



Highline Academy Charter School
A DPS Public Charter School

Family Handbook
2013-2014

Highline Academy Charter School Overview

School Vision Statement: Creating inclusive excellence in public education.

School Mission Statement: We exist to foster a diverse and equitable community of youth and adults striving together for academic, personal, and civic excellence.

Key Programmatic Elements: Having done extensive research into successful public charter schools, we understand the complexity of our mission. While some Colorado charter schools offer a rigorous Core Knowledge academic program, and while other Colorado charter schools serve diverse student populations, Highline Academy Charter School is among the first Colorado schools to hold these two values side-by-side as equally important. We employ numerous research-based strategies to assist us in fulfilling our ambitious mission.

Performance Grouping: We meet all students at their individual level through flexible performance grouping in the core subjects of literacy (elementary school only), language arts (middle school only) and math. This ensures that we effectively challenge our accelerated learners by providing them with advanced instruction and also allows us to assist struggling learners.

Differentiated Instruction: Students benefit both from homogeneous and from heterogeneous groupings. While students are grouped by performance for literacy and math, they are grouped with their age-mates for science, social studies and elementary language arts, as well as for all specials. Students learn to collaborate effectively with their peers, many of whom have different learning styles and performance levels. In addition, by differentiating the style of assessments and assignments within the class, students are still challenged to fulfill their individual potential.

Core Knowledge Plus: We draw from the Core Knowledge scope and sequence as the foundation for our language arts, science and social studies programs. Teachers build on this foundation through curricula that reflects the diversity of our student body and that reflects the school's commitment to emphasizing higher order thinking skills and hands-on, interactive learning. Core Knowledge (CK) schools in Colorado and across the country have consistently outperformed traditional public schools. In fact, several of the top performing public schools in the state use CK. Why are these schools so successful? Core Knowledge is:

Solid—The CK sequence is comprehensive and covers the content that all students should learn in each grade from kindergarten through 8th grade.

Sequenced—The CK sequence is designed to build upon what students already know. This sequential building of knowledge not only helps ensure that children enter each new grade ready to learn, but also helps prevent repetitions and gaps.

Specific—The CK sequence is much more specific than the state standards and provides teachers, parents and students with more structure.

Shared—To be literate, students must know and understand a common body of knowledge. By sharing the same knowledge base with all students, CK creates equality among students and prepares them for future success in college and the workplace.

Integrated Curriculum: We offer an integrated curriculum in which art, music, science and social studies are considered rigorous disciplines. Our curriculum is integrated across disciplines so that students gain in-depth knowledge and perspective.

Spanish: All students receive Spanish instruction beginning in kindergarten. As students emerge into the middle school grades, Spanish becomes an increasingly significant focus of academic study.

High Expectations: Highline Academy Charter School strives to create an environment where learning comes first. We insist on holding students to high behavioral expectations, which are designed to cultivate a respectful, serious academic atmosphere. We strictly enforce our discipline

policy. Students are required to wear uniforms, to speak respectfully to all community members, to come to class fully prepared to learn, and to follow all directions.

REACH: We actively prepare students to succeed in the diverse environments that await them—in college, in the work place, and in community life—by teaching them about responsibility, empowerment, aspiration, citizenship, and honesty, the five key character traits emphasized through our REACH program.

Student Leadership: We encourage students to take a leadership role in creating a productive learning environment. Students participate in building the school's culture, developing service projects, and leading community-based activities. Whenever possible, we include student representatives as partners in shaping the school. Students serve on our hiring committee, review and give input on critical school policies, and provide feedback about the school's performance on a regular basis. Through this process, the school gains valuable information for its own improvement and students learn critical skills, including analysis, leadership, and public speaking.

Parental Partnerships: As a parent and community founded school, we rely heavily upon parental partnerships to ensure our success. While we are not a parent-run school, we are a parent-involved school. In addition to encouraging a parent commitment of hours, we also encourage parents to serve as thinking partners and leadership colleagues in shaping and implementing our vision. Parents serve on our Board of Directors, accountability committee, and hiring committee, and provide constant feedback to the school about its success and areas of needed improvement.

History: The concept of Highline Academy Charter School was born in the spring of 2003 by a group of parents and community members in southeast Denver. This founding committee was committed to creating a Core Knowledge charter school that sets high standards for all students and provides all students with the tools needed to reach high levels of academic and character achievement. The founding committee believed that by offering an academically rigorous curriculum that also focused on leadership, personal, and civic development, the school could shape students to be successful in competitive high school programs, colleges, and eventually effective leaders in our own community.

What Makes Charter Schools Unique?

A charter school is a free, public school of choice. Existing now in many states, charter schools have sprung up across the nation over the past decade in an effort to reform our public school system. The charter school movement is based on the premise that education is not a one-size-fits-all proposition, and as such, families should be entitled to choice within public education to select a school that best suits the needs of their individual student. Charter schools trade greater autonomy (site-based control) for higher accountability. Charter schools have flexibility to select their own curriculum, hire/manage/fire their own staff, and manage their own financial resources. In exchange for this flexibility, charter schools operate under short-term renewable contracts that force more accountability. In Colorado, for example, charter schools operate under a contract with the local school district (in our case Denver Public Schools). If a charter school fails to produce results or meet parents' needs, it can lose its charter contract.

Most charter schools are organized around a strong and specific mission, and each has a unique educational philosophy and program. Charter schools are also differentiated by their parent involvement. In Colorado, many charter schools are organized and founded by parents seeking a better educational alternative for their children. As a result, parents tend to be more involved in decision-making and spend more time volunteering at the school.

Other important characteristics of charter schools:

They are always tuition free.

They are non-religious.

They are open to everyone, regardless of ability or performance level.
They must meet the state content standards and take the CSAP.
They must meet all special education laws.
They must get accredited by the school district, just like your neighborhood school.
Charter schools provide more learning per tax dollar. Tax funding follows students to their school of choice.

Academic Policies

Academic Differentiation

Highline Academy Charter School is committed to the success of every student and has therefore built an academic program that ensures that all students are working towards fulfilling their individual potential. To help build a community of learners in which all students feel pride and investment, Highline Academy Charter School has developed a pyramid of supports to insure that all students have equitable access to necessary resources to insure academic success.

Faculty Tutoring: Each Highline Academy Charter School faculty member holds one tutoring session per week. The day and time of this tutoring session is designated on the course syllabi. Students and parents/guardians can opt into tutoring sessions should they deem individualized or additional support beneficial.

Tutoring sessions may be assigned and required by faculty members as part of a designated plan to support a struggling student. In such cases, parents/guardians will be notified in advance and attendance is required.

Students may only attend tutoring sessions held by one of their direct instructors. They may not accompany a friend or sibling to a tutoring session. Siblings and friends waiting for a student to finish a tutoring session will be accompanied to Kids' Adventures and the appropriate charges will be assessed.

Performance Grouping Placement: All new students are placed in performance groups for math and literacy based on the results of formal assessments administered in the spring or fall. Returning students are placed based on the results of these assessments as well as on work samples and teacher observations from the previous year. Highline adheres to the philosophy of flexible performance grouping. As such, we commit to re-assessing and re-assigning performance groups, as necessary. A collaborative decision regarding the student's ideal placement will be made between instructors and administration. Parental input will be taken into consideration for each change of placement.

Middle School College Prep: Students' homework will be checked Tuesday, Wednesday, Thursday and Friday first thing in the morning during advisory time. Students who do not have planner and or homework complete will be assigned to after school college prep from 3:30-4:15 on Tuesday, Thursday, Friday, and 2:15-3:00 on Wednesday.

Elementary Intervention Classes: Elementary school intervention classes in reading and writing are required for students who are below grade level in their academic performance. Interventions take the place of Spanish or specials. Students are therefore provided additional opportunity each day to practice critical academic skills.

Class Placement Policy: Homeroom classes are assigned at the sole discretion of Highline's faculty and administration. Classroom placements are based on a complex analysis of students' academic performance, behavioral record, age, gender, race, and learning styles. Classes are intentionally balanced in order to promote the success of all students. Parents/guardians who have a compelling placement request based on a student's social, emotional or academic health must submit a request to the principal in writing by June 1st. While such requests will be considered, unless they come from a health care provider, there is no guarantee that they will be fulfilled. We do not honor teacher requests based purely on preference.

Communication Between Home & School

Highline Academy Charter School is dedicated to a high level of communication between parents, students and teachers. We use several methods of communication, all listed below.

Board Meetings: Parents are invited and encouraged to attend Board Meetings. Meetings are held on the second Monday of each month. Meetings have specific agendas, are held in the school's library and begin promptly at 6:15 pm. If there is an agenda item that you would like to add, please contact the President of the Board in advance. The schedule of meetings for the year can be found on our web site at www.highlineacademy.org

Conferences: Parent-teacher conferences provide needed opportunities for parents/guardians and teachers to exchange useful information about the educational and social needs and progress of students. At conferences, teachers will review student progress and note any areas of special concern. By attending conferences, parents/guardians have the opportunity to assist in catching and correcting any academic or behavioral problems early in the school year so that they do not have a negative impact on a student's overall performance. By attending conferences, parents/guardians send a clear signal to their students that school is important and that they are willing to partner with teachers to further their child's education.

Per its contract with Denver Public Schools, Highline must maintain a 95% attendance rate at parent/teacher conferences. Please mark these dates on your calendars now, as your attendance is required. Each conference will last 20 minutes, and will be scheduled directly with your child's teacher. Conference dates can be found on the school calendar and on the web site, www.highlineacademy.org

Drop-In Hours: Each faculty member is available one time per week for drop-in conversations with parents/guardians. Days and times are noted on all course syllabi.

Outside of these designated drop-in hours, teachers are *not* available for at-will conversations with parents/guardians. Instead, faculty and administrators would be happy to schedule a meeting with you for a designated day and time. Please email or call in advance to arrange such a meeting.

Newsletters: Every other Thursday the office staff produces a newsletter which outlines activities and announcements for Highline Academy Charter School. The newsletter is emailed to families with a current email address, posted on the Highline Academy website and hard copies are available in the lobby.

