Vision
Vanguard Classical School graduates will be literate in the classics and the ideals of Western Civilization, while valuing the diversity of ideas, abilities, and cultures in today’s world, and will be prepared to contribute meaningfully to their communities.

Mission
To facilitate optimal individual academic achievement and character development through a rigorous, content-rich, inclusive learning environment.
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**PARENT/STUDENT HANDBOOK**

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## WEST Campus

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## EAST Campus

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Section 1: Vanguard Statement of Philosophy

*Every child can learn and deserves the opportunity.*
We believe that all students are capable and deserving of a free, high quality, broad education. We have adopted a curriculum that, when delivered effectively and appropriately, will enable students of all abilities to succeed in their continued education and lives regardless of race, sex, heritage or socio-economic status.

*A broad, rigorous, content-based curriculum prepares children to be productive citizens, lifetime learners and future leaders.*
The skills of learning, problem solving, and critical thinking are best taught through the content of a body of organized knowledge, modeling, and practice. These skills are required to communicate and function in a diverse society.

*An inclusive environment values students of all abilities.*
Important academic, social, and ethical skills are developed when students with various abilities, needs, and backgrounds learn together. Supports for students will be delivered in the classroom and in smaller ability groups through the cooperation and planning of the staff using a multi-disciplinary approach.

*Character development will be integrated throughout the curriculum.*
It is our responsibility to educate both the mind and the heart in order to produce virtuous, educated citizens. A practical, non-sectarian, literature-based program will be integrated into our curriculum to cultivate character growth through consensus virtues.

*Active parental involvement is critical.*
Students and teachers cannot achieve high levels of academic success without parental support. As a school of choice, we believe that parents who elect to enroll their student/s in our school have chosen to play a strong, supportive role in the education of their children. Those parents will find the necessary time, energy, and resources to assist the school in educating their student/s. The school anticipates that parents will be directly engaged in assisting with tutoring, reading groups, volunteer activities, coaching, independent work, school governance, and other areas where they may have specific skills or expertise.

*The Vanguard education team is held accountable for each student’s achievement.*
General education and special education teachers, together with administrators, educational assistants, paraprofessionals, and volunteers, will all work as a team to plan and ensure each student’s success.

*English literacy is fundamental to success in all other subjects.*
Language arts (reading, spelling, speaking, and writing) will be the main focus of instruction especially in the early grades. An explicit phonics program will be taught beginning in Kindergarten.

*Student success is achieved through hard work, perseverance, determination, and commitment.*
High expectations produce high results. Students will be expected to demonstrate determination, diligence, self-discipline, and perseverance to achieve maximum benefit from the defined curriculum.

*Students shall take a defined curriculum and must earn promotion.*
There will be no social promotion. Defined standards must be achieved to move to the next grade level. Self-esteem is developed through effort, accomplishment, and achievement.

*A Code of Conduct, consistently and equally followed, will ensure a structured, safe learning environment.*
There is a uniformly enforced Code of Conduct developed for the school including a uniform dress code, student expectations, disciplinary policies, and grievance procedures.
What is a classical education?

A “classical education” began about 2500 years ago in ancient Greece and continued to develop through ancient Rome and the Renaissance. It involves a three-part process of training the mind and using traditional standards of teaching, curriculum, and discipline. A classical education holds that humans are thinking creatures and are naturally curious. It values knowledge for its own sake and prepares students to be “good” or virtuous citizens.

The early years of a classical education (K-4) are spent acquiring basic skills and facts; establishing a firm foundation from which to pursue further study. In the middle grades (5-8), students learn to think through the facts; the evidence and apply logic. In the upper grades (9-12), students learn to reach conclusions, through thoughtful criticism and analysis, and support those conclusions in persuasive writing and speech. This classical pattern is called the Trivium.

What is Core Knowledge?

Vanguard Classical School uses the Core Knowledge sequence which is an organized course outline of topics to be studied by students in kindergarten through 8th grades. This sequence includes but is not limited to topics and subtopics in language arts, world history, American history, geography, visual arts, music, mathematics, Latin and science.
Section 2: Code of Conduct

Vanguard Classical School was founded on ten core philosophies. One of those philosophies is that a Code of Conduct, consistently and equally followed, will ensure a structured, safe learning environment. To that end, Vanguard Classical School will require that all persons involved with the school (students, teachers, administrators, staff, parents, and volunteers) adhere to certain standards of conduct. A signed “Code of Conduct” will be kept in each student’s file.

**Character**

Students, parents, teachers, administrators, staff, and volunteers will model, by their words and actions, the cornerstones of character of Vanguard Classical School.

**Academic Integrity**

Students are expected to be honest in word and actions. Cheating will not be tolerated. Each student will respect the school’s learning environment and will not interfere with another student’s opportunity to learn.

**Dress Code**

Basic standards for dress and personal appearance are cleanliness and neatness. Students will adhere to the uniform dress code. All who enter the school should be dressed appropriately to reflect the importance of and a respect for education.

**Homework**

Homework is a fundamental part of our academic program. It is the practice used daily to reinforce the knowledge and skills learned that day. Students are responsible for turning in homework complete and on time. Make-up work should be completed in a timely fashion as required by the teachers.

**Attendance**

Students are expected to attend school consistently and to be on time. Frequent absences will impact a students’ progress. Classes start promptly at 7:50 am. Students must be signed in at the office if arriving late.

**Conduct**

To effectively accomplish our mission and goals, it is necessary for the educational environment to be safe and free from unnecessary disruption. It is the expectation of the school that Vanguard students abide by the HAWK expectations of behavior. VCS students are expected to demonstrate well behaved conduct at all times, respecting themselves, others, and property. Each student will bear the responsibility for his or her own conduct. All directions and reasonable requests made by school personnel are to be followed when given with a positive attitude. Students are expected to communicate in an acceptable tone of voice using an acceptable vocabulary.

**Parental Involvement**

By choosing to enroll your student in Vanguard Classical School, you agree to the partnership between home and school. Please find the necessary time, energy, and resources to devote to your student’s education. Vanguard has established four involvement standards toward the successful student/parent/school partnership.

- Parent(s)/guardian(s) will attend parent/teacher conferences held twice each school year per student.
- Parent(s)/guardian(s) should provide a time and place free from distractions for the student to complete his or her homework, provide support as needed, and communicate any concerns to the teachers.
- All families are encouraged to attend and/or participate in school-wide activities and are encouraged to participate on school committees or in other volunteer activities as they are able.

