

# ***pl Carbon Valley Academy K-8 Family Handbook***



**2024-2025**

## **Vision:**

*CVA K-8 strives to foster an inclusive community that focuses on individual empowerment through intentional learning opportunities that inspire academic and character development.*

## **Values:**

**COMMUNITY BELIEF CHARACTER**

### **School Hours**

7:30am- 4:00pm

### **School phone number**

(303) 774-9555

**Contact Information: 2023-2024 School Year**

<b>Position</b>	<b>Person</b>
Principal/Academic Director 303-774-9555	Michele D. Saller <a href="mailto:michele.saller@cvamail.com">michele.saller@cvamail.com</a>
Business Manager/Vendors 303-774-9555 x 102	Jessica Ferreri <a href="mailto:jessica.ferreri@cvamail.com">jessica.ferreri@cvamail.com</a>
Front Desk Receptionist 303-774-9555	Maria Olivas <a href="mailto:maria.olivas@cvamail.com">maria.olivas@cvamail.com</a>
Clinic/ Director of Transportation 303-774-9555 x 115	Kristen Wilkinson <a href="mailto:kristen.wilkinson@cvamail.com">kristen.wilkinson@cvamail.com</a>
Student Registrar/Withdrawals 303-774-9555 x 126	Dori Austin <a href="mailto:dorian.austin@cvamail.com">dorian.austin@cvamail.com</a>

**CVA Motto:**

**Be Nice, Work Hard**

### ***CVA K-8 Board Philosophy:***

- CVA K-8 will provide a classroom and school culture that will create the best learning environment for students through high expectations of student discipline and character. We believe that children and young adolescents need to develop respect for others, to grow in their own insight into ethical values and principles, and to be able to live and work collaboratively with others.
- CVA K-8 believes that parents are their children’s first teachers and those parents delegate to us in a cooperative spirit the responsibility of their child’s education.
- CVA K-8 believes that students thrive on challenge and learning at their “resistance level” and will strive to help develop individualized and rigorous learning goals collaboratively with the students in the area of language arts and mathematics.
- Further, at Carbon Valley Academy, a high priority is placed upon character development, critical thinking, collaboration, social emotional learning and communication in order to develop the whole child.

### **Carbon Valley Academy Character Code of Conduct**

#### ***Character and Citizenship***

The Carbon Valley Academy Code of Conduct is founded on nine Character Traits, which are reflected both in our positive behavior system as well as in our discipline structure. Every month, each trait will be highlighted in classroom teaching and culture as well as throughout the school with the exception of August, during which our motto BE NICE; WORK HARD and our value of COMMUNITY will be featured. Individual

students reflecting these traits will be celebrated at monthly Character Assemblies, and during Board of Directors meetings.

Each Character Trait is defined as follows

1. **Responsibility**: to do the things you are expected to do and to accept the consequences of your actions.
2. **Respect**: to recognize and appreciate the rights, beliefs, practices and differences of other people.
3. **Patriotism**: love and devotion to one's country and community.
4. **Courage**: strength in overcoming fear and carrying on against difficulties.
5. **Honesty**: being truthful and sincere with your words, actions, and thoughts.
6. **Work Ethic**: understanding the importance of doing work and a desire to work hard.
7. **Friendship**: having a strong liking for and trust in another person.
8. **Perseverance**: overcoming challenges and sticking with something, even when it is hard.
9. **Compassion**: -to recognize the struggles of others and then take action to help.

### **History of the CVA Charter, Mission and Goals**

Pursuant to the Colorado Charter Schools Act, we seek “to provide parents and pupils with expanded choices in education opportunities that are available within the public school system.”

Carbon Valley Academy's (CVA) mission and goals are truly a community effort and represent different faiths, cultures and economic standings. The mission was developed largely from input at three community meetings that were advertised door to door through the free distribution and paid subscriber edition of the *Farmer and Miner*, in various local and surrounding area newspapers, area businesses, recreation centers, libraries and via word of mouth. At these meetings, approximately 100 families who are residents of the Tri-Town and surrounding areas were asked to write down what elements they would need to see in a successful charter school located in the Tri-Town area. According to those feedback sheets, the overwhelming answers were:

- Parent involvement
- Higher academic standards and a more challenging curriculum than are currently available as the norm in their local public school
- Character Ed that reflects higher standards and promotes a positive learning environment

These answers were “fill in the blanks” and not suggested to parents by the Founding Board.

Carbon Valley Academy’s mission and goals are in compliance to the purposes set forth in the Colorado Charter Schools Act. As stated in CRS 22-30.5-102:

“It is the obligation of all Coloradoans to provide all children with schools that reflect high expectations and create conditions in all schools where these expectations can be met. Education reform is in the best interests of the state in order to strengthen the performance of elementary and secondary public school pupils, that the best education decisions are made by those who know the students best and who are responsible for implementing the decisions and therefore, that educators and parents have a right and a responsibility to participate in the education institutions which serve them: Different pupils learn differently and public school programs should be designed to fit the needs of individual pupils and that there are educators, citizens and parents in Colorado who are willing and able to offer innovative efforts.”

## **THE CVA BOARD**

The Vision of Carbon Valley Academy is:

*CVA K-8 strives to foster an inclusive community that focuses on individual empowerment through intentional learning opportunities that inspire academic and character development.*

The Board believes that leadership occurs throughout the organization. Leadership is formal, through positions with formal authority including the board, executive director, Principal, staff, volunteers, and student leaders. It is also informal, through the contributions of influential members of the Carbon Valley Academy community. Leadership is the responsibility of both formal and informal leaders to promote the vision and mission of Carbon Valley Academy.

Such leadership develops and sustains a positive, student centered organization culture through communication and decision making which is uncompromisingly truthful, transparent, and respectful. It ensures that students feel safe and respected by staff and

other students. It holds individuals and groups accountable for actions consistent with core values and goals. Such leadership sustains high morale and motivation by sharing decision making authority, within boundaries, with those who are accountable for results. It develops understanding and earns the loyalty of students, their families, and staff through consistent and constant telling and retelling of the Carbon Valley Academy story. It always focuses on the execution of decisions and the results achieved. It is grounded in trust, caring, and positive relationships.