Infinite Campus One Call System: The Infinite Campus (IC) one call system uses voice message, text, and email to notify you of various events at Highline. We use IC to bring you weekly reminders every Thursday. IC will also be used to let you know information specifically related to your student or family like a study hall or college prep, overdrawn lunch account, attendance, and weather related closures or delays. Please follow up on these phone blasts if it has specific information about your student(s). If you are not receiving regular phone/email messages from Highline, it is your responsibility to update your phone number and email address with the front office.

Classroom Observations: While Highline encourages parental/guardian presence in the school building, out of respect for our teaching faculty and student body, we must insist that you arrange for classroom observations twenty-four hours in advance. Please arrange your observations with your classroom teacher who will alert the front office of your appointment. More often than not, your request for an observation will be accommodated. However, due to assessments, specials schedules, and the nature of certain classroom activities, we may, on occasion have to ask that you find an alternate time.

Parents/guardians who want to drop in for an impromptu visit with their children are encouraged to do so during lunch and recess.

Parents/guardians wishing to visit a classroom other than the class their child attends must receive permission from the principal.

Parent/Guardian Education Nights: Highline Academy Charter School hosts Parent/Guardian Education Nights from time to time. These events are designed to educate parents about various topics related to your child's education and to help parents gain a deeper understanding of how and what your child is learning. Announcements on topics will be published in the newsletter and shared via Alert Now messaging.

Telephone Use and Messages: To facilitate home/school communication, phones are located in every classroom. All staff members have voicemail accounts that can be accessed by calling the school's main number, 303-759-7808. Students will only be permitted to use the phone in cases of an emergency. Please feel free to leave voice mails for any teacher, staff member or administrator.

Email: Email is the preferred way of contacting faculty or staff members at Highline. All employees have email addresses (listed in the directory) and most prefer it as a mode of communication. Please be patient, our faculty and staff receive many voice and email messages. Our goal is to respond within 48 hours to all non-emergency communication.

Student Planners: Student planners are issued to all Highline Academy Charter School students in grades 1 – 8. Planners are used to record homework assignments and to provide a daily home-school communication vehicle. Students are expected to have their planners with them each day and in every class except PE. Planners are provided to teach students valuable lifelong organizational skills. Planners also provide parents/guardians with information about class assignments. Parents are encouraged to contact the teacher if there is a question about the use of the planner. Third through eighth grade student planners include a hall pass page. Students in 3rd – 8th grades must carry their planners with them as their hall pass. There is a \$5 replacement fee for a lost planner.

Thursday Folders: Highline has provided each student with a designated "Thursday Folder" to use as a primary home/school communication vehicle. Each Thursday, this folder is sent home containing class work, tests, pertinent classroom, and school-wide updates. Each week, parents/guardians should empty and read the contents of the folder. Parents/guardians should sign, and return any documents needing attention. **Please Note -** Highline does not assume responsibility for information parents/guardians choose not to read. By not reviewing in detail the updates contained in each Thursday folder, you are releasing your claim to further action pertaining to said information.

Website: Highline Academy Charter School maintains, and updates our website with information about the school. Please visit our web site frequently www.highlineacademy.org

Family Education Rights and Privacy Act

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Education Rights and Privacy Act of 1974 (FERPA). FERPA applies to all schools that receive federal education funds, including Highline Academy Charter School. Non-compliance can result in the loss of those funds.

Confidential education records include student registration forms, contact information, graded papers, academic records (including report cards), discipline files, social security numbers linked to names, and student information displayed on a computer screen. All school employees and school volunteers are required to keep student information secure and confidential, and to protect the rights of students.

The essence of this act is that:

Parents/guardians have the right to inspect and review their own child's educational records (any records from which the student can be individually identified), to the exclusion of third parties. Students also have this right when they reach age 18. Highline has committed to responding to parental requests for student information only when they have been put in writing, and then within 15 days. When copies of student records are requested, Highline charges an administrative fee of \$0.50 per photocopied page to cover the expense of time and resources involved in providing such records. Parents/guardians and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. Parents/guardians have the right to file with the U.S. Department of Education a complaint concerning alleged failures by Highline Academy Charter School to comply with the requirements of the act.

Institutions and their employees may not disclose information about students, nor permit inspection of their records, without the parent or student written permission unless such action is covered by certain exceptions as stipulated in the Act.

Practically speaking, FERPA prohibits all employees from discussing confidential student information with third parties, including parents and guardians. For instance, should two students engage in a disciplinary act together, the school is prohibited from naming or discussing the other involved student in conversations with parents/guardians. Similarly, should a parent request an explanation of a discipline or academic event that did not involve his/her child, but which transpired in his/her child's classroom, the school is not permitted to disclose any names or details of events, nor disclose the resultant consequences.

All school officials—teachers, administrators, staff, Board members, and volunteers—must all comply with the expectations of FERPA and therefore may not discuss any student other than your own with you at any time or for any reason.

One exception the law allows is “directory information,” which includes such things as name, address and telephone number. This information is provided in the Highline Academy Charter School Student Directory for all families who state in writing that they wanted to be included in the directory.

Field Trips: Highline Academy Charter School makes use of community and regional resources to enhance its curriculum. Elementary classroom teachers plan an average of three field trips per year that support students' understanding of key academic and cultural concepts.

All students are expected to attend field trips as they are expected to participate in all other academic activities. Field trips are not optional attendance activities, and Highline is not responsible for providing individualized instruction to students who are unable, for approved reasons, to attend. Instead, such students will be supervised in another classroom while doing independent work.

Parents/guardians must sign a permission slip and submit student fees prior to a student's participation in a field trip. Highline will never deny participation to a student based on funding. Families for whom the field trip fee is prohibitive should speak directly with their classroom teacher well before the date of the field trip. Students without a signed permission slip on the date of the activity will not be permitted to attend the field trip.

Students must wear the school uniform and uphold all school-wide behavioral expectations while on Highline Academy Charter School sponsored field trips, including while being transported to these activities. The school will apply its discipline policy consistently while students are on the field trip (including during bus transportation).

Grading System

Highline Academy Charter School subscribes to a philosophy of grading called standards based education (SBE). Grades are based on specific measurable standards, not on a curve. As such, students at Highline are graded against absolute standards, as defined by Core Knowledge standards, Colorado state standards, and teacher-designed standards. Standards define explicitly for students what they need to know, understand, and be able to do to achieve academic mastery. As opposed to traditional grading scales that assess students in relation to one another (i.e., on a curve), Highline assesses students based on their mastery of key academic skills and bases of knowledge. Practically speaking, this means that as a teacher is grading a class set of essays, s/he is not comparing one to the next to determine grades (i.e., on a curve), but is instead evaluating each essay independently and against explicitly articulated performance standards, usually communicated to students ahead of time via a rubric or benchmark checklist.

Students and families are made aware of all academic expectations at the beginning of the school year via a course syllabus and year-long maps (sent home and/or posted outside each classroom). Students are then assessed against their progress in reaching proficiency on each of the benchmarks addressed in the curriculum. Students' grades are reported for their progress made on each benchmark. While we do give an aggregate grade for each discipline, we find the most meaning in the benchmark proficiency grades.

Student work will be assessed at the following levels:

A= 100-90% = Mastery

B= 89-80% = Proficiency

C= 79-70% = Partially Proficient

D=69-60% = Does not meet standard

Report cards are issued twice per year with on-going access to student progress being available via the parent portal in Illuminate. Report cards provide parents/guardians with a detailed understanding of a student's progress. In addition to providing an averaged grade for each subject area (for literacy, math, language arts, social studies, science, Spanish, and art, music and PE in middle school), Highline Academy report cards detail a student's progress on each benchmark covered in the trimester at hand. This detail is consistent with Highline's focus on standards-based education, and provides teachers, students, and parents/guardians with information needed to focus remediation or further development.

Parents/guardians are encouraged to contact the school with questions or concerns about their student's academic progress. Because graded tests and class work are returned regularly via the Thursday folders, parents/guardian and students are empowered to keep their own running tally of a student's progress.

Homework Norms

As a general rule, students should expect to have 10 minutes of homework per grade level per night. For instance, a 1st grader should have 10 minutes of homework and a 5th grader 50 minutes of homework per night.

In addition, students and families are asked to engage in daily reading outside of school. Daily reading requirements range from 10-20 minutes, depending on the grade level. Reading expectations are outlined in a reading log that students are required to complete to track their independent daily reading.

Highline does not assign weekend homework on a regular basis. Occasionally a student may be asked to work on a project, complete a missing assignment or study for a test over a weekend.

Math homework should be expected each evening (Monday – Thursday). Students in above grade level performance groups should expect to receive additional homework. Literacy homework should also be expected each night (Monday – Thursday). Once again, students in above grade level performance groups should expect additional homework. For example, a 2nd grade student in a 4th grade literacy class should expect more homework than a 2nd grade student in a 2nd grade literacy class.

Teachers may allow time in class to begin work on homework. Therefore, the amount of effort students put in during school hours will directly affect the amount of homework the student has that evening. It is the student’s responsibility to track homework assignments using their student planners.

Grade level teachers make every effort to coordinate tests so students are not overwhelmed with multiple assessments on the same day. We aim to adhere to the following plan:

Monday	Tuesday	Wednesday	Thursday	Friday
Homework: Literacy Math Per weekly plan: language arts, science, social studies & Spanish	Homework: Literacy Math Per weekly plan: language arts, science, social studies & Spanish	Homework: Literacy Math Per weekly plan: language arts, science, social studies & Spanish	Homework: Literacy Math Per weekly plan: language arts, science, social studies & Spanish	Homework: No regular homework over the weekend
Assessments: Any class	Assessments: Any class	Assessments: Any class	Assessments: Any class	Assessments: Literacy & math

First through fifth grade students who fail to complete the previous night’s homework will be assigned to a lunch-time study hall where they will have the opportunity to catch up on their academic work. Middle school students will be assigned mandatory College Prep which runs from 3:30-4:15, Monday, Tuesday, Thursday, Friday, and 2:15-3:00 on Wednesday. Any student who does not show up for College Prep will have a phone call made home and will be assigned detention during lunch recess the next day as well as staying after school to make up work.