**Traffic Safety**

Vanguard drivers and pedestrians will abide by the traffic policies set by the school. Failure to do so not only compromises the safety of students but also undermines, in a direct and visible way, the values we are teaching our students, including respect and responsibility. Drivers and pedestrians are to set the example of obedience to rules.
Section 3: Information

Academic Textbooks and Supplies

Use of Vanguard Supplies
- Vanguard Classical School desires the best in learning materials for its students. Materials that are loaned or given to students are to be treated appropriately.
- Students are responsible for these materials. If materials given to a student are lost or damaged, the parent(s)/guardian(s) will be charged the appropriate amount for the replacement of the material.

Student Fees and Supplies
- Student fees and supplies are used to provide additional educational opportunities for specific courses, provide additional resources for specific student related use (postage and mailing supplies, paper and printing supplies), or participation in certain trips or outings.
- All fees will be set and approved annually by the Board of Directors.
- All supply lists are set by the teachers and approved by the Leadership Team.
- These fees and/or supplies are non-refundable/non-returnable.
- Fees for field trips, classroom activities, and supplies will be waived for qualifying students. Qualification is determined solely by Federal guidelines and timely submission of the Family Income form to Vanguard or APS annually.
- In the event a family does not qualify, but cannot allow participation of a student due to a financial hardship, an administrator may authorize a waiver for that specific situation.
- Fees for optional activities or items, except as defined in this policy, are not eligible for waivers by the school.
- Fines for damaged materials may not be waived for any reason.

Assessment
VCS uses curriculum-based assessments to measure progress and mastery in all subjects. In most cases, grade levels and/or subject area teachers are expected to work together to identify or create appropriate assessments and may be asked to provide data regarding common assessments as needed to the Leadership Team.

VCS administers certain internal assessments for instructional and accountability purposes. Results from these tests are reported to the Board of Directors and may be used to inform plans for professional development and individual teacher development. These include:
- NWEA/MAPs
- STAR
- Naviance

VCS participates in all state and district-mandated assessments. These include:
- CMAS ELA, Math, Social Studies and Science
- W-APT and ACCESS tests for English Language Learners
- CogAT for gifted screening
- PSAT (10th grade)
- SAT (11th grade)

Please note: If you are requesting GT testing for your child(ren), and they are not in 2nd or 7th grade and do not fall within VCS’s parameters to screen (i.e. students who test in the 95%ile on NWEA/MAPs), you may only request your child(ren) be tested within VCS’s CoGAT testing window. You will be responsible for paying for the test and proctor.
Opt-Out
According to Aurora Public Schools policies, IKA and IKA-R, the parent/guardian of a student enrolled in the district may request that his or her child be exempt from participating in one or more state assessments. Please direct parents with any questions regarding opting out of state tests to the Leadership Team.

Attendance
Regular attendance is important in order to ensure achievement in school. Frequent absences will create gaps in student learning and will limit their ability to learn new concepts as they are introduced. Students are expected to attend school all day, every day.

Excused Absences
To excuse a student, a parent shall notify the school in a timely manner via telephone, written notification or through other verifiable documentation as required by the school Leadership Team. The principal or designee may require suitable proof regarding excused absences, including written statements from medical sources. When a student has excessive excused absences due to reported illness, the building administrator may require a written medical excuse from the family physician. If a family indicates they have no physician or medical source available for this purpose, the school nurse is authorized to make a determination if a student is, indeed, ill. The school nurse may also refer families to appropriate medical resources when needed to substantiate the illness.

In accordance with the Colorado Revised Statutes, 22-33-102, and the Attendance Policy, an attendance form must be completed in order to obtain make-up work for an extended absence, more than three days from school, due to illness or other approved reasons.

The following absences shall be considered excused:
A. Illness/injury
   a. Absences by a student who is temporarily ill or injured are excused if such illness/injury is documented by the student’s parent/guardian.

B. Absences shall be excused on a case-by-case basis if a student has an appointment or a circumstance of a serious nature, which cannot be resolved before or after school hours. To the extent possible, the parent/guardian is encouraged to notify the school in advance regarding appointments/serious circumstances.

C. Extracurricular experiences which have been approved by the school
   a. A student’s request to participate in extracurricular experiences outside of the school building may be approved under certain circumstances and on a case-by-case basis. All work missed during the student absence shall be completed per the current VCS student absence policy. Approval shall be left to the discretion of the school’s principal. The principal may use any of the following criteria or any combination of the following criteria in determining whether a student is permitted to engage in said extracurricular experiences.
      i. The student is in good academic standing (all classes with a passing grade);
      ii. The student has no unexcused absences;
      iii. The student has five or fewer excused absences in a semester or nine or fewer excused absences for the school year;
      iv. The student is attending any school-sponsored activity or activities of an educational nature with advance approval by the Leadership Team.

D. Family business/family vacation days which have been pre-approved by the school.
a. A student’s parent/guardian may request approval for an excused absence to attend to family business/family vacation (e.g. wedding, family trip). Approval shall be left to the discretion of the school’s principal. Students are responsible for any and all make-up work due to missed academic days. All work missed during the student absence shall be completed per the current VCS student absence policy.

E. Funerals
a. A student’s parent/guardian may request approval for an absence to be excused to attend a funeral. We respectfully ask that families communicate this absence to the Leadership Team so that we may provide missed academic work when the student is ready to receive said work.

Unexcused Absences
An unexcused absence is defined as an absence that is not covered in the excused absence section. Any student initiated “ditch day” is not sanctioned, supported or sponsored by the school and shall be considered an unexcused absence. Each unexcused absence shall be entered on the student’s record. The parent shall receive notification of student unexcused absences through parent portal and voicemail. All work missed during the student absence shall be completed per the current VCS student absence policy.