The Board is resolute in carrying out its leadership role. It believes in defined roles which clearly delineate the authority and accountability of the board to secure for Carbon Valley Academy fiscal sustainability, a vibrant and relevant vision and mission, a strategic context in which goals and improvement targets are defined and achieved, and a well-defined and highly effective relationship with the Principal and/or the Executive Director.

The Board believes Carbon Valley Academy is a Kindergarten through Eighth grade organization serving the Carbon Valley and its immediate surroundings. It believes in fostering a small school feel while meeting the academic needs of all children attending CVA.

The Board embraces a hybrid version of Carver Policy Governance as the most effective means to continually improve its ability to:

- Define results to be achieved with students;
- Delegate authority and its limits to the Principal/Executive Director through which to achieve these results;
- Hold the Principal/Executive Director accountable for results and the quality of operations; and
- Provide broad fiscal and program oversight necessary to be highly informed strategic decision makers.

The Board is committed to hiring and retaining exceptional talent in the Principal/Executive Director position. It is equally committed to providing an environment within which the Principal/Executive Director may assemble and develop talented staff and volunteers to perform at exceptional levels throughout the organization. The Board believes this is the surest route to producing the extraordinary education program envisioned for the students of Carbon Valley Academy.

The Board believes the extraordinary education program is demonstrated by

- High positive academic growth of every student;

- Commitment to and demonstration of the character traits Respect, Responsibility, Patriotism, Compassion, Work Ethic, Friendship, Honesty, Perseverance, and Courage;
- Students who apply their solid foundation of knowledge in an integrated fashion to solve problems and successfully respond to future challenges and opportunities.

The Board believes that talented staff performing at exceptional levels develops students who achieve extraordinary growth when there is an intense commitment to:

- Quality;
- The growth of every student without exception;
- Making decisions which are data driven, from the classroom to the boardroom;
- Implementing a rigorous curriculum which provides for differentiation among students by staff who know how to differentiate instruction;
- Continuously improving instruction through systematic professional development and individual effort in a team environment;
- Utilizing learning styles in instruction;
- Developing student character in our core traits: Respect, Responsibility, Patriotism, Compassion, Work Ethic, Friendship, Honesty, Perseverance, and Courage;
- Remunerating staff through a system which reflects what is valued in instruction, staff involvement and leadership; and
- Open two-way communication in all conversations.

The Board believes that this vision for Carbon Valley Academy is best achieved by proactively developing partnerships between and among the members of the Carbon Valley Academy community, the broader educational community, local and regional government, private agencies, and the general citizenry.

Through these partnerships and results-driven leadership relentlessly focused on students, Carbon Valley Academy will achieve our vision of extraordinary student growth in academic achievement and character development.

### **Eligibility and Election of Board Members**

- No members may be employees of the charter school.
- All Board members are subject to background checks.

- Board members are not entitled to compensation for their services, but may be entitled to reimbursement from the school for any reasonable expenses incurred in performing services for CVA, as deemed reasonable by the Board of Directors.
- Only one member of any family may serve on the Board at any time.
- Board members will elect the officers of the Board after each election. The officers will be President, Vice President, Secretary and Treasurer.
- In the event of vacancy through resignation, dismissal or otherwise the Board may fill the vacancy by appointment for the remaining portion of the vacant member's term.

### **Carbon Valley Academy Curriculum and the Academic Plan**

- The "Core Knowledge" movement is an educational reform based on the premise that a grade-by-grade core of common learning is necessary to ensure a sound and fair elementary education. The movement was started by Professor E. D. Hirsch, Jr., author of Cultural Literacy and The Schools We Need, and is based on a large body of research in cognitive psychology, as well as a careful examination of several of the world's fairest and most effective school systems. Professor Hirsch has argued that, for the sake of academic excellence, greater fairness, and higher literacy, early vs schooling should provide a solid, specific, shared core curriculum in order to help children establish strong foundations of knowledge. After wide consultation, the content of this core curriculum has been outlined in two books — The Core Knowledge Preschool Sequence and The Core Knowledge Sequence, K–8 — that state explicitly what students should learn at each grade level. Currently, hundreds of schools and thousands of dedicated educators are participating in this school reform movement throughout the United States.

Core Knowledge is:

- **Solid:** Many people say that knowledge is changing so fast that what students learn today will soon be outdated. While current events and technology are constantly changing, there is nevertheless a body of lasting knowledge that should form the core of a Preschool-Grade 8 curriculum. Such solid knowledge includes, for example, the basic principles of constitutional government, important events of world history, essential elements of mathematics and of oral and written expression, widely acknowledged masterpieces of art and music, and stories and poems passed down from generation to generation.

- **Sequenced:** Knowledge builds on knowledge. Children learn new knowledge by building on what they already know. Only a school system that clearly defines the knowledge and skills required to participate in each successive grade can be excellent and fair for all students. For this reason, the Core Knowledge Sequence provides a clear outline of content to be learned grade by grade. This sequential building of knowledge not only helps ensure that children enter each new grade ready to learn, but also helps prevent the many repetitions and gaps that characterize much current schooling (repeated units, for example, on pioneer days or the rainforest, but little or no attention to the Bill of Rights, or to adding fractions with unlike denominators).

- **Specific:** A typical state or district curriculum says, "Students will demonstrate knowledge of people, events, ideas, and movements that contributed to the development of the United States." But which people and events? What ideas and movements? The Core Knowledge Sequence is distinguished by its specificity. By clearly specifying important knowledge in language arts, history and geography, math, science, and the fine arts, the Core Knowledge Sequence presents a practical answer to the question, "What do our children need to know?"

- **Shared:** Literacy depends on shared knowledge. To be literate means, in part, to be familiar with a broad range of knowledge taken for granted by speakers and writers. For example, when sportscasters refer to an upset victory as "David knocking off Goliath," or when reporters refer to a "threatened presidential veto," they are assuming that their audience shares certain knowledge. One goal of the Core Knowledge Foundation is to provide all children, regardless of background, with the shared knowledge they need to be included in our national literate culture.

Carbon Valley Academy is committed to using the Core Knowledge Sequence with slight variations.

