organization, ***specifically in the safety of firearms in a school and around children***. A person desiring to carry a weapon on campus should intentionally communicate this to school administration before bringing a weapon on site.

The school will act to enforce this policy and take appropriate disciplinary action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Regarding weapons, CCS holds the following:

> *Definition.* A "weapon" means any object, device, or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as weapons.

No student shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes (e.g., lasers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm or intimidate, and such use will be treated as the possession and use of a weapon.

Violations
In the event of violation of this policy, the school may impose disciplinary action in its sole discretion, including, but not limited to, suspension or expulsion. The school also may make a referral or report to appropriate law enforcement for any violation of this policy or take any other action which it deems necessary in the best interest of the school or to protect the safety of its students, staff, and visitors.

HEALTH & ILLNESS
Children showing signs of contagious illness may not come to school. This is for the protection of the sick student, other students, and staff. If a parent administers medication related to the presenting condition/illness, the parent should keep the child home until he or she is symptom-free for 24 hours.

If a child demonstrates symptoms of illness at school, the parent will be contacted to immediately pick up their child. If a parent cannot be contacted, an emergency contact will be called to pick up the child. The ill child will be isolated from other students and be supervised in the school office by a school staff member until the parent or emergency contact arrives.

The child may return to school based on the return-to-school protocols stated below. CCS reserves the right to request a statement from the child's health care provider. If a child has been ill and taken to see a physician, please provide a note from the doctor that indicates when the child is safe to return to school. It is the parent's responsibility to inform the school if their child has a communicable disease such as: COVID-19, measles, mumps, meningitis, TB, hepatitis, ringworm, chicken pox, salmonella, hand foot and mouth disease, etc. A child may be readmitted without a statement from a health practitioner only if the child has been absent for a period of time equal to the longest incubation period of the disease.

Remember, the best way to prevent the spread of infection is through good hand washing.

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities.
2. The child requires more care than CCS staff can provide, without affecting the health and safety of other children.
3. The illness is on the list below.

WHEN TO KEEP A CHILD HOME

Colds

Please keep your child at home if he has a fever over 100 degrees or is experiencing discomfort that would interfere with his ability to perform in school. If your child has a mild, intermittent cough (e.g., can go 15 minutes without a cough), she may be considered safe to attend. However, if a child coughs constantly, this may indicate an infection which can spread by cough droplets.

Conjunctivitis (pink-eye)

Follow your doctor's advice for returning to school.

Diarrhea/vomiting

More than two abnormally loose stools in a single day should be considered infectious and given a 24-hour waiting period. A child with vomiting should stay at home and return to school only after being symptom-free for 24 hours.

Ear Infections

Not considered infectious in itself, but the cold that sets it up may be infectious, so make your decision according to those symptoms.

Eye Discharge

If discharge is wiped away and new discharge returns, there is probably an underlying infection which should be considered contagious.

Fever

Your child should remain at home with a fever greater than 100 degrees. Your child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

MEDICATION AT SCHOOL

No medication of any kind is administered in the office without a doctor's note and parent consent, and the parent must complete a Medical Administration Form located in the office. Medication which may be required by any student must be supplied by a parent and brought to school in the original container, properly labeled with the name of the student and identification of medication, dosage, and the time to be administered. If possible, medications should be taken at home before and after school. At no time may a student bring medication (including over-the-counter-drugs) to school without following all of the procedures listed above. Parents may come to the school and administer medication to their child at any time.

Students with asthma requiring an inhaler or allergies requiring an EpiPen must have a Care Plan completed by the doctor stored at school at all times. Ask your doctor to create a Care Plan for your student with asthma or allergies. The Office Manager is available to assist parents in equipping the school faculty and staff to provide the necessary care for students should they need medical care.

SERIOUS DISEASES

Serious diseases are those diseases which are potentially life-threatening or which can cause permanent bodily damage, and can be communicated from one person to another via air or bodily fluids. Examples of these diseases include spinal or viral meningitis, and pneumonia. Students who contract these diseases may not return to school until certified as healthy and/or capable of returning to school by a physician. The common cold, mild forms of influenza, chicken pox, strep throat, and similar illnesses, though

unpleasant and contagious, are not considered serious diseases. Colorado Classical School reserves the right to call local health officials or the Center of Disease Control when it discovers that a student, faculty member, or staff member has contracted a serious communicable disease in order to obtain more information concerning the disease. CCS cannot be held responsible if a serious communicable disease is introduced to the school without its knowledge.

ILLNESS AND ACCIDENTS AT SCHOOL

Colorado Classical School has a nurse who consults with the school but is not present during all school hours. Students who become ill at school will be sent to the office where the decision will be made to call home. A sick student will remain in the school office or an assigned area until a parent or authorized adult can pick him or her up from school.

If a student becomes ill or is injured, parents will be notified as soon as possible. Should the situation be serious, CCS will call 911 to request appropriate medical assistance and attempt to reach parents at all phone numbers provided. Minor scratches and bruises will be treated with ice or Band-Aids, but CCS is not permitted by state guidelines to use antiseptic spray or cream, or medicine of any kind. Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

ACCIDENT REPORTS

All head injuries without consideration for severity, and any injury that will significantly alter the child's appearance at pick-up (e.g. large cuts, abrasions, bruises), will be documented in an Incident Report through the student information system, which details how the injury occurred, who witnessed the accident, and how the injury was treated at the time, including recommendations for follow-up care should it be necessary. This Incident Report is filed in the child's student records. The information in this report may contain information of a private or confidential nature, and therefore all reports are managed internally with discretion.

GENERAL INFORMATION

DROP-OFF AND PICK-UP PROCEDURES

When dropping students off, CCS parents must pull through the chain link gate and park. At **8:00 AM (no earlier)**, students may walk on the sidewalk to the school entrance without parent accompaniment. All parents should wait to visually confirm their student has entered the school doors before driving away. Students should not line up along the outside wall before 8:00 AM.