Make Up Work and Missed Tests

Students are granted one class day per day of absence to make up missed work. Families taking extended absences, although discouraged, may request work in advance but it is up to the teacher’s discretion if they will be able to meet this request.

Upon return from an absence, it is the student or parent/guardian’s responsibility to collect a completed “We Missed You” form from the homeroom teacher. This form notes all missed assignments, class work, and assessments.

If a student misses an assessment during his/her absence, it is the student’s responsibility to schedule a day and a time to make up these missed tests and quizzes. The student has two opportunities to schedule a time with the teacher to make up missed assessments. If those two scheduled appointments are missed by the student, then the score for the missed test/quiz will be marked as a “0”.

Retention Policy

Highline Academy Charter School believes it is necessary for the educational professionals within our building to have the final say in student retention. As such, we have sought and received a waiver from the standard DPS retention policy. This waiver grants the school the final authority in all retention decisions.

If we continue to promote students before they have demonstrated the ability to meet our academic standards, their academic weaknesses will continue to compound, and students will only grow increasingly frustrated with the rigor of our academic program. As such, Highline students earn promotion to the next grade level only when they have gained proficiency on the critical benchmarks of their current grade level.

Grade retention may increase the likelihood that students will succeed in meeting challenging academic and behavioral expectations at the next grade level. Retention provides a second opportunity to master skills, and is recommended only after other interventions aimed to support the student have been documented. Grade retention will depend on several factors including the following:

- Academic Proficiencies: Any student with two or more grades of C or D (partially proficient or does not meet expectations) on his or her report card will automatically be considered for retention.
- Maturity.
- Satisfactory completion of assigned work.
- Likely success in completing the academic work at the next grade level with independence and proficiency.

Grade retention or acceleration will be based on the best interests of the student and his/her educational success, and will be determined by a team of educators including teachers and administrators.

School Hours

Drop off begins at 7:30am. Classes begin promptly at 7:50am. Mondays, Tuesdays, Thursdays and Fridays, school ends at 3:30. Wednesdays are early release at 2:10pm. Please note that students will be engaged in a learning activity until the end of their school day.

Special Education

Like all public schools, Highline Academy Charter School is obligated to provide special education services to students who qualify for such assistance. If a student is having persistent difficulty with school work, parents may wish to consider making a referral for an evaluation by the Student Intervention Team (SIT). If after a minimum of 30 days these general education interventions do not support the student in making adequate progress, the SIT team may refer the student for Special Education testing. Such testing cannot be conducted without prior written consent from a parent/guardian. A special education evaluation might result in the creation and implementation of an Individualized Educational Program (IEP). This document outlines strategies and services for meeting the student's academic needs and provides legal support to ensure that they receive such assistance.

Standardized Testing

In addition to classroom and curriculum based assessments, Highline Academy Charter School students take several standardized assessments each year, including the Transitional Colorado Assessment Program (TCAP), internally created interim assessments and literacy assessments mandated by the Colorado Basic Literacy Act (CBLA).

Highline uses the results of these assessments to triangulate data and strategize for individual student and school-wide improvement. Per state law, Highline Academy will automatically distribute individual TCAP results to parents/guardians each year within two weeks of the school's receiving them from Denver Public Schools. Results from the CBLA assessments will be shared with parents/guardians upon written request.

Study Hall and College Prep

Elementary students are provided a quiet, supervised area for students who either need extra time to study voluntarily, or for students who have not finished their class work or homework for the previous day. Study hall may also be assigned to students who have arrived to school tardy and have missed instruction or seat work.

Middle School students, who have not finished their homework from the previous night, will be assigned a mandatory College Prep which runs from 3:30-4:15 on Monday, Tuesday, Thursday and Friday and on Wednesday from 2:15 to 3:00. College Prep is an after school study hall to offer support to students who need more time to complete school work.

Student and Community Life

Coming together, sharing together, working together, and succeeding together.

In order to create an environment in which students can reach the high levels of academic and character achievement promoted at Highline Academy Charter School, the school is committed to providing a safe, well structured, and orderly environment for all students. When classrooms function in a manner such that students know the school's expectations of them, good work happens; teachers are able to teach and students are able to learn. All students will be held accountable for actions that impede a teacher's ability to teach and other students' ability to learn.

Celebrations and Birthdays

Due to the diversity of our student population and the intense academic program that Highline Academy Charter School provides its students, the school does not celebrate the holidays of any one particular religion or culture. To provide a familiar environment for our students, we do not decorate for any holidays or have children dress in costumes. Please do not send your student to school with Halloween or Valentine's Day treats or cards as they will not be distributed.

Birthday Treats

Birthdays are very important to young children, and we would like to help them celebrate. In kindergarten, birthdays will be celebrated on each child's birthday. Children may bring store bought cupcakes or other small treats to class on their birthdays if there is enough for each child. Please inform the homeroom teacher in advance that treats are coming so that a few minutes can be set aside to share them. Include napkins, plates, or any necessary utensils. Highline Academy Charter School does not allow soda in the building. Please check with your child's teachers about any food allergies in the class. We do have several students with significant peanut allergies which need to be closely monitored.

In 1st-5th grade, birthdays will be acknowledged monthly, in celebration of all students who were born in that given month. Your child's homeroom teacher will notify parents of the exact date of the monthly celebration. Parents/guardians may bring store-bought treats to share with the entire class. Please follow the guidelines above.

Birthdays will be acknowledged but not celebrated in grades 6 and up.

If your child has a summer birthday, please call your child's homeroom teacher and make appropriate arrangements.

Flowers, gifts and balloons may not be sent to the school for any reason

Birthday Parties and Invitations

Please do not ask your child or the teachers to distribute invitations to birthday parties at school, even if the whole class is invited. We strongly encourage parents to mail invitations using the school directory.

Behavior Support

The Goal

Highline Academy takes pride in its diversity. Our students' ethnicity, culture, background, and needs vary from student to student. This richness provides an opportunity to learn and grow with each other, as well as to challenge the status quo. Highline's positive behavior system is designed to support our diverse community of youth and adults working together as positive partners in creating an inclusive learning community committed to constant growth and reflection as well as to high standards of conduct and learning. While Highline strives to uphold consistent behavioral expectations school wide, it should be noted that Employees retain the right to make discretionary decisions about discipline.

PBS Defined

The positive behavior system (PBS) framework organizes adults and students to create a social-culture in schools that will encourage positive behavior and interactions while discouraging problem behaviors. This social-culture will lead to a safer environment where students achieve academically and build positive relationships with each other and adults.

When coming to school, adults and students should know what to expect and what is expected of them. When students know and understand procedures and expectations, there will be less time spent on off-task behaviors and more time available for academic instruction. A positive behavior system allows us to accomplish our mission of preparing students for success in academic and civic life.

Positive:

Focus on what we want students to do....the positive.

Behavior:

Focus on specific behavioral expectations, versus concepts such as those espoused through REACH. Focus on what appropriate behavior looks like.

System:

DEFINE – Clear & concise definition of behavior expectations

TEACH – Direct teaching of behavior expectation

REMIND – Daily reminders and supervision – “Positive Nag”

CELEBRATE – Consistent acknowledgement of the expected behavior

EDUCATE – Consistent correction of the problem behavior

For 80-85% of children, defining, teaching, and reminding is all that is needed for them to know, understand and exhibit desired behaviors. The remaining 15-20 % of students need more help in learning procedures and behaviors, just as 10-20% of a classroom will need additional support in learning the skills and content presented in academic instruction.

Student Support

Middle School Advisory Program

Highline Academy advisory program is designed to support our students academically, socially, and personally as they move through their middle school years. Each middle school student will be assigned an advisor with a group of 10-16 students who are the same gender and grade level, our goal is to keep advisors and students together for the three years they are with us in middle school. Advisors serve as a touch point for students for both academic and social issues. The program highlights the following curriculum in each grade level

6th grade

Developing middle school study skills
school planning and preparation

7th grade

The Seven Habits of Highly Effective Teens

8th grade

High

Kindness/Anti-Bullying
Intra/Interpersonal Skills

Additionally, students will participate community service activities both at Highline and in the greater SouthEast Denver community.

Recognition Program
REACH Certificates & T-Shirts

Highline Academy's REACH incentive program teaches our students important values by rewarding behavior that reflects our key REACH values - Responsibility, Empowerment, Aspiration, Citizenship and Honesty.

REACH SHIRTS will be awarded to students who receive 5 REACH points for the following criteria (one for each):

For being on honor roll or principal's honor roll.

Nomination for a REACH award.

Winning REACH award

No more than 2 study halls, and no detentions each month.

REACH CARDS will be awarded for all other positive behavior as they have been in the past. The REACH cards can be exchanged for items at the school store.

Students who have earned REACH t-shirts may wear them on Fridays only.

REACH for Success Wall

Students who consistently demonstrate the school's REACH goals will be nominated by their classroom teacher and chosen by the school administration to add their handprint to Highline's REACH for Success Wall (now located at the top of hallways around the building). Each month, a select number of students will add their handprints to this wall at a recognition celebration. An award will be given in each of the following categories:

Reach Up – The Booker T. Washington Award for outstanding achievement in academics

Reach In – The Aldous Huxley Award for Recognition of Self-Growth

Reach Out – The Margaret Mead Award for Service to the Community

Parent/guardians are encouraged to attend this whole-school recognition assembly.

Consequences Explained

While Highline Academy will take a proactive and positive approach to discipline in our building, there will be times when misbehaviors lead to consequences. Highline Academy will hold our students to the highest behavioral standards because in order for our students to be prepared for top high schools and colleges, our building must remain focused on learning. Continued and or chronic misbehavior will not be tolerated at Highline Academy.