### **Eureka/Embarc MATH-the most widely used curriculum in the United States**

Numbers should add up to more than a right answer. They should inspire aha moments and joyful connections. Eureka Math sets a new standard for rigor, coherence, and focus in the classroom so students gain a deeper understanding of the why behind the numbers, all while making math more enjoyable to learn and teach.

Thoughtfully constructed and designed like a story, Eureka Math is meticulously coherent, with an intense focus on key concepts that layer over time, creating enduring knowledge. Students gain a complete body of math knowledge, not just a discrete set of skills. They use the same models and problem-solving methods from grade to grade, so

math concepts stay with them, year after year. Students learn to think, strategize and solve problems... not just get answers.

### **Specials/Electives**

Elementary students will complete Art, Music, Physical Education, Technology, and Spanish each week with their grade level class. Students will be assessed before beginning coursework to determine where the best placement will be for them during each unit of language arts and mathematics. Depending on how they assess, they may be able to work at their own grade level or on deeper, more critical thinking experiences with other students in groups that will best challenge them in math and language arts.

Middle School students will be able to choose their top electives desired in Spanish. Art, Technology, Music, and P.E. classes are chosen electives.

### **Learning Environment**

We at CVA K-8 believe there is a huge difference between enabling students and EMPOWERING students. Teaching students how to critically think helps them develop into innovative thinkers and creative problem solvers which we all know is essential to a successful life both inside and outside of the classroom. We are working to be intentional and strategic with our learning experiences so that they offer a certain level of struggle. We believe that productive struggle leads to deeper learning and the ability to retain that learning.

Help us make words like perseverance, patterns, structure, precision and tools be commonplace in our students' vocabulary.

### **Teaching Human Sexuality**

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs and reproduction, in a gender-separated environment. Eighth grade will also have a reproductive and wellness unit of study in Science.

### **Teaching Evolution**

Much of modern biology rests on the theory of evolution. The Core Knowledge Sequence introduces the theory of evolution in 7th grade. We will adhere to the Core Knowledge Sequence. The theory of evolution in relation to human origins will not be

taught at this time. The teaching of evolution is not intended to exclude other theories of human origins and development.

## **Teaching of Religion**

Carbon Valley Academy will encourage all students, parents, and staff members to appreciate and respect each other's religious views. Within the Core Knowledge sequence, religion is discussed in relation to world history and culture and is a critical piece to a culturally literate education. When it is educationally appropriate (as it occurs within the established curriculum), discussion of religion will be conducted in an open, objective, and respectful manner as a basis for gaining knowledge and perspective.

Important points within the Carbon Valley Academy procedures are:

- The school's approach to religion is academic
- The school may expose students to a diversity of religious views, but may not impose any particular view
- The religious beliefs of the staff, students and their families will be respected
- When the study of a world religion occurs in the curriculum or as a logical extension of the curriculum, the discussion and teaching of the religion will be conducted in a manner consistent with the above guidelines
- Historical accuracy demands that teachers pay special attention to truthfully representing history, even when it involves motives and foundations based on religion. Examples of this would include being historically accurate in describing the Pilgrim's reason for immigrating to America (religious freedom), or the strong motivation provided by the faith convictions of the forefathers of the United States

Volunteers and party planners should be aware of these guidelines.

## **Homework Procedures**

Students on an educational contract or those students falling behind their classroom assignments may be required to complete additional work at home to maintain progress and develop content mastery. Consistent opportunities exist for students to master and practice concepts within the regular school day and our goal is to offer additional opportunities for students to PRACTICE their learning towards mastery at home. It will be the responsibility of each teacher/student/family to evaluate whether or not the completion of work or additional homework is appropriate for students to master new or more difficult concepts. If homework is assigned, it will be used as a tool to help students achieve academic potential. Middle school students, grade 6-8, may be asked

to complete assignments/projects/multi-day learning activities after school hours as homework.

In addition to or for the completion of regular classroom assignments, we would like each student to read, or be read to, preferably every day. Understanding that becoming a competent reader is critical to being a good student and is the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to their education. By reading in front of your children, you model good habits and reinforce your expectations. We feel the same way about math. Developing number sense and automaticity in addition, subtraction, multiplication and division are the foundational elements of the creation of problem solving. Any time each evening that students can improve their foundational learning will only benefit their ability to THINK as they grow older.

We at CVA K-8 also believe that we must develop THINKERS. Open ended questions and inquiry help children and adults develop the critical thinking that we need in our society right now. Creative problem solving and innovative thinking is what we strive for within our classrooms at CVA K-8. We are planning on creating homework assignments that not only develop needed mastery like sight words and math facts but we will be requesting that kids ask their families questions. PLEASE don't be bothered by the questions, we ask that you embrace them and ask your kiddos questions back like: "What do you think?" "Can you connect this thinking with anything you have experienced or done or thought about before?" "It made me think about..." etc. Promoting discussion through questions is where it is at.

## **CVA Policies and Procedures**

### **School-wide Safety**

Safety at CVA K-8 is our number one (#1) priority! All visitors must enter through our front door where they will need to be "buzzed" in. All visitors will be "Raptored" and given a sticker that makes all adults aware that their person followed our procedure. Our Raptor system requires a driver's license and it runs the information through CBI to determine that the individual is deemed "safe to enter". Staff has been informed to interact with anyone who is not stickered and to escort them to the front desk in order to follow our safety procedures. This rarely happens due to the only entrance into our building that doesn't require a key/key card is our front entrance which is monitored by our front desk receptionist.

Safety drills will be run based on the expectations from CDE and Frederick PD/FD. You may need to pick up your child and arrive at school to find us in the middle of a drill. Please be patient! Your child's safety is our number one priority and we must make sure that everyone understands the procedures of when/if an emergency happens.

Examples of drills that be consistently run:

Fire

Severe weather

Lockdown

Secure (formerly known as Lockout)

Hold

## **Student Safety**

### **Code of Conduct and Behavior**

The origins of the word "discipline" lie in the Latin word *disciplina*, which means "teaching" or "learning." To discipline is to instruct. At Carbon Valley Academy K-8, teachers and administrators know that discipline is an essential component of academic achievement. The ultimate goal of CVA's discipline plan is to help you become a person who behaves well on your own – not just when under the direct supervision of adults. All situations requiring a disciplinary consequence will be seen as a learning opportunity for you with the goal of not making the same mistake again. Restorative Practices will be a part of any consequence given to you where you learn to fix the harm that was created.