- In accordance with Vanguard policy, the Leadership Team may impose penalties which relate directly to classes missed while unexcused. The school Leadership Team shall develop appropriate intervention strategies to assist the student in changing his/her truancy behaviors, which may include the development of an attendance contract.
- The school shall request a sanction letter be sent to the family in accordance to VCS attendance policy.
- If necessary, the school shall follow a truancy path that may include:
  ○ a court petition that may be filed when the student has been deemed to be habitually truant and when interventions have been unsuccessful at changing the student’s behavior.
  ○ a judicial officer who may take action as he/she deems appropriate. All petitions may be accompanied by a sworn affidavit by a school person knowledgeable of the child’s record. This affidavit shall inform the court in separate categories of the number of unexcused absences, unexcused tardies, excused absences and excused tardies. All subsequent affidavits shall be broken down in the same manner
  ○ At any truancy hearing the school involved shall have a person present who is knowledgeable about the child in regard to the current unexcused/excused absences, unexcused/excused tardies, grades and behaviors in all classes taken during the school year and a copy of the child’s attendance plan.

Late Arrival /Early Release
- Classes begin promptly at 7:50 am.
- The school doors open at 7:30 am. This means there is adequate time before 7:50 am for students to arrive and be in the classroom, ready to go. Arriving with adequate time to avoid being tardy is the responsibility of the parent(s)/guardians. Parent(s)/Guardian(s) are expected to have their students to school a minimum of five (5) minutes prior to the start of classes in order to avoid being tardy.
- Tardy students must be checked-in at the Front Office BEFORE going to their classroom.
- Tardiness is a form of absence and interferes with student learning due to disruption and loss of instruction time.
- Recurring tardiness will be addressed by the Leadership Team and could involve notifying Aurora Public Schools and/or the Department of Human Services.
- Dismissal:
A student removed from school early (non-excused) is a form of absence and interferes with student learning due to disruption and loss of instruction time.

**Students may not be excused prior to dismissal after 3:00 p.m. without approval from the Leadership Team.**

Students may NOT be taken from the school, playground, or school sponsored activity unless parent(s)/guardian(s) have signed them out via the Front Office.

**Truancy**
If a student reaches more than four (4) unexcused absences in one month or ten (10) days in any year, the student may be classified as “habitually truant” according to Colorado School Law. The Leadership Team will address such truancy in the following manner:

- Send a letter to the parent(s)/guardian(s) to inform them that their student has been truant and request a return phone call to discuss the absences.
- If there is no response from the parent(s)/guardian(s) within two (2) business days, another letter will be sent to the parent(s)/guardian(s) requesting a conference with the Leadership Team to discuss strategies to assist students in improving attendance.
- If there is no response from the parent(s)/guardian(s) within two (2) more business days, parent(s)/guardian(s) will be informed via letter that a truancy case may be filed with the courts. The actions of the court could include:
  - Community service for parent(s) and students
  - Jail time for parents
  - Parents may be ordered to accompany students to classes all day
  - Fines
- Additionally, a student identified as truant may lose their automatic re-enrollment in the school for the following school year. If applicable, the parent(s)/guardian(s) could elect to place the student’s name in the general lottery for entry the following year.
- If the parent(s)/guardian(s) does not sufficiently explain the reason for unexcused absences, the Department of Human Services will be notified.
- An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.
- Each unexcused absence will be entered on the student’s record with Aurora Public Schools.
- In the case of an unexcused absence, make-up tests/quizzes and adjustments to assignment due dates may or may not be allowed at the discretion of the teacher in dialogue with the Leadership Team.
- Recurring or routine absences from school are discouraged; however, individual cases may be allowed at the discretion of the Leadership Team.
- VCS reserves the right to drop students after 10 consecutive days of absence.

**Closed Campus**
Vanguard Classical School is a CLOSED CAMPUS. Students in grades K-12 are not permitted to leave campus during the school day, including the lunch period. This regulation may be waived for junior and senior students to attend off campus courses or internships, with the permission of their parents/guardians. Students from other campuses and other visitors, with the exception of parents/guardians, guest speakers or other school-authorized personnel, are not allowed on campus, including the parking lot, during the hours of 7:30 am-4:00 pm. Unauthorized persons will be requested to leave the school grounds.
When taking a student off campus for any reason, parents must sign the student out and in at the school office. For their protection, students will not be released to anyone who does not appear as an authorized contact in Infinite Campus, or for whom parents/guardians have not given written authorization. Infinite Campus data is compiled from the Student Information sheet required to be updated every year at Student Registration. The school will notify parents when students are absent without an excuse from a parent/guardian.

Communication
Communication between the Vanguard educational team and parent(s)/guardian(s) is critical for overall school success. The school will utilize the following modes of communication at minimum.

- Email
- Phone
- School Messenger (see description below)
- Student Planners
- School Newsletter
- Grade Level Newsletters
- School Website
- Classroom Webpages
- Friday Folders (K-5)
- Infinite Campus Parent Portal
- Report Cards/Progress Reports
- Conferences

School Messenger
School Messenger is a service used by Vanguard that specializes in emergency and mass notification for the school. Vanguard uses School Messenger to deliver mass phone messages and emails to notify parents of school closures, emergencies, and other important information such as the monthly school newsletter. In order to be notified through School Messenger, Vanguard must have a current, valid phone number and email on file. Please update your information regularly with the front desk administrative assistant.

Advertisements
Opportunities that arise for students through the community, parent(s)/guardian(s), employees, etc., may be posted on an information board at the school and/or on the website AFTER approval by an Administrator. These opportunities will not be part of the weekly communications.

Cell Phone and School Phone Usage
- Cell phones are not allowed to be used during the school day. Cell phones are not allowed in classrooms, during passing periods, or in other educational spaces. They must be turned off and in the student’s backpack or locker. If a cell phone is required, it should be turned off and stored, and can only be used outside of school hours. Vanguard is not responsible for the loss, theft, or breakage of any electronic device brought to school including items left at the front office. Cell phones are not permitted between the hours of 7:30 am-3:35 pm, on field trips, or at after school clubs/sports. Noncompliance will result in a discipline referral. Such items will be confiscated and returned after notifying a parent/guardian. (2nd offense held to end of quarter; 3rd offense held until the end of semester).
- Students may use the school office courtesy phone in the event of emergency situations, and before and after school. However, students need to make prior arrangements for transportation home rather than tying up the phones at the end of the school day.
Controversial Issues

- Controversial issues are defined as problems, subjects, or questions of a political or social nature where differences of opinion, passions, and emotions exist.
- Controversial issues will only be explored when emanating from some part of the curriculum and when these subjects come up, teachers will present an impartial view of both sides without proselytizing.

Discipline

Foundational Principles

Vanguard Classical School is committed to optimizing learning for all students.