Lunch/Recess Detention

K-3

If a student has all cards taken by a staff member, either by committing three minor infractions or one major infraction, that student may be sent to a lunch/recess detention. During the student's time in detention, s/he will be allowed to eat lunch and will then complete a reflection activity or service project. In this activity a student may be asked to write an apology letter which describes the behavior that earned the detention and brainstorm an alternate choice if faced with the situation again. In certain circumstances, a student may complete a natural consequence (e.g., a student who defaces school property may be asked to clean school property). The teacher that took the last card will contact families on the day the detention is entered. It is then the responsibility of the parent/guardian/guardian to follow-up with teacher.

Students are expected to serve detention on the day that it was earned, unless the detention is earned after lunch, in which case it will be served the following day. If a student skips lunch detention, s/he will face further consequences up to and including suspension.

6-8

Lunch Detention will be served in a middle school classroom. Students should collect their lunch and report immediately. Students may work on school work if deemed appropriate by the issuing teacher. A call from the teacher who issued the detention will be made to inform parents/guardians of the incident. Further details can be acquired by calling the issuing teacher.

Study Hall

1st – 5th Grades: Elementary students are provided a lunchtime study hall. It is a quiet, supervised area for students who either need extra time to study voluntarily, or for students who have not finished their class work or homework for the previous day. Study hall may also be assigned to students who have arrived to school tardy and have missed instruction or seat work. If a student skips study hall, s/he will face consequences at the discretion of school staff.

College Prep 6-8

College Prep will last 45 minutes, beginning at 3:30 and ending at 4:15 on Monday, Tuesday, Thursday, and Friday and beginning at 2:15 and ending at 3:00 on Wednesday. Students in College Prep will be dismissed first from class. They will report immediately to the Library. A faculty member will call home. If the call is made before 1:30pm, then the student will be required to stay. If the phone call is not made before 1:30, or if the offense occurs after 1:30, then the student will serve the following day. Students must be picked up promptly at 4:15, or they will be escorted to Kids' Adventure and the family charged the appropriate fee.

After School Detention

After school detention is 45 minutes after school to be served with a school administrator. During those 45 minutes the student is expected to complete a reflection piece based upon various positive character traits, or the student will be asked to complete a community service activity. If a student earns an after-school detention, it is the responsibility of the family to make appropriate transportation arrangements. Students must be picked up promptly at 4:15, or they will be escorted to Kids' Adventure and the family charged the appropriate fee. If a student skips after school detention, s/he will face further consequences up to and including suspension.

Siblings of students serving after-school detentions must make other arrangements for pick up, and are not allowed to wait in the office or otherwise loiter in the building. These students may attend a study hall, if available, or attend Kids' Adventure at the regular rate. Parent/guardian are responsible for this payment.

In-School Suspension

A student who receives an in-school suspension will remain in the building and will continue to have access to the curriculum, but will be isolated from classmates and peers. An in-school suspension may also result in natural consequences, such as cleaning graffiti, writing an apology or re-taking a test. A parent/guardian will be strongly urged to meet with an administrator before the student's re-admittance to class. A student will remain on in-school suspension until s/he shows that s/he can follow all Highline Academy Charter School behavioral rules and expectations. A student who is serving an in-school suspension and continues to fail to meet our expectations will be subject to an out of school suspension.

Any student whose behavior consistently disrupts the learning of other student's academic achievement will be subject to an immediate suspension from class. Only when the student demonstrates the appropriate behavior will that student be allowed to return to class. Additional consequences may follow at the discretion of the Principal.

Out of School Suspension

An out of school suspension will result in the immediate removal from school of the student in question. If the family cannot pick up the student, other transportation arrangements must be made. Unless otherwise stated, the final determination of the length of suspension will rest with the Director of Student Programs and/or the Principal. The suspension may continue until the Administration, the student and his/her family meet to agree upon appropriate behavioral conditions for the student's re-admission into the school community. This meeting will take place as quickly as possible after the student's removal. However, in accordance with state law, we will not bar a student from class if his or her parent/guardian is unable to meet with an administrator. A suspension may continue if an agreement is not reached at this meeting. In the case of more serious or repeated infractions, suspensions may last for a longer duration and may be accompanied by other sanctions.

A student who is suspended will not be allowed on school grounds or at school-related functions without written permission from the Director of Student Programs or the Principal.

Suspension Procedures Up to Five Days

Pupil Notification: Before a suspension is considered, the student should be given oral or written notice of the charges against him/her, an explanation of the evidence that the suspending authority has, and the opportunity to present his/her version of the incident. The pupil conference shall precede the pupil's removal from the school unless the pupil's presence endangers persons or property or threatens disruption of the academic process, thus necessitating immediate removal from school, in which case this conference will follow as soon as is practical. If the suspension will count toward declaration of "habitually disruptive," the parent/guardian and student must be so notified in writing.

Notification of Parent/guardian: The parent/guardian must be notified immediately that the student has been suspended, the grounds for suspension, the period of suspension, and the time and place for the parent/guardian to meet with the Director of Student Programs to review the suspension, the time and place for the parent/guardian to meet with the Director of Student Programs or other administrator to review the suspension and agree upon appropriate behavioral conditions for the student's re-admission into the school community. Suspended students must leave the building immediately with a parent/guardian.

Homework: All reasonable attempts will be made to gather academic work for the student being suspended prior to their removal from the school. All remaining work will be available the next school day at 12:00 pm. Suspended students are responsible for all missed work.

Parent/guardian Conference: A conference involving the Director of Student Programs or designee, the pupil, and the parent/guardian must be held BEFORE the suspension expires. Parent/guardians must be provided with all relevant information and be allowed to make statements related to the issue.

Extended Suspension Procedures: Regular Education Students

Policy allows a principal to recommend that the area superintendent extend the suspension for not more than ten additional days for the following reasons: a serious violation of the Student Conduct Code, the need to further investigate the incident, or a recommendation of the Area Superintendent to expel the student.

Expulsion

The decision to expel a student rests with Denver Public Schools, not with Highline Academy Charter School. Expulsion means the permanent exclusion of a student from attending school and participating in school activities. Students who have been suspended for 10 or more days, or who commit a breach of expectations listed above as qualifying for expulsion, may be brought before the expulsion board of DPS.

□ Expulsion shall be mandatory for:

1. Declaration as an habitually disruptive student
 - a. To be declared habitually disruptive, a student must have been suspended from school three (3) or more times for misconduct which:
 - i. Was a material and substantial disruption;
 - ii. Was initiated, willful, and overt on the part of the student; and
 - iii. Occurred in a classroom, in a school, on school grounds, in school vehicles, or at extracurricular activities or events.

Habitually Disruptive Student Status (JK-R Sec. 1-5): If the suspension will count toward declaration of “habitually disruptive,” the parent/guardian and student must be notified in writing. For a behavioral violation to count toward the declaration of the student as “habitually disruptive,” the student must have been suspended for disruptive behavior as defined above, and a “Behavior Plan” must be developed in conjunction with the student and parent/guardian. A student may be found “Habitually Disruptive,” after violation of the Second Remedial Discipline Plan.

Expulsion Procedures

The principal will deliver or mail written notice of the expulsion to the student’s parent or legal guardian prior to the contemplated expulsion, explaining the alleged breaches of expectation.

The student and parent or legal guardian may request a date for a hearing on the question of expulsion within five days of receiving the notice of expulsion. The student may be present during the expulsion hearing, have an opportunity to present relevant information, and may be accompanied by a parent/guardian, legal guardian, and/or attorney. Failure of the parent or legal guardian to request an expulsion hearing and/or attend the expulsion hearing implies the expulsion will be carried out without question.

If requested by the student, parent, legal guardian, or attorney, any individual who has pertinent information may be asked to attend the expulsion hearing to provide the information.

The student or his/her representative may cross examine witnesses against the student.

The administration will render a decision within five school days following the expulsion hearing.

The student may appeal an expulsion (of ten days or more) to the Board providing s/he does so within five days.

Alternatives to In-School Suspension

Under certain circumstances Highline Academy Charter School will allow a student to avoid suspension and remain in school if a parent/guardian attends classes with the student for a period of time specified by the Director of Student Programs or the Principal. This alternative will only be considered with the consent of the student’s classroom teachers and when expulsion proceedings have not yet been initiated. If the parent/guardian does not agree to attend class with the student, or fails to attend class with the student, or the continued presence of the student or parent/guardian is disruptive to the educational process, the student will be suspended in accordance with this policy.

Basis for Use of Restraint:

Persons employed by the district, may, within the scope of his/her employment, use reasonable physical restraint and/or time-out as a means to protect the student being restrained or others from a serious, probable, imminent threat of bodily harm. Restraint may be used only in cases of emergency when other less restrictive alternatives have failed or the staff member determines that such alternatives would be inappropriate or ineffective under the circumstances. An emergency is a serious, probable, imminent threat of bodily harm to self or others where there is the present ability to effect such harm. The purpose of using restraint shall be to prevent the continuation or renewal of the emergency. Restraint shall only be used for the period of time necessary to accomplish its purpose.

Bystander Rule

A Highline Academy Charter School student is expected to act conscientiously and courageously in situations where s/he perceives the following:

Another person is the subject or instigator of teasing, bullying, verbal abuse, harassment, physical abuse, unsportsmanlike conduct, lying, cheating, stealing, or vandalism;

Other behavior which is clearly disrespectful of another person or person's property.

Courageous action in these situations often requires overcoming fear of being wrong or being belittled by peers. Students are expected to report any witnessed infraction. Teachers will foster the students' understanding of these situations and of appropriate actions through our character education program, role playing, and revisiting specific situations. When, however, the student bystander is deemed to be an enabler or encourager in such situations, he or she will be subject to disciplinary action at a level less than or equal to the person(s) actively involved.

Bullying Policy

All members of the Highline Academy Charter School are committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Highline Academy defines bullying as: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

Hurting someone physically by hitting, kicking, tripping, pushing, and so on.

Stealing or damaging another person's property.

Ganging up on someone

Teasing someone in a hurtful way

Using put-downs

Spreading rumors about someone.

Leaving someone out on purpose or trying to get other students not to play with someone.

All adults at our school will do the following things to prevent bullying and help children feel safe:

Closely supervise students in all areas of the school and playground.

Watch for signs of bullying and stop it when it happens.

Teach, and model appropriate behavior for all students all of the time.