With COMMUNITY being one of the core values at CVA K-8, we value the role that you play within our community. We are depending on you to play the specific role of a student, who is empowered to use their voice to support and follow the expectations/guidelines created within our community. Communities depend on members to support the big picture and goals of the community. When you make the choice to go against the community we request that you "fix the harm" that was created to allow the community to move forward.

The management structure will be followed when addressing your misbehavior.

Classroom level guidelines:

- Multiple redirections from teacher (often 1st, 2nd and 3rd chances)
- Final redirection of teacher (this is your last chance)

- Written refocus form--personal reflection of choice made
- Teacher/student conversation about your choice and reflection form
- Removal from class to refocus/time out area– SEL room/buddy classroom
- Parent phone call/conversation
- Loss of privilege/extra duty during the day
- Lunch or After school detention
- Restorative Practice consequences

Administration level:

- Restorative Practice
- Community Service during/before or after school
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Individualized Behavior/Safety Plan
- Modified class schedule (shortened days)

Teachers or administrators have every right, at any time, to search students and their possessions under reasonable suspicion for contraband or weapons.

A thorough and complete investigation will happen for every occurrence to ensure due process to every student/person involved in any inappropriate situation that comes to the front office.

### **Due Process**

At CVA K-8 due process is important to us. Multiple chances will be given to students with the opportunity to change or fix their behavior before walking down a disciplinary path (sometimes we just don't realize what we are doing and we need it brought to our attention). Names will be gathered from the students involved, and conversations with all students involved will happen in order to offer due process. Students will be questioned and often asked to write a written statement that will be discussed. Consequences will be handed out based on the results of the investigation.

### **Grounds for Suspension or Denial of Admission**

In addition to state law 22-33-106 we also include:

- Repeated infractions of CVA discipline policy.

- Repeated conduct or a pattern of behavior, which substantially or materially disrupts or interferes with school programs or activities, or otherwise interferes with the school's ability to provide educational opportunities to other students.
- Theft, willful, or grossly negligent damage, vandalism or destruction of school property or private property on school grounds or at a school activity. Threat of physical harm to another another student or staff member
- Assault, physical or verbal abuse, or any form of intimidation or hazing another student or denying other person on school grounds or at a school activity.
- Behavior off school property which is detrimental to the welfare of other students or school personnel, including behavior which creates a threat of physical harm to the student or to other students (i.e. Facebook, Instagram, Twitter, Tik Tok)
- Knowingly making a false accusation of, or intentionally, giving false information regarding child abuse, sexual harassment, sexual misconduct; and/or allegedly committing an offense referenced in the Colorado Criminal Code when on school grounds; at a school activity, or under circumstances having a substantial effect on school programs or activities.
- Carrying, bringing, using or possessing a dangerous or deadly weapon, or using any other objects so as to render them dangerous to the user or to others, without authorization from the school or the school district on school grounds or at a school activity or under any other circumstance that has a substantial effect on school programs or activities.
- Activities and actions reasonably considered to be gang related which occur in the school on, school grounds, or at a school activity. "Gang" is defined in Colorado school law 22-25-103 (3.5) "a group of three or more individuals with a common interest, bond or activity characterized by criminal or delinquent conduct, engaged in either collectively or individually." Any cult or gang related symbols or materials will result in a phone call to parents and an infraction of dress code and may result in a seizure of said contraband and at the administration's discretion be used in a suspension hearing.
- Manufacture, use, possession, sale, transfer, or distribution of alcoholic substances or illegal drugs, or being in an impaired state apparently caused by the use of alcohol or illegal drugs at the school.
- Cheating, forgery, or any student manipulation of any assessment system will result in a recommendation for suspension

## **School-wide Communicable Diseases Policy/Procedures**

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CVA K-8 will honor personal and parent choice with regard to mask-wearing.

We recognize some staff or students may choose to wear a mask while inside CVA if they are feeling ill or sick or more often, have a cough. As always, our school and classrooms will provide a safe and welcoming environment for all students and staff. Behavior such as “mask shaming” will not be tolerated. We request that you follow your doctor’s orders and stay at home if that is what you are advised to do. Otherwise, student are always welcome to attend school.

## **Carbon Valley Academy K-8 Dress Code and Uniform Policy**

### **Objectives:**

The objective of a dress code at CVA K-8 is to promote a more effective learning environment by:

- Placing students of different socio-economic levels on an even footing in regard to their appearance.
- Eliminating the “fashion show” behavior which is a distraction in the classroom.
- Reinforcing that the primary purpose of school is education.
- Fostering good order, discipline, values, and behaviors in our students.
- Enhancing the educational environment of our students to promote learning in the classroom.
- Learning that a neat, professional, appearance is a valuable career skill.
- Building a sense of community within the school and creating an atmosphere of belonging. This sense of unity can positively affect students’ attitudes toward school and can lead to better learning and improved attendance.
- Making it easier for school officials to identify non-students while promoting a safe and comfortable atmosphere.
- Promoting time efficiency and organization. For example, parent clothes shopping and students getting ready in the morning will be simple.
- Helping students express themselves in a positive manner. For example, rather than using their hairstyle and clothing as a form of expression, students will show their true colors through the arts, music, sports, personality, and academic achievement.

### **Requirements and Details**

This uniform policy applies to all functions on school property and during all school activities in other locations unless otherwise notified. The Principal reserves the right to make judgments concerning the wearing of uniforms on school field trips.

The uniform will be clean, neat, serviceable, in good order (no holes, tears, excessive fading, slits deliberately cut, frayed or ragged), and worn properly. This also includes pant legs that are cut off and not hemmed. All uniforms should fit comfortably and not be overly baggy or tight.

### **Shirts:**

**K-5:** Shirt colors must be solid white, burgundy, yellow, dark blue, and black. All shirts **MUST HAVE collars; *contrasting details on collars are not allowed.*** All shirts and blouses must have sleeves, and shirttails must be long enough to be tucked in. Turtlenecks are allowed.