- It is the expectation of the school that Vanguard students abide by the HAWK expectations of behavior.
- Students are responsible for understanding and recognizing the Positive Behavior Intervention and Support (PBIS) school-wide system. Students are to learn the PBIS system and emulate this behavior.
- VCS’s fundamental principles of discipline guide students towards acceptable behavior and are designed to assist students in developing their own sense of self-discipline.
- Vanguard believes that formal discipline...
  - Maintains a highly effective learning environment where students focus on gaining knowledge with as minimal distraction as possible
  - Utilizes the situation as a rich opportunity for a student to learn about themselves and others as well as provides students with actual Character Education and life lessons
  - Reinforces Vanguard’s commitment to treating all students with fairness, respect, and equality
  - Effects a permanent, positive change in behavior
- Since the activity of learning requires that students be attentive and polite, if a student does misbehave, the consequences for the infraction will be immediate, relevant, and effectual.

Role of the Leadership Team

- The goal of any meeting between a student and the Leadership Team is to facilitate a learning opportunity for the student in order to implement a positive change in behavior.
- In most instances parent(s)/guardian(s) will be notified of the student’s visit with members of the Leadership Team.
- In evaluating consequences, the teacher and members of the Leadership Team will determine if the act is a “first time,” “repeated,” or “habitual” offense.

Role of the Teacher

- Teachers are responsible for maintaining their classroom environment. PBIS strategies and HAWK expectations will be implemented with fidelity.
- Within the classroom management plan, the teacher has the authority to confiscate toys, spinners, and any other items that are a distraction to the academic environment.
- Teachers will collaborate with and inform the Leadership Team to implement formal discipline whenever appropriate.
- Repeated infractions that disrupt the learning environment must be reported to the Leadership Team.

Formal Discipline Procedure

- For disruptive behavior that requires an office referral, teachers will issue the student a Discipline Referral Form which requires the student to visit a member of the Leadership Team.
- In most instances parent(s)/guardian(s) will be notified of the student’s visit.
- Actions that warrant immediate referral include, but are not limited to:
  - Racial slurs
Malicious and/or willful physical contact (e.g. striking, hitting, slapping, biting or attempting to do so) from one student to another or toward a Vanguard educational team member
- Sexual harassment and/or inappropriate physical contact
- Theft/vandalism of or to school and/or personal property
- Cheating
- Bullying
- Use of/suspicion of using or possessing a controlled substance
- Habitual non-compliance
- Selling any item for personal monetary gain.

- All actions taken by the Leadership Team are noted and included in the student’s file.
- **AT NO TIME** will a student’s disciplinary record be discussed with another student or parent(s)/guardian(s). However, other students or parent(s)/guardian(s) may be consulted regarding an incident in an attempt to discern the facts.
- Fines will be levied on parent(s)/guardian(s) for vandalism or theft committed by their students. Police may be notified and or charges filed if appropriate.
- Fines will also be levied for lost or damaged school property.
- Students may also be required to be involved in the maintenance or repair of damaged property.
- Lockers are the property of the school and may be opened and inspected at any time without notice.

**Referrals**

It is essential that students be allowed to learn in a safe and disciplined school environment free from fear or unreasonable disruptions. Vanguard observes all Colorado State Statute and Aurora Public School’s policies as they relate to student conduct and disciplinary action. On any matter involving a legal felony, the police will be called to the school. Such violations, as defined by 22-33-106 C.R.S., shall lead to expulsion. In accordance with policy JIC: The Board of Education expects every student to follow accepted rules of conduct and to show respect for and to obey persons in authority. In accordance with state law, the Board adopts the following Student Conduct and Discipline Code, which shall be enforced uniformly, fairly and consistently for all students.

**Suspensions**

- The Leadership Team has the authority to suspend students as appropriate.
- All suspensions will require a re-entry meeting with parent(s)/guardian(s) and an administrator prior to the student being readmitted to class.
- Immediate suspensions may be implemented by the Leadership Team depending on the severity of the infraction.
- According to Colorado statute, a student may be declared “habitually disruptive” after being suspended three (3) times in one year on the grounds set forth in CRS 11-33-106 for causing a material and substantial disruption in the class, on school grounds, on school vehicles, or at school activities or events because of behavior that was initiated, willful and overt on the part of the student, and the suspensions were made for:
  - Continual, willful disobedience or open and persistent defiance of proper authority
  - Willful destruction or defacing of school property
  - Behavior on or off school property which is detrimental to the welfare or safety of other students or of school personnel
  - Serious violations in a school building or on school property
  - Repeated interference with a school’s ability to provide educational opportunities to other students
  - And other grounds found in CRS-22-33-106(1)(a),(b),(c),(d), and (e).
● Opportunities will be given for a student to make up assignments during a suspension; the work is required so that the student may keep with the current academic knowledge in each subject. It is the full responsibility of the student to complete suspension work so he/she does not get behind in facts, information and content. Students will receive 50% credit for all completed work due to a suspension.

**Expulsion**

● In all cases where expulsion is either mandated by law or otherwise indicated, Vanguard’s Director and the Governing Board shall act as the School District’s designee.
● Students facing expulsion will be afforded due process rights, including manifestation hearings and the implementation of behavior plans
● General education services required by law to be provided to suspended or expelled students will be the sole responsibility of Vanguard, unless services for expelled students are purchased from the School District.
● Special education and related services required by law to be provided to suspended or expelled students shall be the sole responsibility of the School District.
● The School District Board shall have the option of accepting an appeal by a student from a student expulsion or exclusion decision of the Vanguard Board and in the event it accepts such an appeal, it shall have final authority regarding appeals in such cases.
● Expulsion from Vanguard Classical School will be mandatory for the following violations:
  ○ The possession, use or sale of a dangerous weapon without the authorization of the school
  ○ The sale, use, or distribution of a drug or controlled substance
  ○ The commission of an act which, if committed by an adult, would be robbery or assault other than third-degree assault
  ○ Repeated interference with the school’s ability to provide educational opportunities to other students Or if a student is declared “habitually disruptive”
  ○ Making a false accusation of criminal activity against an employee

**Student Privacy**

● Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution.
● This individual right, however, is balanced by the school’s responsibility to do everything reasonable to protect the health, safety, and welfare of all its students and to ensure compliance with student rules.
● Administrators or designee may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered or illegal items may be present.