Respond quickly and sensitively to bullying reports.

Take seriously families' concerns about bullying.

Look into all reported bullying incidents.

Assign consequences for bullying based on the school discipline code.

Assign immediate consequences for retaliation against students who report bullying.

All students at our school will do the following things to prevent bullying:

Model REACH behavior in all areas of the building.

Refuse to bully others

Refuse to let others be bullied.

Refuse to watch, laugh, or join in when someone is being bullied.

Try to include everyone in play, especially those who are often left out.

Report bullying to an adult.

Internet Acceptable Use

Highline Academy Charter School provides a wide-area network service that connects classrooms to each other and to the Internet at large. Access to the Internet offers vast and unique resources to both students and teachers. The school's goal in providing this service is to promote educational opportunities to the school community by facilitating resource sharing, innovation, and communication. The Internet is an electronic network connecting millions of computers and individuals all over the world. It is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of a network that provides both in-school and worldwide access depends upon the proper conduct of each user. Users must adhere to the guidelines of this policy in order to acquire and maintain network access. Violation of any of the provisions of this policy may result in termination of access, denial of future access or possible disciplinary action.

The school provides filtering to restrict access to obscene, pornographic, or other material that is harmful to minors. The school does not guarantee that such material will never be encountered. On a global network it is impossible to control all materials, and even casual users may easily discover or come across controversial material. The school believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may access material that is not consistent with the educational goals of the school.

The use of the school's network is a privilege, not a right, and must be treated as such by all users. Inappropriate use may result in a cancellation of this privilege. The following activities are expressly prohibited:

- Using the school's network for or in support of any illegal, inappropriate, or obscene activity.
- Using the school's network for any non-school-related business and/or commercial purpose, product advertising, or support of any political or lobbying activity.
- Vandalizing the network or network resources, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter data on the school's network, including introduction of any computer virus.
- Attempting to access restricted data or to disrupt the use of the network for other users.
- Using profanities or language that is generally offensive, defamatory, harassing, or threatening to another individual and/or group.
- Creating or accessing dangerous information.
- Violating copyrights or interference with license agreements. This includes, but is not limited to, software, unaccredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization. Plagiarizing any information gathered via the school's network is also prohibited. Users have no proprietary ownership of materials placed on the school's network, unless such material is otherwise covered by copyright.
- Providing access to the school's network to unauthorized users.
- Sharing electronic email account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
- Compromising personal safety.
- Allowing minors to access inappropriate matter on the Internet.
- Disclosure, use, and dissemination of personal information regarding minors.

Communication conducted over the school's network is not private and school staff may, in conducting network supervision and maintenance, review and inspect directories or messages. The school reserves the right and will access stored records with or without reasonable cause to assure compliance with this policy. The school makes no warranties that the functions of its network system will meet any specific requirements. Nor will the school be responsible for any damages suffered through the use of the network. This includes loss of data, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained through the school's network is at each user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Students should have no expectation of privacy in anything they create, store, send or receive using Highline Academy Charter School's computer equipment. The computer network is the property of Highline Academy Charter School and may only be used for school sanctioned activities.

Phone Use

Except in the event of an emergency, students are not permitted to use classroom phones. All after school arrangements must be made prior to school. To protect instructional time from disruptions, phone messages will be delivered to students during break times. Student use of cell phones at any time during the school day is prohibited. If a cell phone or pager is found in the possession of a student, it will be turned off, taken to the office and a parent or guardian must come to claim it for

the student. Under special circumstances middle school students will be allowed to have a cell phone for use before and after school hours. Please request a Cell Phone Waiver from the office to be considered for this exception.

Should a student need to make a call home for an extenuating circumstance, s/he must ask permission to use the front office phone. Middle School students must use the phone in either the Vice Principal's, or Ms. Norman's office.

Restricted Areas

Students are not permitted for any reason to enter the staff lounge, copy room or any classroom that is not directly supervised by a staff member. Any student found in these areas will receive a minimum consequence of a detention. When waiting for a class to begin, students must wait outside the classroom until the teacher welcomes the students into the classroom.

Snacks

All students will be given an opportunity to eat a nutritious snack during the class day. Teachers will determine the most suitable time for this to happen. Parents should send a snack with their child daily, as the school does not provide snacks for the students unless those in extreme need. Highline Academy is a nut free school. Please do not send snacks or lunches containing nuts.

Guidelines for what students may bring for a snack are as follows:

Candy, cake and other sweets are unacceptable forms of snack.

Soda is not allowed in the building at any time.

Students are encouraged to hydrate by carrying a water bottle with them throughout the day.

In order to protect the carpet and classroom materials, water is the only drink allowed in the classrooms. Juice, soda, Gatorade and other drinks are not permitted in the classroom.

Under no circumstances are students allowed to share or trade snacks.

Due to severe allergies Highline Academy Charter School is officially a NUT FREE school. This includes but is not limited to mixed nuts, individual nuts, sunflower seeds, loose granola with nuts or seeds, chocolate covered or other candies with nuts, and cookies or other baked goods with nuts or nut butters.

There are to be no snacks or drinks in the library, science or computer labs, or in the hallway.

Students are not permitted to eat snacks during recess, drop off or pick up.

Some healthy snack/lunch ideas include:

Cheese – cubes or slices

Cottage cheese or cheese spread – in celery sticks or cucumber boats

Chicken or turkey (or other meat) – cubes, slices, wings or drumsticks

Hard cooked eggs (shelled for younger children)

Yogurt

Mandarin orange segments, seedless grapes, cubed melon, sliced peaches and apples

Carrot sticks, celery or cucumber slices, and cherry tomatoes

Canned fruit

Vegetable strips and a container of dip

Pickles

Children always enjoy pleasant surprises in their lunch box – try cutting their sandwiches with a cookie cutter or including a note or funny drawing.

Students with Special Needs

All students are expected to fulfill Highline's behavioral expectations, unless otherwise determined by the administration and written in a student's IEP. Federal and state law provides certain procedural rights and protections relating to the discipline of students who have been identified under such laws as having special needs based upon a disability. A copy of these rights may be obtained from the principal.

Dress Code/Uniform Policy

The uniform is an important part of Highline Academy Charter School’s school culture. It reduces superficial comparisons between people and emphasizes the common experience that we share as members of this school community. It is not intended to stifle the individuality of our students, but to establish a desirable learning environment, contribute to a sense of community, and to focus individuality in various academic arenas. Abiding by uniform guidelines conveys a respect for others and for self that underlies Highline Academy Charter School’s mission. A dress code emphasizes the fact that the school is both a community and a place of work. Students are to be in uniform from the time they arrive at school until they leave the school grounds. At all times, students are required to dress appropriately and within the guidelines of the Highline uniform policy. By enrolling your child at Highline Academy Charter School, parents accept full responsibility for their child’s adherence to the dress code.

All clothing must fit properly and be neat, clean, and in good repair. Any student wearing or possessing any article of clothing or accessory if deemed a distraction to learning will be made to change.

SCHOOL UNIFORM.

Highline Academy’s preferred uniform brand is French Toast.

Not all French Toast uniforms are acceptable; a detailed list of Highline’s Uniform is available in the office and online at www.highlineacademy.org

Uniform can be purchased:

Online at www.frenchtoast.com – entering Highline’s code, QS5NJYR will bring up Highline approved uniform pieces only.

By phone at 1-800-FRENCHTOAST.

At the Super Kmart store - 15200 E Colfax Avenue, Aurora, CO 80011. (uniform is scheduled to arrive in store the first week of June).

Students who come to school out of uniform will not be permitted to attend class. Parents will be called and asked to bring uniform.

We do not check clothing labels. Uniform purchased from other stores that closely resembles French Toast will be acceptable as long as it falls within the following parameters. PLEASE READ CAREFULLY.

Boys Dress

Acceptable	Not Acceptable
Pants and Shorts Must be khaki or navy Must be dress type pants/shorts May be flat or pleated front Must fit at the waist Shirts Navy, pale yellow or white Polo type shirt (Hunter green for Middle School students ONLY) Long or short sleeved knit polo shirts Turtle necks Sweaters and Vests Navy or white V-necks or button fronted	Pants and Shorts No cargo pants or cargo shorts ‘No jean’ style or zipper pockets No outside stitching Shirts No logos or pockets No button down shirts No un-tucked shirts No layering shirts in colors other than navy or white Sweaters and Vests No hoodies, pullover or zippered

<p>Sweatshirts Highline Academy sweatshirts (available for purchase from the uniform closet) Plain navy round necked sweatshirts</p> <p>Belts Brown, black or navy blue</p> <p>Socks Plain white, black or navy</p>	<p>Sweatshirts No hoodies, pullover or zippered No pockets No zip front</p> <p>Belts No Studs, chains or designs</p> <p>Socks No designs, logos, colors or prints</p>
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Girls Dress

Acceptable	Not Acceptable
<p>Pants and Shorts Must be khaki or navy Dress pants/shorts only May be flat or pleated front Shorts must have a hemline may not be more than 2 inches above the knee</p> <p>Skorts, Jumpers and Skirts Must be khaki, navy or French Toast Green Plaid ONLY Must have a hemline no shorter than 2 inches above the knee A shirt must be worn under jumpers</p> <p>Shirts Navy, pale yellow or white polo style (Hunter green is for Middle School students ONLY) Long or short sleeved knit polo shirts Turtle necks Picot collars</p> <p>Sweaters and vests Navy or white V-necks or buttoned fronts</p> <p>Sweatshirts Highline Academy sweatshirts (available for purchase from the uniform closet) Plain navy round necked sweatshirts</p> <p>Belts Brown, black or navy blue</p> <p>Sock and Stockings Plain white, navy or black</p>	<p>Pants and Shorts No cargo pants or cargo shorts No 'jean' style or zip pockets No wide flares or bellbottoms No 'skinny' leg pants or leggings No Tight fitting pants or shorts No outside stitching</p> <p>Skorts, Jumpers and Skirts Plaids other than the French Toast Green plaid Dresses of any kind (jumpers only)</p> <p>Shirts No logos or pockets No button down blouses No un-tucked shirts No layering shirts in colors other than navy or white</p> <p>Sweaters and vests No hoodies, pullover or zippered</p> <p>Sweatshirts No hoodies, pullover or zippered No pockets No zip front</p> <p>Belts No studs, chains or designs</p> <p>Sock and Stockings No patterns, logos, colors, prints, or designs</p>

Uniform sweaters and sweatshirts may be worn in the building during school hours. Any type of coat may be worn to and from school, and at recess, but not in the classroom. Uniform items may not have visible brands or logos. All clothing must fit properly be neat, clean, and in good repair. Shoes must fit properly and be suitable for play, PE, recess and science lab.