**Middle School:** Shirt colors must be solid white, burgundy, yellow, dark blue, and black. Shirts may have a collar but it is not a requirement for middle school students. All shirts **MUST be SOLID** and free of any designs or logos. All shirts and blouses must have sleeves, and shirttails must be long enough to be tucked in. Students will be asked to turn their shirts inside out if the shirt is not available for them or if a parent is unable to come to school with an appropriate shirt.

### **Sweaters/Sweatshirts (HOODIES):**

Accepted styles are:

- Plain knit v-neck
- Crew neck
- Cardigan
- Sweater vests
- Hooded sweatshirts

You are also permitted to wear CVA K-8 logoed shirts or sweatshirts sold by the school or an authorized vendor anyday.

**Solid colored sweatshirts, hooded sweatshirts, and zip up sweatshirts of white, burgundy, yellow, black, gray, khaki, or navy blue are acceptable to be worn throughout the day. Hoods on sweatshirts must NOT be worn while inside the building.**

**Any sweatshirts (with logos) other than solid colors (listed above) MUST be removed once entering the classroom.** Logo sweatshirts may be worn during lunch

and outside during recess time and also during both AM/PM arrival and dismissal. Students will be asked to turn their shirts inside out if the shirt is not available for them or if a parent is unable to come to school with an appropriate sweater.

### **Bottoms:**

Pants, skirts, shorts, skorts and jumper colors must be black, burgundy, khaki or navy. Skirts and skorts can also be plaid but they also need to be black, burgundy, navy, or yellow, white, and khaki.

Pants are to be trouser or cargo style without any rips in them.

Shorts, skirts must be appropriate length, as close to the knee as possible. (recommended bermuda length)

No joggers or sweatpants should be worn as uniform bottoms. Burgundy, khaki, or navy blue leggings MAY ONLY be worn under skirts, shorts, or skorts, and should not be worn by themselves.

### **Non-Uniform Apparel Guidelines**

#### **Footwear:**

Acceptable shoe styles: athletic shoes, Oxfords, Loafers, Mary Janes, hiking boots, dress boots, dress sandals and western boots. Heel height should not exceed 2 inches.

No shoes with wheels, lights, or characters; Flip flops and slippers are not allowed. Slippers and flip flops will only be allowed when specifically authorized by the teacher or Principal. (Spirit or class reward days)

#### **Outerwear:**

Coats, jackets and other outerwear must be free of inappropriate logos, verbiage and/or pictures. Outerwear must be hung up while inside the school building unless in a specific situation with approval.

#### **Jewelry and Accessories:**

No items can hang from belts such as clips, chain wallets, and pocket watches.

Jewelry should be discrete. Dangling or hoop earrings, or jewelry that could cause injury on the playground should not be worn. Plan on removing them during recess if necessary.

Upon entering the building, all students are to remove hats and other head coverings, including scarves and kerchiefs. An exception may be made by the Principal under the following circumstances:

- The student is a member of a legally recognized religious organization that requires a head covering to be worn.
- The student has a medical necessity.
- The student is wearing a CVA logo hat.

### **Free Dress Days (monthly and during Spirit Weeks)**

The third Friday of each month, or as designated by the Principal, will be a free choice day for students. It is expected on free choice days that student apparel will be appropriate for a school setting. **This is not an opportunity for students to wear a costume to school.** Shirts with crude, vulgar, profane, or sexually suggestive artwork or writing are prohibited. Apparel that advocates racial, ethnic or religious prejudice, or the use of drugs, tobacco, or alcohol, are also prohibited.

Skirts, skorts, and shorts should be longer than the shirt if it is not tucked into the bottoms. Bare midriffs are NOT allowed and appropriate undergarments should be worn. No halter-tops, tube tops, spaghetti straps or sleeveless shirts.

Tank tops can be worn, but undergarments need to be covered and the straps to the tank top need to be thicker than the undergarment. Tank tops need to be in good repair with no holes or cuts down the sides.

Capris, leggings, joggers, sweatpants, and jeans are allowed on free choice days. **Pajama pants should ONLY be worn on spirit day designated as a PJ day, NOT on free dress days.** Ripped jeans are allowed on free dress days if the rips begin below the pocket; if any higher, leggings are required underneath.

### **Spirit Weeks**

You are required to wear the school uniform if you are not participating in the school spirit week. Full participation is required. For example, if the spirit day is to wear a certain color, you must be dressed in the color and NOT just a sock or small part of the outfit have said color in it. Spirit days are created to encourage the community to show their pride and joy of being part of CVA K-8, and all community members are encouraged to participate. **The clothing during spirit week should not inhibit the ability of themselves or other students to learn.**

## **Enforcement**

If you are in violation of our dress code, you will be required to utilize clothes already located inside the school if possible before you call home to request a change of clothes. Extra uniform clothing is kept in our health clinic. You are expected to change into the shared clothing for the day and then take the extra clothing home, wash it and bring it back.

If you continue to violate the dress code, a conversation will be had with you, your family/guardian and the Principal.

## **Exemptions**

You may remain in compliance with the school uniform policy when your parents or guardians have secured an exemption.

Some examples of exemptions are as follows:

- Noncompliance derived from financial hardship.
  - Please reach out to the health office if you are in financial hardship, we may have sizes available to purchase used for a discounted price.
- Wearing the school uniform violates a students' sincerely held religious beliefs.
- Wearing the school uniform violates a student's medical profile.
- Wearing a uniform of a nationally or locally recognized youth organization such as the Boy Scouts or Girl Scouts on days approved by the school.
- Newly enrolled students in their first week of attendance at school.

The Principal may approve occasional special days where exceptions to this uniform policy may be allowed for some or all students.