**HAWK Behavioral Expectations**

Vanguard Classical School utilizes the HAWK Behavioral Expectations and Positive Behavioral Interventions and Support strategies within the classroom. HAWK stands for the following:

● H: Honor
● A: Achievement
● W: World Citizenship
● K: Kindness

**Student Guidelines for Behavior**

● Students will attend school consistently, be on time, be prepared, and take responsibility for making up any work promptly when absent.
● Students will adhere to the dress code.
● Students will be polite, attentive, and put forth your best effort towards every task.
● Students will follow directions when given and comply with all reasonable requests made by adults with a positive attitude.
● Students will show respect for self, others, and property.
● Students will communicate in an acceptable tone of voice using an acceptable choice of words.
● Students will follow lunchroom, playground, field-trip, lab, and individual classroom rules.
● Students will follow school rules when participating in school-related events on and off campus.
● Students will refrain from using threats or intimidation against any other person.
● Students will respect the health and safety of others, obey safety rules, and will not bring anything to school that could be used to harm another or that is illegal.
● Students will not use tobacco, alcohol, or other illegal substances.
● Students are not permitted to bring non-instructional items to school including, but not limited to toys of any kind, fidget spinners, game cards, putty, stuffed animals, etc.
● Students will walk quietly in the halls and talk in a normal tone of voice in the school building.
● Students will not leave school grounds during school hours without a parent/guardian signing the student out in the main office.
● Students are not permitted to bring glass bottles of any kind to school.
● Water bottles should be clear plastic containers and contain water only during the school day.
● Students are not permitted to use electronic devices of any kind (electronic readers, cell phones, smart watches, video game consoles, iPods, etc.) on school grounds between the hours of 7:30 am-4:00 pm. At no time should electronics be disruptive. Noncompliance will result in a discipline referral. Such items will be confiscated and returned after notifying a parent/guardian. (2nd offense held to end of quarter; 3rd offense held until the end of the semester. If a cell phone is required, it should be turned off and stored, and can only be used outside of school hours. Vanguard is not responsible for the loss, theft, or breakage of any electronic device brought to school including items left at the front office. Cell phones are not permitted on field trips.
● Students will adhere to the Vanguard Code of Conduct.

Only YOU control what YOU do, how YOU act, and how YOU react.

Plagiarism
● Plagiarism is defined as the appropriation of another’s ideas or words in order to present them as one’s own. Simply rephrasing an author’s words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited.
● Plagiarism will not be tolerated in any subject since it is both illegal and in direct contradiction of the Core Virtues curriculum to which the school adheres.
● Students progress academically only by receiving comments and corrections on work they turn in and by taking these comments and corrections to heart in order to improve their performance.
● The entire system of assessment rests on the assumption that the work a student turns in is his/her own. Plagiarism compromises this system, is unfair to other students in the class and constitutes a form of theft of another’s ideas and labor.
● Teachers will provide students the guidelines and practice of acceptable citations.
● When in doubt, the student has the responsibility to ask how an author should be used in an assignment prior to the due date of the assignment.
● Students caught plagiarizing will receive 0% credit on the assignment/test and may also be subject to additional disciplinary action, up to and including suspension.
Cheating

- Like plagiarism, cheating will not be tolerated.
- Cheating occurs when a student uses someone else’s work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment or to avoid doing his/her own work.
- A student who allows others to copy his/her work or fails to alert a teacher when aware of such action, will also be deemed culpable and held accountable.
- Students caught cheating will receive 0% credit on the assignment/test and may also be subject to additional disciplinary action, up to and including suspension.

Bullying

Bullying is the use of coercion or intimidation to obtain control over another person to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.

Bullying is prohibited against any student for any reason. Bullying is prohibited on school property, at school sanctioned events, when students are being transported to or from school or a school sanctioned event, and off-campus when it is reasonably foreseeable that the bullying conduct may cause a substantial disruption in the educational mission of the school or interfere with the ability of other students to learn or be secure.

Bullying should be reported immediately to teachers, the Leadership Team, and/or staff. Retaliation, in any form, will not be tolerated and handled in accordance with the discipline policy.

Prohibited Items

Students are not to bring items such as: gum, fidget spinners or toys, ipods, ipads, video games, water guns or weapon facsimiles, laser pens, knives, or other items that represent a potential threat to the well-being of others. Collectable cards, stuffed animals, stickers, toys of any kind, or sports equipment are not to be brought to school without prior authorization from the Leadership Team. These items will be confiscated, disciplinary action will be taken and parents will be contacted. Students may bring cellphones to school, but they must be kept in backpacks or lockers and be turned off during the instructional day. Skateboards or roller blades must be stored in the student’s classroom or the office and may not be used on school grounds. Articles that constitute a danger are forbidden on school grounds. This includes weapons, jewelry or apparel with spikes, alcohol, and controlled substances. Possession of such is cause for referral to the authorities. Students who bring such items to school face severe disciplinary action.

Students are prohibited from selling anything on school grounds without approval from the Leadership Team. This does not include an approved fundraiser. Students may not bring items to school to sell for their own personal gain.

Safe to Tell

Safe2Tell provides young people a way to report any threatening behaviors or activities endangering them or someone they know, in a way that keeps them safe and anonymous. By calling 1-877-542-7233 or submitting a tip through the website safe2tell.org, young people can help anyone who is trouble or prevent tragedy.

Dress Code

Vanguard Classical School follows a dress code that is conducive to learning as well as manageable to enforce by the Vanguard educational team. Research indicates that a uniform dress code minimizes peer pressure, improves the appearance of the student body, and reinforces an academic atmosphere (“Manual on School Uniforms”, U.S. Department of Education). Additionally, the dress code facilitates the overall security of the school since visitors are readily identifiable by the Vanguard educational team.
Enrollment at Vanguard Classical School constitutes acceptance of this policy, agreement to adhere to and support the policy, and acknowledgement of discipline for noncompliance as set forth in the Vanguard Discipline Code. The final decision as to the safety or unsuitability of the clothing, hair, or jewelry will be left up to the Leadership Team of the school.

Students may NOT be out of dress code at any point during the school day.

Physical Education: There is an exception for physical education classes. Students may change out for PE classes into clothing that is designed for athletic wear and is approved by their PE teacher no more than five (5) minutes before the class begins. The student must change back into appropriate dress code attire no more than five (5) minutes after the class ends. Failure to comply will result in a dress code consequence being issued.