For questions or clarification on our uniform policy please contact the office.

End of Day: Students may not change out of their uniforms at the end of the day and remain on campus. Students attending after-school enrichment activities, including scouting activities, which require them to change clothes, will be granted an exception to this rule and be allowed to change after 3:30 PM. Students attending Kids' Adventure will not be allowed to change clothes as a daily practice. If the director of Kids' Adventure deems it appropriate, for certain activities, students will be notified beforehand. Students may NOT change out of uniform while waiting for a parent to pick them up.

Dress items not covered above that are a distraction or inappropriate are subject to review by Highline Academy personnel.

Dress Code Purchasing

French Toast items can be purchased in several ways.

To purchase items online at www.frenchtoast.com:

Click on "Find your school's dress code."

Enter either the school name OR our school's source code: QS5NJYR.

From the Highline Academy Charter School option, select the items that you wish to purchase.

While French Toast offers a wide variety of styles and colors, Highline Academy Charter School has chosen only the following pieces to make up our uniform:

Sears Essentials and Target stock French Toast during the fall.

Classroom items may be purchased through Highline Academy Charter School.

Orders are filled weekly OR once per month on a Saturday. Please see the school calendar for exact dates.

Items that are not in stock will be ordered and sent home with students.

Labeling Student's Clothing

Please take the time to label each piece of your child's clothing with his or her first and last name.

This should be done with a permanent marker on the inside tags. Any misplaced clothing that is not labeled will be put in the lost and found. The lost and found will be cleaned out every trimester and all French Toast clothing will be placed in the Clothes Closet. All other clothes will be donated to local charities.

Dress Code Violations and Consequences

Students wearing clothing deemed to be in violation of the uniform will not be permitted to attend class. When a teacher confronts a student to correct a dress code violation, the student is expected to comply immediately. Questions regarding interpretation may be discussed at a later time. When a dress code violation occurs, students will be asked to call home for the delivery of proper uniform. Students will wait in the front office until they are in compliance with the dress code.

The Front office staff should be consulted if there are any questions about whether a particular item of clothing meets the requirements of the above policy. The Highline Academy Charter School administration reserves the right to restrict individual items of clothing as necessary, given notification of a parent or guardian, if such clothing interferes with normal school activities.

If your family qualifies for the free or reduced lunch program we will provide assistance in acquiring a uniform for your student. Please contact Binta Cross at ext. 1105 for more details.

Student Searches

Highline Academy Charter School reserves the right to conduct searches of the students and their property, including backpacks and journals. Searches will be conducted so as to respect the privacy and interests of the students to the fullest degree possible, but will balance such concerns with its predominant interest in maintaining student safety and discipline. The parent(s) or guardian(s) of a searched student will be notified as soon as possible to inform them that a search is about to or has just occurred. Should a student refuse to cooperate with a search request, the school will confiscate the property in question. School cubbies and desks, which are assigned to students for their use, remain property of Highline Academy Charter School and students should, therefore, have no expectation of privacy in these areas. Such areas are subject to searches by school officials at any time.

Use of Outside Authorities

In the case of a severe behavioral infraction, emergency or crisis situation, Highline retains the right to utilize outside authorities at its discretion. Such authorities include, but are not limited to, police officers, juvenile officers, members of the DPS Office of Safety and Security, members of the Behavior Evaluation Specialist Team (BEST), and area experts. The school maintains the right to provide crisis intervention for students when, in our best professional judgment, it is deemed necessary. The school will make all reasonable efforts to communicate details about such interventions to parents ahead of time. However, extenuating circumstances may render this impossible in certain instances.

Please contact the principal with any questions or concerns regarding behavioral support policies at Highline Academy Charter School.

Pick-Up/Drop-Off Policies & Procedures

Transportation to and from Highline Academy Charter School is neither the responsibility of the school nor Denver Public Schools; instead, it is the responsibility of the parents/guardians.

Parents/guardians are encouraged to carpool.

The safety of your children is of utmost importance to Highline Academy Charter School. We realize that mornings can be hectic and that everyone can feel a bit rushed. However, ensuring the safety of our students is a whole-community endeavor. Please take a little extra time during drop off and pick up to consider the safety of all our children. Highline Academy will always welcome extra parent/guardian volunteers to help keep our students safe during morning drop off (7:30am - 7:50am) and afternoon pick up (3:30 pm – 3:50 pm Monday, Tuesday, Thursday, Friday and 2:10 pm – 2:30 pm on Wednesdays). We also welcome any suggestions to improve a pick up and drop off plan that works for ALL Highline Academy families.

Morning Drop-Off Policy

Cars are enter the main drive heading east off Dahlia from 7:30am – 8:00am the following two Parents may not leave students unattended in either the front or the back of the building, before staff supervision arrives. Please arrange to have your child attend our before school program, Kids' Adventure, if you must drop your child off earlier than 7:30 am due to scheduling conflicts such as work.

Any student found unsupervised either in or outside of the building prior to 7:30 am will be escorted to Kids' Adventures and parents will be charged the going rate for Kids Adventure. Walkers and bikers are classified as those students who walk or bike from a bus stop or from their home to Highline Academy, and must follow the guidelines below:

Students must use crosswalks and sidewalks at all times.

Students are not permitted to walk through adjacent parking lots, nor cross through Highline Academy's driveway on the West side of the building.

Students will enter through the front of the building and proceed through the building to the cafeteria, where they will be supervised with their classmates.

Bikers will be expected to lock their bikes. They will not be allowed to ride bikes in the drop off line.

All students will wait outside until 7:45 am so please make sure they are dressed accordingly. In the case of inclement weather (raining, snowing or temperatures below 32° F) students will go directly to the cafeteria after being dropped off in the rear drop-off area.

Students Arriving Between 7:50am - 8:00am

School begins promptly at 7:50am. The back door will remain open for drop off until 8:00am.

Students arriving between 7:50am and 8:00am will be marked tardy as they enter through the back of the building. The school's clock in the drop off area, not individual car clocks, will determine the official time for marking students tardy. After 8:00am parents must enter the main parking lot, park their car and escort their child to the office. Tardy students MUST be signed in by a parent/guardian at the front office in order to change their absence, marked by their homeroom

Afternoon Pick up Policy

Cars are not to enter the main drive from 3:30pm – 3:55pm Monday, Tuesday, Thursday, Friday and 2:10 – 2:30 on Wednesday unless one of the following applies to your family:

You are a parent volunteer during this particular time block. If you are helping with pick up, your child will wait with their classmates in the pick up area where they will be supervised with their classmates. If you have another volunteer duty, you may come to get your child first, and then supervise them while you are in the building.

You have granted explicit written permission for your student to be a walker or biker (please see policies below).

You have been granted a specific written waiver from Highline's front office to pick up in the front office. These waivers are granted only for specific and extenuating circumstances, and are given on a limited basis.

Your family has purchased use of parking spaces sold at the school's auction.

Release Identification Numbers and Placards

Each student has been assigned a Release Identification Number that must be clearly displayed in the lower left side (driver's side) of the windshield. If you have students in more than one grade, or if you are carpooling, please display each placard for the students that you are collecting. In order to facilitate a prompt pick-up procedure, please display this number in your car's windshield every day.

If your family requires additional placards please make this request at the front office.

Early Dismissal

If you must pick up your child before the 3:30 p.m. dismissal time, you are required to sign him/her out in the front office. Office staff will call to the classroom and request your child to be sent to the office. Highline Academy Charter School urges that your child participates in the full day of classes, as last minute directions and review of the day's assignments are often given during the classroom's preparation for dismissal. All attempts should be made to schedule medical appointments outside of school hours. Regular early dismissals will not be tolerated.

RTD Passes

Highline offers a limited number of RTD passes, distributed on a first come first serve basis to families who qualify for free and reduced lunch and who require transportation assistance. Please inquire with the principal.

Parking

Parking at Highline Academy Charter School is very limited. Before and after school, only parent volunteers, and employees are allowed to park and come into the school. Between the hours of 8:00 am and 3:15 pm parking is available for all school parents.

Operational Policies

Administrative School Hours

☑ Highline Academy Charter School's administrative team is available between 7:30am and 4:00pm Monday through Friday. The administrative staff is happy to meet with parents/guardians, but please call ahead to make an appointment. Please also understand that while you may find faculty and administrators in the building in the early mornings, later afternoons/evenings, or even on the weekends, their presence does not indicate their availability to parents/guardians or students without an appointment. Faculty and administrators often utilize these non-administrative hours to catch up on focused work and are therefore not available for impromptu meetings during these hours.

Attendance/Tardiness Policy

It is the belief of Highline Academy Charter School, Denver Public Schools and the Colorado Department of Education that a commitment to consistent, punctual attendance is a necessary component of a successful education. It is the responsibility of parents and guardians to make regular school attendance a priority within the home. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. We strongly discourage your planning vacations, trips, and doctor appointments when school is in session. Habitual absences and tardiness has a tremendous negative impact on the integrity and effectiveness of the school experience – for the student and for the class as a whole.

☑ Highline Academy Charter School is required by its DPS contract to maintain a 95% attendance rate each year. This means a student may not miss more than 9 days of school per year.

Highline Academy Charter School's attendance policy is compliant with the Colorado Compulsory Attendance law (C.R.S. 22-33-104) and is as follows:

Late Arrival (Tardy)

Tardiness is a failure to appear on time and is considered a form of absence. School starts at 7:50am every day. Students who are not in their homeroom at 7:50am will be marked tardy and will be permitted to enter the school via the drop-off/pick-up doors on the south side of the building until 8:00am. Doors on the south side of the building used for the school's drop-off and pick-up will be locked promptly at 8:00am.