## **Parent – Teacher Interaction/Communication Structure**

At the center of the educational process are the student, teacher and parent. A fully functioning classroom is one in which teachers and parents are working together on the behalf of the best academic interests of students. It is expected that parents and teachers make every effort to work positively with each other at every turn. As adults, we must model positive interaction for our students. The following parameters will help facilitate a positive professional relationship:

- Parents will make arrangements in advance to set up meeting times with teachers.
- Teachers will make every effort to communicate with parents in a timely manner. (CVA response time expectation: within 24 hours)

- The responsibility for teacher evaluation rests with the Principal.
- Before entering classrooms, parents will secure mutually agreed upon times and dates with teachers.
- All volunteers to CVA K-8 classrooms, will view our Volunteer Boot Camp ( link located on website and in weekly newsletters) where volunteers will learn our vision, philosophy of instruction, values, expectations and advice on how to be the very best volunteer.
- All visitors will check in with the front office before entering the school and receive a badge.
- Parents and teachers will always keep the best interests of the student(s) the highest priority.
- A teacher's right to professional educational practice will be respected.
- Teachers will champion parents as central to the educational process and parents will champion teachers as an essential piece of student learning.

### **Parent/Teacher Organization–School Support Committee**

New to CVA this last school year, a School Support Committee was born due to the interest in "bridging the gap between the classroom and the living room".

**We understand how busy and strapped everyone is in today's world but are always looking for new ways to build this connection and make it as strong as possible. Be on the lookout for meet ups, surveys and Google forms/surveys to stay informed and in touch with CVA K-8. You are an essential stakeholder in our COMMUNITY and want/need your input!**

### **School Accountability Team**

This important committee will consist of teachers and parents and is required by the State of Colorado to make recommendations to the Principal regarding the performance of the school. Each year schools are required to create an Improvement Plan (UIP) and submit it to the Colorado Department of Education (CDE). BE on the lookout for an invitation to this important team meeting.

### **Attendance Policy**

Your child MATTERS to us at CVA K-8 and we want them at SCHOOL!

Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. This relationship between attendance and achievement may appear early in a child's school career.

Regular attendance fosters a classroom community between teachers and children. Students who attend school are more likely to succeed academically. Students gain background knowledge from discussions while learning in school. Attending school also provides time for social interactions with peers.

The State of Colorado requires by law for compulsory school attendance of all children between the ages of 7 and 16. CVA strongly encourages strong student attendance. The responsibility for compliance with Colorado law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance. This attendance record is a piece of your student's permanent file and will follow them throughout the K-12 school experience. Absences will be labeled **excused or unexcused**.

- An **excused** absence is due to illness, doctor appointment, serious illness, or death of a family member and parents make contact with the school with an explanation.
- An **unexcused** absence is when a student is out of school (absent from) with no knowledge shared with the school.
- An **explained** absence is excused as the parent takes the student out of school with the principal's prior knowledge/approval. (3 day or more vacation)

ALL vacations/trips (**explained** absence) that are for 3 days or longer MUST be pre-approved by the principal. Classroom teacher(s) MUST be made aware in order for them to provide any required classwork. A minimum of 5 days notice is requested in order for pre-approval to happen.

Please bring your questions to the front desk to receive the appropriate documents needed for preapproval.

**CVA K-8's FAMILY attendance policy is as follows:**

- We request that parents/guardians notify CVA of a student's absence by 9:00 am the day of the absence. Please contact the school at 303-774-9555 or [email the](#)

attendance clerk Maria at [maria.olivas@cvamail.com](mailto:maria.olivas@cvamail.com) to report your child's absence.

- CVA's Attendance clerk will reach out by the end of the day to make contact with parents/guardians (if no contact has been made) to learn more about the specific reason for the absence in order to label it excused.
- If CVA does not receive information from a parent or guardian by 9:00am of an absence, St. Vrain Valley School District's Infinite Campus (IC) system will automatically notify the parents of the absence via phone call and email.
- The absence will remain unexcused if no contact is shared from the parent/guardian with CVA.
- Students or parents/guardians are expected to connect with teacher(s) for any missing work that will be needed to be made up during the absence. Students receive 1 day per absence to make up work.

As a way to maintain our attendance policy, CVA will send out attendance letters to keep you updated throughout the school year. The goal of this communication will be a way to help prevent truancy from happening.

- You will receive the first attendance letter after your child's 6th absence. This letter is informational in nature with the hope of your child's attendance becoming more consistent once the letter has been received. **It is an informational letter only; we just want to keep you informed of the total number.**
- You will receive a second letter after your child's 10th absence. Included in the letter CVA K-8 will be requesting a phone call to see what CVA K-8 to help you get your kiddo to school consistently
- CVA K-8's Attendance clerk will continue connecting with you throughout the school year to keep you updated with the number of absences. Again, this is an informational letter from us to you. We will again want to reach out and connect

to find out if there is anything that CVA K-8 can do to help. It is amazing what we can accomplish TOGETHER!

## **Lunch at CVA K-8**

Carbon Valley Academy has contracted with St. Vrain Valley School District for the 23/24 school year for student lunches. SVVSD's Department of Nutrition Services provides quality, nutritious and well balanced meals to the CVA K-8 students. These menus will be available on the CVA K-8 website, as well as in our weekly newsletter.

Students will be able to enjoy one lunch meal at no charge each day. Additional meals and/or a la carte are not included. A lunch meal includes fruit, vegetables, entree and milk.

There is no need to pre-order your student(s) lunch.

**Requests for children with a documented medical need:** A completed request form must be signed by a licensed physician (MD or DO), advanced practice nurse (APN) with prescriptive authority (RXN), or physician assistant (PA). Please complete the Medical statement for Meal Modification - please complete one per student, as applicable:

[Medical Statement for Meal Modification](#)

### **Q: Will we need to fill out free and reduced meal applications for the 24-25 school year?**

A: It is still encouraged for all families to complete the requested income forms (**free and reduced meal application\*** or **Family Economic Data Survey\***) to ensure the district receives appropriate funding both in the classroom (general fund) and at meal time (meal program fund)

CVA K-8 is working to ensure the best possible process for you with our lunch service at CVA. This section will be updated once we solidify a more detailed process.

**\*please note the links have NOT been added yet, they will be added once they are "live" in July.**

## **Transportation**

Carbon Valley Academy will have bus routes to provide both a.m. and p.m. transportation to and from school. It is the responsibility of the parents to get their child signed up. Please go to CVA K-8's website at: <https://www.carbonvalleyacademy.org/> to locate the bus request form.

Complete the form and you will hear from our Transportation Director soon.