Consequences: Failure to comply with the dress code will result in staff members issuing consequences. Each time a student receives a written warning, the warning will be carried by the student for the remainder of the day. This citation prevents further citations from being written only for dress code infractions that would require changing clothes (e.g., inappropriate top or bottom). Additional citations may be written for repetition of “easy fixes” (such as wearing a hat or outdoor jacket in the building).

Students may also receive consequences for refusing a reasonable request from a staff member if a student does not correct an “easy fix” in a timely manner (e.g. one-two minutes). Staff members will keep track of dress code violations throughout the school year using whatever method is most effective (e.g., class list, Google sheet/Google form, etc.)

In the first week of classes in the first semester, students will receive verbal warnings to correct dress code violations. Persistent violation of dress code in that week will be addressed with the parents.

Please note that school colors include navy blue, maroon, and white.

**DRESS CODE FOR ALL STUDENTS K-8**

<table>
<thead>
<tr>
<th>You may wear…</th>
<th>Included but not limited to, students may NOT wear the following…</th>
</tr>
</thead>
</table>
| General guidelines | • A dress code appropriate top and bottom must be worn at all times  
• Clothing must be worn such that undergarments are not visible  
• Tasteful and conservative makeup and nail polish  
• Anything with rips, holes, tears, fringes, or unfinished edges  
• Any clothing item that is faded to the point where the color differs from the intended color  
• Excessively tight or baggy clothing  
• Jackets, coats, parkas, ponchos of any kind in the instructional environment  
• Any bottoms that do not fit well at the waist  
• Any clothing that is intended to show undergarments  
• Any clothing, jewelry, or style of grooming that is identified with membership in a gang  
• Apparel advertising/depicting alcohol, tobacco products, illegal/controlled substances, and/or offensive sayings or innuendo  
• Tattoos, temporary or permanent, worn uncovered  
• Drawing on the skin with any writing utensils |

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| Tops | ● A solid color polo shirt in navy, burgundy, white, plain or with Vanguard logo or approved Vanguard text;  
● An opaque button up dress shirt in a solid uniform color; it must be buttoned up and tucked in  
● Undershirts of a solid color in black, dark blue, gray, tan, or school colors.  
● Shirts must be tucked in at all times | ● V-neck, T-shirts, or Tank Tops  
● Shirts with patterns on them  
● Shirts with other logos or non-approved Vanguard text  
● Tops with embellishments including beads, rhinestones, and bedazzling  
● Logos other than the Vanguard logo |
|---|---|---|
| | ● V-neck, T-shirts, or Tank Tops  
● Shirts with patterns on them  
● Shirts with other logos or non-approved Vanguard text  
● Tops with embellishments including beads, rhinestones, and bedazzling  
● Logos other than the Vanguard logo |  |
| Sweatshirts and Sweaters | ● A crew neck sweatshirt without a hood that is in school colors  
● A solid color sweater in black, gray, or school colors (maroon, navy/dark blue, khaki/tan, white) | ● ANY CLOTHING ITEM WITH A HOOD  
● Outerwear of any kind including rain coats, winter coats, windbreakers, fleece jackets, and other coats |
| Bottoms | ● Solid colored pants in dark blue, black, or khaki  
● Solid colored skirts, shorts, skorts, or jumpers in dark blue, black, khaki, or school colors that are within 3” of the knee when standing  
● Jumpers must have a dress code appropriate top underneath  
● Bottoms must fit well at the waist and remain there when walking  
● Bottoms must be loose enough that they move at the knee when walking | ● Leggings or athletic pants as the sole bottom  
● Sweatpants  
● Overalls  
● Bottoms with patterns on them  
● Bottoms with embellishments, including beads, rhinestones, and bedazzling  
● Cargo pockets on bottoms or pockets that are below the waist level  
● Athletic shorts underneath pants that become visible when moving or standing  
● Jeans or denim  
● Joggers |
| Socks and Hosiery | ● Socks, leggings or tights worn underneath dress code appropriate bottoms must be in good repair (no holes) | ● Socks with pants tucked into them |
| Shoes | ● Close-toed shoes in any color including athletic shoes, close-toed flats, and boots  
● Shoes must be worn at all times  
● Shoes must be a matched pair | ● Sandals of any kind including Crocs  
● High-heeled shoes with more than 1 ½” heels  
● Shoes with bells or other distracting adornments  
● Slippers or other shoes not intended to be worn outside  
● Snow boots worn indoors  
● “Boots” that are made with slipper material and have a slipper bottom  
● Boots that come above the knee are prohibited |
| Accessories | ● Earrings in the ear | ● Visible piercings anywhere (except the ears) including lip, tongue, eyebrow, nostril, and septum  
● Ties in distracting patterns or with licensed characters or symbols  
● Sunglasses worn indoors  
● More than three necklaces  
● Animal chains/collars or tails  
● Oversized accessories including earrings larger than a quarter  
● Gauged ears  
● Non-prescription, unnatural contacts  
● Artificial eyelashes, colored eye shadow, |
**Headwear and Hair**
- Religious head coverings of any color/pattern
- Clean and neat hair
- Hair in natural colors such as black, brown, blonde, gray, and natural red hair color
- Barrettes, hair ties, and headbands worn in the hair (not on the forehead)

**Dress Code for All Students 9-12**

<table>
<thead>
<tr>
<th>You may wear…</th>
<th>Included but not limited to, students may NOT wear the following…</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td>A dress code appropriate top and bottom must be worn at all times</td>
</tr>
<tr>
<td></td>
<td>Clothing must be worn such that undergarments are not visible at any time</td>
</tr>
<tr>
<td></td>
<td>Tasteful and conservative makeup and nail polish</td>
</tr>
<tr>
<td></td>
<td>A solid color polo shirt in navy, burgundy, white or cream, plain or with Vanguard logo or approved Vanguard text; An opaque button up dress shirt; it must be buttoned up and tucked in</td>
</tr>
<tr>
<td></td>
<td>Undershirts of a solid color in black, dark blue, gray, tan, or school colors</td>
</tr>
<tr>
<td></td>
<td>V-neck, T-shirts, or Tank Tops</td>
</tr>
<tr>
<td></td>
<td>Shirts with patterns on them</td>
</tr>
<tr>
<td></td>
<td>Shirts with other logos or non-approved Vanguard text</td>
</tr>
<tr>
<td></td>
<td>Tops with embellishments including beads, rhinestones, and bedazzling</td>
</tr>
<tr>
<td></td>
<td>Logos other than the Vanguard logos</td>
</tr>
</tbody>
</table>