☑ Any student arriving after 8:00am must be escorted by a responsible adult directly to the front office, where the student must be signed in. The student will receive a tardy pass and have their tardy recorded in the office records. Repeated tardiness will be reported to the school counselor and subsequently to the district. Tardies are recorded daily in the Denver Public School attendance reporting system and show up on report cards.

Tardiness is considered excused in a small number of circumstances such as poor weather and road conditions that inhibit a child's punctual arrival. This decision will be made by the administration on a case by case basis. Over sleeping, car troubles, heavy traffic, work, or personal related tardiness is not excused.

☑ If your student has been recorded tardy more than 10 times during any school year, you will receive a letter from Highline Academy Charter School requesting that you make every effort to improve your child's attendance. Five tardies are recorded as 1 day of unexcused absence.

Parents and students who do not follow the Highline Academy Charter School Attendance Policy and take their children out of school for an absence that has not been approved will be recorded as unexcused. This assists families in understanding that additional time missed (outside normal school vacation periods) is difficult for your child to make up, particularly for a struggling child.

Please feel free to contact the administration if you have any questions regarding the policy or consequences. Thank you for ensuring that your student understands the responsibility of school attendance and punctuality, as well as related consequences.

Attendance Line

When your child is going to be absent from school we ask that you call the school phone number at 303-759-7808 x3 and either speak with an administrative coordinator or leave a detailed message on the attendance voice mailbox. Please leave your child's name, grade, date your child will be absent, reason for absence and the name of the person who called in. You must call the attendance line no later than 11:00am each day your child is absent. Each day we will check those messages against our attendance records. We will attempt to contact the parents of any student who is not accounted for to assure the student's safety. If we are unable to reach you, we will record your student's absence as unexcused. The absence is not verified until we do hear from you. Again, this information is shared with Denver Public School and the district truancy office as required by law.

Excused Absences

Excused absences are those resulting from temporary or extended illness, doctor/dental appointments, injury, or physical, mental, or emotional disability; family emergencies; absences excused by the principal through prior requests of parent/guardian, i.e. a death in the family, an ill parent; absences which occur when a student is in custody of a court or law enforcement authority; and absences occurring as a result of a religious holiday. In order for an absence to be considered excused, the child's parent / guardian must call the office and give the reason for the absence, within 24 hours. If a student's number of absences due to appointments becomes excessive, as deemed by the principal, a note from the child's doctor may be requested.

With a preplanned absence, parents/guardians should notify the school office regarding the dates or times to be missed at least 2 days in advance.

Unexcused absences

Unexcused absences are those with or without prior knowledge and approval of the parents, but for reasons not approved by the principal.

Extended absences due to family excursions, etc., will be considered unexcused absences.

Excessive absences

Level I

When a child has a total of 3 unexcused absences or trancies in one year, an intervention shall begin with the contact of the school counselor and be resolved at the lowest possible level, consistent with the severity of the situation. If the unexcused absences continue, the intervention moves to the next level.

Level II

After 4 days of consecutive or 6 cumulative absences the school counselor in cooperation with the family will make an attendance plan. The school counselor shall mail a letter to the parent/guardian and a copy of the letter will be file in the student's CUM folder. This letter shall

Inform the child and parents of the number of unexcused absences to date.

Inform the parents and child of the School Attendance Act {§ 22-33-104 (5) (a), C.R.S.}.

Inform the parents and child of the District's intent to seek enforcement of the applicable statutes.

Inform the parents and child that if ten unexcused absences occur, the matter will be referred to the district truancy office for resolution.

Invite parent and child to discuss the school's concern and to resolve the child's failure to attend.

An attendance plan will be made. This plan outlines specific responsibilities of the student, parent/guardian and the school.

The parent/guardian shall be informed that if unexcused absences continue, DPS policy and State Law requires that an Attendance Filing be initiated in Juvenile Court.

Level III

10-20 unexcused absences, and the school counselor may, but is not required, to refer the family to a social worker in order to assist the family in following the Attendance Plan.

A revised attendance plan will be made with the school counselor.

A letter shall be sent by the school counselor stating that the parent/guardian is subject to a subpoena and subsequently a court order that requires attendance. Violation of this court order may include:

Mandated community service

Detention of the student in a juvenile facility

Monetary fine imposed upon the parent

Detention in the County Jail

Referral to the Denver Department of Human Services

Other such sanctions as deemed appropriate by the Juvenile Court Judge

Level IV

After 21 or more unexcused absences, the school counselor and the Vice Principal will initiate an Attendance Filing. If the student has more than 21 truancies during the school year, an attendance filing must be initiated per DPS Policy JE-R.

A letter stating that attendance must improve within 5 days, with no further truancies for the school year, shall be completed and mailed to the student's home. If the attendance does not improve in a reasonable amount of time, an Attendance Petition shall be initiated through the DPS Legal Office. The 5-Day Letter shall follow the student from one DPS school to another.

Board of Directors

Highline Academy Board of Directors Contact information

Highline Academy's Board is comprised of parent/guardians and community members who share a commitment to policy governance, and a specific commitment to Highline's vision and mission. Our current Board members can be found on our web site at www.highlineacademy.org.

Child Abuse Reporting

The Colorado Child Protection Act specifically requires school officials and employees to report known or suspected cases of child abuse (including emotional, physical, or sexual abuse) or neglect and circumstances which might reasonably result in abuse or neglect. As an automatic reporting agency, it is our obligation to report any reasonable suspicions (C.R.S. 19-3-307).

It is not the responsibility of school employees or officials to contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. Nor is it the responsibility of school officials or employees to prove that the child has been abused or neglected. Failure to report promptly may result in civil and/or criminal liability. A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

Clinic Policies

It is imperative that the health and safety of all Highline Academy Charter School students be protected at all times. Students who become ill or injured during the school day are sent to the clinic where Highline Academy Charter School offers limited nursing services to its students. Parents are notified, by telephone or note, if a student:

Has an elevated temperature.

Has visited the office for illness or injury more than once in a day.

Is injured and needs medical attention.

Receives non-routine treatment (routine treatment includes administration of a band-aid, distribution of water, rest, etc.).

Has a condition which the office and/or nursing staff feels warrants notification.

If a student is injured or ill and requires immediate medical attention, 911 will be called. Please help keep Highline Academy Charter School informed by providing the school office with updated contact information and an emergency phone number for your family. Your child must be picked up within 30 minutes of your receiving a call from the clinic, as there is no place at school to isolate ill students.

Do not send medications, including over the counter drugs such as Tylenol, herbal remedies, vitamins, or prescription medication with children in backpacks or to your child's teacher. The classroom teacher may not dispense medication. Therefore, a parent must deliver all medications to the clinic personally with the following:

All medication must be in its original bottle, properly labeled with a physician's instructions and a student's name.

Written authorization and directions from the doctor who prescribed the medication.

There can be no exceptions made to this request; therefore, prescription medications sent in any other form must be picked up by an adult or Highline Academy Charter School will disposed of them. Highline Academy Charter School will be happy to provide your doctor with a fax number to receive the information from the doctor.

If your child has been absent from school due to illness, s/he must be fever-free and exhibiting no symptoms of illness for 24 hours before returning to school.

If you have been treating head lice at home please notify the school so that other children in the classroom can be monitored.

Closures and Delays

Highline Academy Charter School does not necessarily follow DPS school closures and delays. Broadcasts are usually made by 6:00am on the three major news networks and periodically thereafter until 9:00am. When Highline Academy is closed, all school-sponsored activities, including the before and after school program, are canceled.

In situations where weather may cause a school closure and Denver Public Schools has a planned, non-student contact day (either for a holiday or for teacher in-service) and Highline Academy Charter School is otherwise scheduled to be open, the principal will make a decision about whether school will be closed. In this case, information about Highline Academy Charter School specifically will be broadcast by 6:00am on the three major news networks on the day of the closure. In addition, room parents will be notified..

On delayed start days, Kids' Adventures is not available for before school care.

If it becomes necessary for the welfare of our students to close school during the day or to delay a school dismissal, an emergency Once Call will be put into effect. We ask families to prepare for this possibility in advance by filing out the Emergency Card with the office and keeping it current.

Contacting Highline Academy Charter School Staff

Email is the recommended method for contacting all Highline Academy Charter School staff. All staff will check email twice during the school day. Emails will be returned within 48 business hours. Staff members will also check phone messages daily and return calls within 48 business hours.

Emergency Procedures

Building Emergency/Crisis/Lockdown Drill

HA has a comprehensive plan for safety and security. If it were to become necessary to invoke a "lock-in", the cooperation of parents would be extremely important. No one would be allowed in or

out of the building until a danger assessment was conducted and the situation deemed safe. No exceptions will be made to this policy.

Fire Drills

HA conducts fire drills each month that school is in session. ALL people in the building, including volunteers and parent visitors, must exit at that time in compliance with fire department regulations. Students are to follow the instructions of their teacher, remain silent, and leave the building single file in an orderly manner. Any deviation from this procedure will result in an automatic detention.

Tornado Drills

A drill for this emergency will be conducted at least once a year.

Food Services

Highline Academy Charter School offers an optional hot lunch program for students. Students also have the option of bringing a cold lunch from home. Highline Academy Charter School participates in the free and reduced lunch program through DPS. All parents are asked to complete a free and reduced lunch application at the beginning of the year. Eligible students will receive a free hot lunch or a reduced price hot lunch (\$0.45 per day).

Parents who send their student with a lunch from home are asked to pack healthy foods. Good nutrition will help your children benefit the most from their afternoon classes. Children will not be allowed to share/swap food items from home.

Current lunch prices (including milk):	Daily: \$1.50, elementary lunch; \$1.75, middle school lunch
Current milk prices:	Daily: \$0.40
Reduced price lunch (including milk):	Daily: \$0.40

When students purchase a lunch it includes a small carton of milk. The milk price is only for students who bring a lunch from home, but want to purchase milk as a beverage.