Facebook: <https://www.facebook.com/CarbonValleyAcademy/> to keep up to date on the information. You can locate the Transportations Handbook at the link below:

[Transportation Handbook](#)

This handbook will continually be updated as our policies change. Emails and weekly newsletters is where you will receive the most updated information.

### **Before (AM) and After School (PM) Student Supervision**

Before and After School THINK TANK Club is available on site provided by Carbon Valley Academy employees.

AM/Morning Club begins at 6:30am and runs until 7:45am where students will be dismissed and sent to line up with their class/grade level.

After School PM/THINK TANK Club hours are 3:15pm-6:00pm. A fee of \$1 per minute will be required for every minute picked up after 6:00pm.

Please click on the link below for the AM/PM THINK Tank Club Handbook:

[AM/PM THINK Tank Club Handbook](#)

Please contact Kristen Wilkinson at 303-774-9555 x115 with any additional questions.

Click on the link below for FALL sign-up:

**LINK will be added no later than July 1**

We will continue to update our process and information to ensure efficient and clear communication happens between CVA and families utilizing our Before and After School care programs.

\*\*\*All students are dismissed from CVA K-8 at 3:15 p.m. All students should be picked up no later than 3:30pm unless attending an adult-supervised after-school activity.

Students will be directed to the After School THINK TANK Club if they have not been picked up by 3:45pm, and a drop-in fee will be assessed and posted in Infinite Campus.

Students may not stay with siblings who are attending after school activities if they are not involved with said activity. Students must be supervised at all times.

A \$10 pre-registration per child/per day/ per session (\$20 if they attend both AM and PM) \$12 drop in fee- day of/ per session (AM or PM) .

### **Video Viewing Policy**

From time to time, video or other media may be used to support a lesson. To be used in class they must meet a specific grade level learning objective. The teacher must preview videos to ensure that they are appropriate. Below are the defined categories based on grade level:

- K-3: Only G-rated movies will be used.
- 4-5: Only G or PG rated movies will be used.
- Middle School: Only G or PG rated movies will be used. If a PG-13 movie is to be used, the teacher will seek parental permission.

### **Cell phone policy**

All cell phones must be placed on vibrate or turned off and put out of sight during the school day. **This expectation is school-wide meaning, students, staff and volunteers.** People assume you are on your phone when the phone is out and visible and school is not the place to be on your cell phone. School is not the place to be on your cell phone. Classroom teachers will have more information pertaining to cell phones based on the specific grade level. CVA K-8 is not responsible for lost or stolen cell phones.

**Cordless and bluetooth earbuds (ex: airpods) are not allowed during class time. If students are required to listen to audio for a lesson, headphones MUST be CORDED.**

**We recommend that students keep their cordless and bluetooth earbuds at home. CVA K-8 is not responsible for lost or stolen earbuds.**

## **Messages to Students**

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Our number #1 group of people that violate CVA's cell phone policy is our parents. We are all busy and reach out to our kiddos (middle schoolers especially) via text or phone call at any time throughout the day. **We need to STOP and break this habit of ours!** All we are doing is interrupting our students' learning.

**If you must get a message to your child before the end of the day, please call the front office.** Calling or texting your child directly violates our cell phone policy. Due to the heavy demands in the office, messages received after 3:00 pm. may be tough to get delivered, but we promise we will try our hardest.

## FEES/FINES

### Technology Fees/Fines [Chromebook/Technology policy](#)

Technology fees are collected for the use of a Chromebook for the school year. **A yearly fee of \$60, \$50 if paid by a certain date** will be charged per student to cover the warranty. This will allow us to issue a replacement Chromebook when we send a damaged one to be repaired.

When damage occurs to a computer that is outside the realm of normal wear and tear, students/parents will be held financially responsible. Instances of damage due to misuse or neglect on the student's part will be documented and the student will be charged, the parent will be informed. This includes damage caused to other students' computers incurred by negligence or misuse.

Any damages will be charged at the rates below.

**Instances of minor damage will incur a charge of \$30.00.** The CVA technology department will determine the severity of the damage. Examples but not limited to: missing keys, minor cracks

**Instances of major damage will incur a charge of \$75.00.** The CVA technology department will determine the severity of the damage. Examples but not limited to: major cracks, internal damage, multiple keys missing

CVA also reserves the right to charge additional fees if it is deemed necessary due to major neglect or intentional damage. Students will be responsible for replacing any non-returned equipment. **The replacement cost of a lost ChromeBook is \$250.00. The replacement cost of a lost power adapter is \$25.00.**

Each family will be expected to sign CVA's Acceptable Use Policy document where you

will learn the details of our expectations for the use of CVA technology.

## **Library Fines**

Library book fines are collected for books that are lost or unduly damaged. This policy encourages student responsibility for belongings, as well as being accountable for the books while they are in their care, and returning them so the library system works for all students. More information will be shared once our library is open and books are getting checked out.

**Final report cards are withheld until any outstanding year-end fees are paid.**

## **Animals in/at School**

In accordance with St Vrain Valley Schools District policy, all visitors must receive approval before bringing any animal into the school. This policy is the result of concerns raised about safety in the school and on school grounds. We also have students severely allergic to certain animals. Please contact the office at 303-774-9555 before bringing any animal onto school grounds.

## **Carbon Valley Academy WINTER WEATHER PLAN**

When *St. Vrain Valley School District* decides that the roads are unsafe to safely transport children, they call a SNOW/Remote DAY.

You will receive communication from SVVSD either by phone call, text or email.

When *St Vrain Valley School District* decides to call a SNOW/Remote Day, **Carbon Valley Academy will also call a SNOW day.**

**CVA wants you to know that a SNOW DAY is a SNOW DAY to us!** We want to relish in the excitement of having a “snow day” and we request that everyone work to enjoy the day. Be present. Make memories if possible. Life runs so fast these days, let’s stop to enjoy a moment with our kids.

We will not require your students to learn virtually on a snow day. (see below for the exception)

If we were to find ourselves in a multiple SNOW DAY situation, where *St. Vrain Valley School District* calls consecutive SNOW/remote days, meaning students are out of school for multiple days in a row, CVA would request that all students sign in to connect with their classroom teacher.