**Sweatshirts and**
- A crew neck sweatshirt without a hood that is

**Other items that may not be listed and the Leadership Team determines to be unacceptable in light of school or community standards may not be worn.**

- Lipstick of any kind; including colored lip gloss, dramatic eyeliner
- Artificial nails
- Scarves of any kind
- Hats of any kind including athletic/baseball caps, berets, winter hats, tribbies, or fedoras
- Athletic type headbands
- Bandanas
- Head coverings other than religious headgear
- Shaved-in designs other than a single straight line
- Feathers worn in the hair
- Mohawks, faux hawks, or streaked hair
- Unnaturally colored hair
- Headbands that are costuming including cat/dog ears, unicorn horns and/or pom-poms

- Religious head coverings of any color/pattern
- Clean and neat hair
- Hair in natural colors such as black, brown, blonde, gray, and natural red hair color
- Barrettes, hair ties, and headbands worn in the hair (not on the forehead)
| **Sweaters** | in school colors  
  ● A solid color sweater in black, gray, or school colors (maroon, navy/dark blue, khaki/tan, white) | ● Outerwear of any kind including rain coats, winter coats, windbreakers, fleece jackets, and other coats |
| **Bottoms** | ● Solid colored pants in dark blue, black, or khaki  
  ● Solid colored skirts, shorts, skorts, or jumpers in dark blue, black, khaki, or school colors that are within 3” of the knee when standing  
  ● Bottoms must fit well at the waist and remain there when walking  
  ● Bottoms must be loose enough that they move at the knee when walking | ● Leggings or athletic pants as the sole bottom  
  ● Sweatpants  
  ● Overalls  
  ● Bottoms with patterns on them  
  ● Bottoms with embellishments, including beads, rhinestones, and bedazzling  
  ● Cargo pockets on bottoms or pockets that are below the waist level  
  ● Athletic shorts underneath pants that become visible when moving or standing  
  ● Jeans or denim  
  ● Joggers...with drawstring waist and elastic ankles |
| **Socks and Hosiery** | ● Socks of any solid color or pattern  
  ● Leggings or tights worn underneath dress code appropriate bottoms must be in good repair | ● Socks with pants tucked into them |
| **Shoes** | ● Close-toed shoes in any color including athletic shoes, close-toed flats, and boots  
  ● Shoes must be worn at all times  
  ● Shoes must be a matched pair | ● Sandals of any kind  
  ● High-heeled shoes with more than 1 ½” heels  
  ● Shoes with bells or other distracting adornments  
  ● Slippers or other shoes not intended to be worn outside  
  ● Snow boots worn indoors  
  ● “Boots” that are made with slipper material and have a slipper bottom  
  ● Boots that come above the knee are prohibited |
| **Accessories** | ● Piercings or earrings in the ear that are no larger than a quarter  
  ● A single nose stud or ring in the side of the nose (ring must not exceed 16 gauge in size)  
  ● Ties in solid colors or patterns worn properly at the neck | ● Visible piercings anywhere (except the ears and nostrils) including lip, tongue, eyebrow, and septum  
  ● Scarves  
  ● Ties in distracting patterns or with licensed characters or symbols  
  ● Sunglasses worn indoors  
  ● More than three necklaces  
  ● Animal chains/collars or tails  
  ● Unnatural colored contacts |
| **Headwear and Hair** | ● Religious head coverings of any color/pattern  
  ● Clean and neat hair  
  ● Hair in natural colors such as black, brown, blonde, gray, and natural red hair color  
  ● Barrettes, hair ties, and headbands worn in the hair (not on the forehead) | ● Hats of any kind including athletic/baseball caps, berets, winter hats, trilbies, or fedoras  
  ● Athletic type headbands  
  ● Bandanas  
  ● Head coverings other than religious headgear  
  ● Shaved-in designs other than a single straight line  
  ● Feathers worn in the hair  
  ● Mohawks, faux hawks, or streaked hair  
  ● Unnaturally colored hair  
  ● Headbands that are costuming including...
cat/dog ears, unicorn horns and/or pom-poms

Other items that may not be listed and the Leadership Team determines to be unacceptable in light of school or community standards may not be worn.

**Drop-off/Pick-up**
In order to safely and efficiently facilitate the drop off/pick up of students before and after school, we ask that the following guidelines/protocols be observed:

**Drivers**
- Be courteous, respectful, and patient.
- Follow the directions and prompting of VCS personnel at all times.
- Maintain a maximum speed of 5MPH until you clear the parking lot. This is especially true when late.
- Students dropped off outside the designated areas are not the responsibility of the school
- Pull all the way forward in the respective loading zones and your child will walk to meet you.
- During drop-off/pick-up times, vehicles may not double park and children may not be left unattended in parked cars.
- Drivers must remain in vehicles in the drop-off/pick-up lines.
- Drivers should never park in the fire lane. Drivers who park in the fire lane will be ticketed.

**Pedestrians**
- Be courteous, respectful, and patient.
- Pedestrians must cross at the clearly marked and supervised crossing areas.
- Crossing in the middle of the drop-off/pick-up lane is prohibited, not only for the safety of all, but also for the poor example it sets for students.

**Non-compliance**
Putting the safety of students at risk by failing to comply with these guidelines may result in a report with appropriate documentation being filed with the local law enforcement authorities.

**Student Parking**
Students who drive to school are required to register their vehicle when they register for school (or at any time during the school year that they may begin to drive). Students are not to loiter in or go to parked cars before, during or after school.

**West Campus Procedure**

**Drop Off/ Pick Up Loading Zones**
There will be two (2) drop off/pick up lanes and loading zones:
- K-2nd grades and older siblings and/or car-pool participants: West lane and 1st loading zone
- 3rd-8th grade: East lane and 2nd loading zone
- All students must wait until they are past the first speed bump to exit their vehicle.