Parents are asked to refrain from bringing fast food to their child as an acceptable lunch.

When you send your child to school with lunch money, please put his or her money in an envelope and write the student's SASI number (provided by the school) on the outside of the envelope. You are welcome to pay in advance for a number of lunches (for example, you may write a check for \$20.00 to cover lunch for several weeks). All checks should be written to Denver Public Schools.

Because DPS is handling the school's lunch money, elementary students will not be able to accumulate a negative balance of more than \$5.00 on their lunch money account. In other words, DPS will not serve lunches to students who have not paid for more than \$5.00 of lunches. (This, of course, does not apply to students who qualify for a free lunch.). Middle school students CAN NOT accumulate a balance with DPS at all. If your child arrives at school without a lunch from home, lunch money, or a positive account balance, DPS will provide one school lunch. After that, DPS will not feed your student.

Grievance Policy and Procedures

Highline Academy Charter School values open communication amongst and between members of our school community, including parents/guardians, students, faculty, staff, administration and the Board of Directors. Highline's grievance policies and procedures pertain to grievances of varied natures; they regulate how parents and students are expected to express grievances about faculty, staff or administrators, and they regulate how faculty and staff are expected to express grievances about other members of the professional community, including peers, supervisors or the administration. Grievances may pertain to inter-personal disputes, to the violation of other Highline policies and procedures, or to perceived or real discrimination or disparities.

The objectives of the Highline Academy Charter School grievance policy are threefold: 1) to help members of our community resolve conflicts in an open and direct manner; 2) to provide a safe avenue for members of our community to express grievances or report alleged or actual wrongdoing, including behaviors considered discriminatory; 3) to prompt, when necessary, further investigation and outside resolution.

Our grievance procedure establishes both a formal and an informal avenue through which community members can express concern or report discrimination without fear of retaliation. Highline's procedures for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level. To ensure that all members of our community have the support needed to utilize the grievance process, we offer a neutral 3rd party team, the resolution team, to help resolve disputes and serve as a facilitator. The resolution team will be comprised minimally of one board member and one school faculty/staff to be named each year and listed publicly in the school's handbook. For the 2009-2010 school year Binta Cross Highline's social worker, and Jennifer Holliday, a Highline school board member will comprise the resolution team. While the administration and Board both expect that conflict will be addressed following the fewest steps of the procedures below, should resolution not be obtained at the lowest faculty or administrative level, each member of the school community is guaranteed both substantive and procedural due process.

Informal Grievance Process

Highline's informal grievance process is intended to provide parties an opportunity to express and resolve grievances at the lowest level possible. The informal process provides neutral facilitation and mediation, with the goal of informal resolution, restitution, and relationship repair.

In an attempt to encourage prompt resolution of potential grievances, Highline Academy community members are encouraged to address their disputes directly with the individual(s) involved, with or without the presence or intervention from the school's "resolution team." Should the resolution team be involved, the team will work with the grievant to facilitate a conversation with those directly involved in the dispute. Specifically, as the first step of making an informal grievance, a grievant should:

Approach directly the person with whom there is a conflict in an effort to have a direct conversation to seek resolution; or

Approach the designated contact for the school's resolution team to begin the process. The designated contact is noted on the contact sheet in the school's family handbook.

Once notified, the resolution team has 30 days to complete its settlement process, which might include an informal investigation, a restorative dialogue, and/or the creation of a follow up plan.

If satisfactory resolution is not realized after a direct conversation between the conflicted parties, the situation should be brought to the attention of the supervising administrator by either the grievant or by the resolution team. The supervising administrator, the conflicted parties, and the resolution team (if involved) will address the situation and develop goals for conflict resolution. The administrator will monitor this process until resolution is realized. In the case of grievances with the principal, the grievant or resolution team will inform and involve the chair of the Board. Once notified, the supervising administrators or Board Chair will hold the initial conflict resolution meeting and establish a follow up plan within 15 days.

Informal grievance proceedings will not extend beyond 45 days unless there is a written agreement between all parties to extend the informal process. Should resolution not be reached within 45 days from the informal grievance being registered (step 1), parties are encouraged to use the formal grievance procedure (noted below).

Formal Grievance Procedure

The formal grievance procedure is intended to provide an opportunity for grievances that are either not resolved via the informal process or are significant enough in the mind of the grievant to require a formal investigative and resolution process that is documented in writing.

1. To initiate the formal grievance process, a grievant should submit a signed and dated grievance to resolution team member Binta Cross, school counselor who can be reached at extension 152, or email at bcross@highlineacademy.org. The written grievance should detail the allegations of dispute, breach of policy, or discrimination and should cite the contract, policy or procedure that has been violated.
2. The resolution team will provide acknowledgement of receipt of the written grievance within 5 work days. In addition, within 5 work days, the resolution team will provide a copy of the written grievance to the individual(s) named in the grievances as well as to the direct supervisor of that individual, that being the Chair of the Board in the case of the principal.
3. Within 30 work days, the resolution team will conduct its own internal investigation, including conducting interviews with all relevant parties, reviewing pertinent documents, reviewing policy, etc.
4. Within 45 work days of the submission of the written grievance, the resolution team will issue a written resolution plan that might include plans for facilitated conflict resolution meetings, recommendations for change in policy or procedure, or suggested next steps.
5. Should a grievant not be satisfied with the manner in which the school's resolution team handles the grievance, s/he should bring the matter to the attention of the Board by contacting the Board Chair or Vice Chair.

It is important to the integrity of our school that grievances be handled in an informed, direct, fair and equitable manner. The administration and board share responsibility in ensuring the integrity of the vision and its implementation through the system of due process described in this grievance policy. The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be at the level of the Board of Directors.

Resolution Team Contact information:

Binta Cross
School Counselor
[Bcross@highlineacademy.org](mailto:bcross@highlineacademy.org)

Highline Academy Charter School Enrollment Policy

Within the time limits and priorities described below, students shall be enrolled at Highline Academy on the basis of lottery, without regard to race, creed, color, sex, national origin, religion, sexual orientation, ancestry, disability, or need for special education services.

Highline Academy sets forth the following non-discriminatory enrollment policy as required by law.

Lottery Overview

Enrollment is determined by a random lottery system via the DPS SchoolChoice process. Once you are accepted into Highline Academy via the lottery, you do not have to re-apply through the choice process. You do however, have to register every year during the registration period just before the school year starts. The registration period will be announced in the weekly updates at the end of the current school year, and will be posted on our web site at www.highlineacademy.org. Failure to register may result in the loss of your seat.

Kindergarten Tuition

Highline Academy has two full day Kindergarten classes. Class size will be 23 students per class with two classes per grade, totaling 42-46 students per grade. Classes may be over-enrolled by two students per class to account for natural attrition. DPS Provides funding for ½ day programs, therefore Highline Academy charges monthly tuition for its full day Kindergarten program. The cost is set by DPS. There are a limited number of scholarships available for those that qualify and they are awarded on a first come first serve basis according to need. Scholarship information will be included in the enrollment package.

Grounds for Denial of Admission

Subject to the school's responsibilities under the Exceptional Children's Educational Act and applicable federal, state and local laws, the following will constitute ground for denial of admission to the school:

Failure to meet age requirement.

Having been expelled from any school district the preceding twelve months.

Having engaged in behavior in another school during the preceding twelve months that is detrimental to the welfare or safety of other students or of school personal.

Failure to comply with the immunization provisions. Families who choose not to immunize their children must sign an immunization waiver.

Falsification of application or enrollment documents.

Applications are considered complete only if all areas are completed and legible.

Neither in-district nor out-of-district students are given priority in Highline Academy's enrollment process.

Time Frame and Public Notice

The application period will take place from November through the last work day of January each year. Grade level lists will be compiled in February. Once a name is drawn, the parent(s) will be notified by phone and given one week to accept or reject the seat. This offer is only for the grade level where the opening occurred.

If the parents(s) cannot be contacted because they failed to make notification of changes in phone number, they shall be removed from the lottery pool.

If the parent rejects an opening offered to their child, that child's name is withdrawn from the lottery pool and the parent(s) may choose to reapply at a later date.

If a student is enrolled into Highline Academy after August 1 but before the start of school they will be notified by telephone and must respond within 48 hours that child's name is withdrawn from the lottery pool and the parent(s) may choose to or be put back into the lottery pool.

Openings at Highline Academy will be advertised on our web site, and by mailing flyers to targeted neighborhoods.

Money Collection Procedures

Parents may be turning money into the school for a variety of reasons and it is important to understand to whom money should be turned in so that it gets credited to the appropriate student. Field trip money should be turned in to the classroom teacher, in an envelope, with the student's name on the outside.

Lunch money should be put in an envelope with the student's name and SASI number (provided by the school) and turned into the classroom teacher. All lunch money envelopes will then be turned into the DPS lunch staff person who is at the school on a daily basis.

Please note that all bounced checks will incur a fee of \$10.00.

Office Notification

Please notify the office of any and all changes of information regarding your child's address, phone number, emergency number, parent work numbers, etc., as soon as possible. It is vital that the office keeps this information up to date and your prompt notification regarding any changes is sincerely appreciated. If Highline Academy is consistently unable to reach parents/guardians due to inaccurate household information, it may be considered negligence and the Department of Social Services may be called.

Weather

Please dress your child according to the weather. Our students go outside for recess and physical education classes in all but the coldest or wettest weather.

Withdraws/Transfers

Should a student desire to withdraw from Highline Academy Charter School, withdrawal forms must be completed and filed with the school office. In addition, the school will not release academic records until all fines have been paid and all school books and property checked out to the student have been returned and or paid for.

Family, Student and School Contract

Family support is one of the pillars of the Highline Academy Charter School community; you are a true partner in your student's experience. Highline will need your help and commitment both within the school and outside of the school. In the school, we hope that you participate in volunteer opportunities such as making copies for teachers, getting Thursday folders together, chaperoning field trips, and helping with other Highline events. Outside of school, we expect that you will stay in constant communication with us about your student's progress and monitor his or her work closely at home.