Our goal would be to check in and see how everyone is doing, offer assistance if needed and connect with each other. Google links will be created by each classroom teacher and will be communicated with you. Reach out to the specific classroom teacher for additional information. (we will clearly communicate this expectation, we PROMISE!)

When *St. Vrain Valley School District* calls a **2-hour Delay Start, Carbon Valley Academy** will also call a **2-hour Delay Start**. This means that instead of school starting at 8:00am, CVA K-8 would start at 10:00am and will still dismiss at 3:15pm. Lunch times and Specials/Elective times will remain the same. Buses would continue to run at a 2-hour delay schedule. For example: instead of a 7:12am pick-up, buses would pick-up at 9:12am, etc.

Days that there is a 2-hour Delay Start–CVA’s Morning Club is canceled.

**Carbon Valley Academy** will communicate SNOW Day/2-hour Delay Start information to you via email, Facebook and our website. PLEASE make sure your contact information is updated in Infinite Campus. Call the front office with any updates or email either [Dorian.Austin@cvamail.com](mailto:Dorian.Austin@cvamail.com) or [Maria.Olivas@cvamail.com](mailto:Maria.Olivas@cvamail.com).

Please email me at [michele.saller@cvamail.com](mailto:michele.saller@cvamail.com) with any suggestions, concerns, ideas to make our communication even more timely and pervasive.

## **Volunteering At Carbon Valley Academy**

### **Introduction**

As partners in the important process of helping children grow and learn, educators, parents and community members form a powerful team, Carbon Valley Academy (CVA) volunteers serve as positive adult role models for our students and play a major role in making our school a success.

We ask that you find a volunteer position in which you can share your skills and knowledge. You may choose to be on our School Support Committee (SSC) which will create subcommittees like the fundraising committee, the Handyman team, the Front Office crew, the special events staff, just to name a few. You may wish to work directly with our students or assist teachers by running small groups, organizing, collecting data or giving a presentation in the classroom.

There are volunteer jobs that can be performed during the day or in the evening, or during weekdays or weekends. There are also tasks that can be completed at the school or from your home or workplace. **Please make sure to locate the link for our CVA K-8 Volunteer Boot Camp so that you are cleared to volunteer within the school during the school day.** (see weekly newsletters or inquire at the front desk for more information)

Once you have viewed our CVA K-8 Bootcamp video (at the link below) please take time to fill out our “Volunteer Information” link that will be available below as well as on our website and in our newsletters. Once the APplication has been completed you will be connected by CVA K-8 to help us out!

[CVA K-8 Volunteer Information](#)

[Bootcamp link available soon](#)

Siblings and students under 18 years of age are allowed to volunteer with prior permission of the school and adult supervision. We also encourage grandparents, aunts, uncles, etc. to volunteer as well.

Thank you for wanting to make a positive impact on Carbon Valley Academy!

### **General Volunteer Procedures**

- You must have a completed volunteer application form on file at the school and attend a BootCamp session before being able to volunteer within the school within the school day.
- Pre-arranged volunteering in the classrooms is expected, each teacher will have a posted calendar with available dates. Please be aware that unexpected volunteering is not encouraged – please make arrangements with the teacher or volunteer coordinator, to confirm the opportunity to volunteer time.
- Each time you come into the building to volunteer, you will be signed in and out with the CVA receptionist.
- You will be REQUIRED to always wear a name tag for identification while in the building; this will be provided at the time of checking in with the front desk.

- Please observe all school policies.
- Exhibit professionalism and high moral standards at all times while volunteering. Remember that you are a role model for all CVA students!
- Share any problems or concerns you have about your assignment with the school volunteer coordinator or Principal.

### **Classroom Volunteering**

Carbon Valley Academy recognizes the value of parent and community member involvement in the school and wishes to provide avenues for them to contribute to the success of CVA. The following are specific expectations for volunteer involvement in the classroom:

- Coordinate with each teacher before volunteering to ensure that it is at an appropriate time.
- Teachers are the final authority in the classroom.
- Teachers have their own teaching style which is to be respected by all room volunteers.
- Teachers will provide meaningful opportunities for volunteers to participate in the classroom.
- Volunteers must be under the direct supervision of certified staff at all times.
- Volunteers must check in with front office upon entering the school.

Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue in the classroom or any other part of the school when students are present. Any pressing issue should be addressed first with the teacher after class. If the issue is not resolved to the volunteer's satisfaction, then s/he should bring the matter to the attention of the school's Principal. Finally, if the matter is not resolved by meeting with the Principal, the volunteer can address the CVA Board of Directors during the Public Comments on Non-Agenda Items part of a scheduled Board meeting. (3rd Thursday of every month, 6:00pm at CVA)

There will be an ongoing list of activities to volunteer for throughout the school year as these events come up. Some examples would be helping seat people at a play, working on a fundraising event, lawn or building maintenance, and so on. We will request help on Facebook, on our website, and in our newsletters.

### **Support**

Each school volunteer plays an important role in the education process. It is the goal of Carbon Valley Academy to ensure that each of our volunteers has a positive experience while helping our school. If that is not the case, or if you have suggestions on how to improve the volunteer program, please contact the school's Principal.

### **Tips for Working with Students and Teachers**

- Be honest in your approach and attitude. Students will trust and respect you when they know you are sincere.
- Be patient when working with students. Give yourself time to get established and find your comfort zone.
- Be fair. Avoid comparisons between students, teachers or schools.
- Understand, accept and support all students and teachers.
- Listen carefully to what the student has to say. By your words and actions, you are showing you are interested in that student as a person.
- Be consistent. Apply the same rules every day to every student.
- Be considerate. Treat people as you would expect to be treated.
- A student's name is very important. Do your best to remember each student's name and use it!
- If you must be absent from a volunteer job, please call the school. Both teachers and students count on you, but will be reassured that you cared enough to call.
- Build the student's self-esteem. Praise your students HONESTLY and FREQUENTLY. Remember that attentiveness and effort is just as important as results.
- Remember confidentiality! Keep the progress of each student between you and the teacher.

If after reading this you have any questions, ideas, concerns, etc. that will make CVA the best it can be, feel free to reach out to any of the staff listed at the very beginning of this document. We are all interested in continuing to grow and learn and with your input, we can only get better!