If a parent is planning to enter the school building in the morning, they should park in the main parking lot and walk together with their children across the parking lot to the school entrance. Students may not cross the parking lot without an adult due to safety concerns with all of the cars moving through the parking lot.

If a student arrives with a parent after 8:10 AM, the parent must accompany the student into the office to sign the student in. Students may not sign themselves in or out of school.

Once the student has checked in, they are considered to be "at school" and the responsibility of CCS. Parent goodbyes should take place before check in.

The afternoon car line begins at 3:30 PM. Parents must pull through the chain link gate and follow the orange cones. Students will be called and instructed to walk outside the cones until they reach their parent's car. Students will be released only to a parent or an adult on the student's authorized release form.

LATE PICK-UP
Unless the carline itself causes a delay, students who are not picked up by 3:40 will be sent to the office to wait, at which time a $5-fee will be assessed, followed by $1 per additional minute late. Parents must sign students out at the office once they arrive. Fees will be automatically charged to the family's account and are non-negotiable. Teachers of students picked up late are not authorized to discuss, or negotiate, late fees in any way. Exceptions will not be made for traffic or any other unforeseen circumstances. In the event of severe inclement weather, exceptions may be made at the discretion of the administration.

AUTHORIZING ANOTHER ADULT TO PICK UP YOUR CHILD
For the safety of students, all students must be picked up by either a parent or by an authorized guardian as indicated on the CCS authorized release list. If any person arriving to pick up a student is not a parent or is not listed on the student's authorized release form, that person will not be permitted to pick up any students. Exceptions may not be made based on apparent familiarity, recognition, or friendship. If a person not already familiar to the teacher or administrator picks up a student, he must show a photo ID to validate himself as authorized to pick up the student. ***If your child will be going home with another CCS family, notify the school before 2:00 PM by calling the front office or sending an email to attendance@coloradoclassicalschool.org.***

SCHOOL CLOSURES
CCS is located in Colorado where snowy and icy conditions are a regular part of each winter. However, the safety of students, parents, and teachers is paramount, so in the event of severe weather, school may be closed or delayed.

In the event of severe inclement weather, power failure, or a similar major problem, the decision to close school will be made by 6:00 AM on the day in question. CCS will send an email to all parents and staff.

How does CCS determine whether to close or delay school? The following factors are taken into consideration:

Are Littleton schools open or closed? Littleton School District maintains a set of experts with a rigorous weather protocol. CCS is located in Littleton district and thus Littleton/Arapahoe County actions largely determine our course.

What is the weather outlook? Current conditions may worsen, or improve, and as such decisions are based on both current and future safety.

Occasionally schools are delayed due to weather conditions at bus stop times in the mornings. Those delays may or may not be relevant to our school.

If CCS decides to close or delay school, how will parents know?

Parents will receive an email, normally no later than 6:00 AM on the day in question.

Will missed school days be made up?

After the third missed day of school due to weather, instructional days must be made up. The school will notify families of the make-up days which will be held on Fridays in April or May. Up to three missed days of school will be made up for all K-8 academic programs starting after the third missed day. Delayed start days will not be made up.

During severe inclement weather when school remains open, families with a long distance to drive or who lack appropriate transport for the weather may arrive late without incurring a tardy as long as there is a good faith effort to be on time. It is acceptable in the case of extreme inclement weather for a parent to decide that the family does not have a safe means of transporting their child to and from school, even if school is not canceled. This decision is respected by the school and school work from that day will be

made available promptly to the child who missed a day. These will be considered excused absences, within reason.

INCLEMENT WEATHER/RECESS

Outdoor recess time is important for all students even when the weather is not ideal. CCS's standards for outdoor vs. indoor recess are below.

Students will remain inside if:

The outside temperature is 20 degrees Fahrenheit or lower at the time of recess.
It is raining.
It is snowing heavily.

Students will go outside if:

The outside temperature is above 20 degrees at the time of recess.
It is snowing lightly and above 20 degrees.

Please ensure that your student brings appropriate cold-weather clothing to school each day. Students without adequate clothing will either attend outdoor recess regardless, or spend the recess in the office (on colder days) based on the discretion of the school.

LUNCH AND SNACKS

Colorado Classical School does not offer a hot lunch program. All students must bring a box/sack lunch to school each day. In the event that a parent forgets to send a lunch, or a student leaves their lunch in the car, it may be dropped off in the school office before 12:00 PM.

Due to the time allotted for lunch, it is not possible for the teacher to microwave or prepare lunch for a child. Please keep this in mind when packing your child's lunch, and prepare all food so that it is ready to eat and does not require assistance from an adult. CCS does not provide plasticware.

Please send a healthy snack that is suitable for energizing your child during their work day. For the sake of time and in consideration of the teacher, please do not send snacks that require cooking or any adult assistance. Students should bring a water bottle to school every day, so there is no need to send a drink for snack time.

Please notify the staff if you are sending in a treat for a birthday or special occasion.

USE OF STUDENTS IMAGE AND LIKENESS

Parents/guardians may give or deny consent for photographs, audio, video, or electronic or digital images or likenesses of their student(s) to be used by CCS for exhibition, public display, publication, publicity, etc. on their annual registration forms. All images procured by CCS become property of CCS and may be used after the student is no longer enrolled at CCS.

MODIFICATION OF POLICIES

The Board or administration of Colorado Classical School reserves the right, in their sole discretion, to alter, amend, or repeal any policy, or to adopt new policies when determined to be in the best interest of the School, following written notice to all Parents/Guardians by the Head of School. Parents agree to abide by the current policies and any changes or modifications made pursuant to this provision.