**Parking**
- The church owns the parking lot on its North and East sides.
- Per our agreement with the church, only the spaces on the North side of the parking lot are available for public use. The spaces on the South side closest to the church’s entrance are reserved for the church.
- The handicapped spaces are clearly marked and able to be utilized with appropriate parking permit clearly displayed in/on the vehicle.
- During drop-off/pick-up times, those persons with handicapped parking permits are permitted to park in the church lot, south side facing the church where designated.
The dirt area north of the church is available for public parking as is the main building lot to the southeast.

**East Campus Procedure**

**Drop Off/Pick Up Loading Zones**

There will be two (2) drop off/pick up lanes and loading zones:

- K-2nd grades and older siblings and/or car-pool participants: Outside lane and far loading zone.
- 3rd-12th grade: Inside lane and near loading zone.
- All traffic enters eastbound on Ohio Place, proceed south on Richfield, then westbound Ohio Drive by turning right into the parking lot.
- No left turns will be allowed into the school during drop-off/pick-up times.
- Exiting traffic may turn either direction back onto Ohio Drive.
- Please stay close to the curb while waiting in line along East Ohio Drive so that through traffic is not impeded.

**Parking**

- The handicapped spaces are clearly marked and able to be utilized with appropriate parking permit clearly displayed in/on the vehicle.
- Parents are to be advised that the parking lot closest to the front entrance is used for recess during the school day. The school is not responsible for damage to vehicles in the parking lot.
- Parents parking to drop children off may use either lot, however, they must pull completely into an available space. The parking lot is not to be used for drive through for safety reasons.
Extracurricular Activities

Sports Philosophy
If the student meets the eligibility requirements (see “Eligibility”), all students are given the opportunity to be on the appropriate teams. There will be no “cuts”; however, school teams will play to win. Therefore, all players may not have equal playing time. The Athletic Director or designated Administrator for VCS will be in charge of finding and appointing coaches. Coaches are volunteers, whether teachers or parent(s)/guardian(s). The coach should have experience and background in the sport and must support the school’s philosophy, values and core virtues. It may be in the best interest of the athletes to not offer a sport if a qualified coach is not available. Current sports physicals are required to participate. Students participating in sports may be required to provide personal safety equipment such as mouth guards, knee pads, etc. and have a current sports physical. All sports programs must be self-funded. Athletes, parents, and their guests are expected to act according to the VCS Code of Conduct and demonstrate good sportsmanship at all times.

Eligibility--Extra-curricular Clubs, Teams, and/or Organizations
- Students are ineligible for school-sponsored/affiliated extracurricular activities if they have two “Ds” or one “F” in any subject.
- The receipt of two (2) disciplinary referrals in one quarter or three (3) in one semester will render a student ineligible for any extracurricular activities for the remainder of that term.
- Any disciplinary referrals within the school year may render a student ineligible for all extracurricular activities and functions up to the remainder of the term or school year.
- The Leadership Team may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.
- In order to participate in an event on any given day, you must be in attendance for at least half of the school day.
- Fees are nonrefundable.

Exceptional Student Services
Vanguard Classical School provides a full array of student services for individuals identified with a disability. Upon being drawn in the lottery and prior to formal enrollment, each individual learning plan is considered as to whether the needs of the child can be met in the program offered at the school. For further information about the evaluation procedures and provisions contact the Leadership Team.

Fundraising
- Fundraising activities must not undermine the mission and philosophy of the school.
- All fundraising must be approved in advance by the Leadership Team.
- We do not endorse door-to-door sales of any kind.
- Any request for donations from VCS must be approved by the Leadership Team.

SCRIP
Scrip cards may be purchased at the front desk.

Grades
- Grading of classwork is only one of many useful tools to gain insight into the extent to which a student has mastered a particular skill or course. In order to measure a student’s mastery of the content and skills required to advance, the school will monitor a variety of assessments, including:
  - Independent daily work
  - Progress monitoring assessments
- Quizzes and end-of-unit tests
- Standardized assessments
- Projects and written work (essays, etc.)

● Bearing that in mind, grades will be assigned in all subjects. Vanguard Classical School will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject.

● Parent(s)/guardian(s) and students should work in conjunction with teachers to remain constantly informed of their progress. Parents are expected to monitor grades in Infinite Campus regularly and to communicate with teachers when they have questions.

**Grading Scale for K-12**

Grades in grades K-12 will include standard letter grades, A-F defined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89.9%</td>
</tr>
<tr>
<td>C</td>
<td>70-79.9%</td>
</tr>
<tr>
<td>D</td>
<td>60-69.9%</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

**Weighted Grades**

VCS does not offer weighted grades for grades K-8. Weighted grades for courses in grades 9-12 are limited to CU Succeeds courses and off-site concurrent enrollment courses.

**Homework Principles**

Homework at Vanguard Classical School is an opportunity to practice the learning that happens in the school day and to help students develop independent work skills. Independent work, both in the classroom and for completion outside of the school day, is important to the reinforcement of concepts and processes, to gain concept knowledge and develop skills as an independent learner and is an integral part of Vanguard. All independent work is required to be turned in on the date due. Extra credit will not be offered in lieu of regular assignments and/or examinations. Grades for all work will be entered into Infinite Campus on a regular basis by the teaching staff.

- Expect nightly independent homework.
- In addition, *it is expected that each child will read, or be read to* for at least 15 minutes each night.
- Independent homework completion and quality will comprise a portion of each student’s academic grade.
- Although new assignments will not be assigned over Fall, Thanksgiving, Winter and Spring breaks; students will be expected to complete any incomplete work to support mastery of content.

**Communication of Student Progress**

Grades and academic progress will be communicated with parents and students via a variety of formats, including:

- Infinite Campus Parent Portal
- Student Planners
- Friday Folders (K-5)
- Report Cards

Teachers are responsible for posting student grades to Infinite Campus in a timely manner. In general, daily or routine assignments are graded and posted to Infinite Campus within one week of the due date. Larger projects or assessments are graded and posted within two weeks of the due date. Teachers may need additional time to grade and post scores for late work. Parents are encouraged to communicate with teachers regarding specific assignments and the teacher’s expectations.
Late Assignments
An important function of class work and independent work is to help students build independent work skills and to develop time management and organizational skills required to be successful in college and career. For this reason, students are expected to complete all work assigned. Students will be required to complete late work in order to gain the practice and experience needed for mastery of content and skills.

- **Grades 9-12:** Late assignments will be reduced by 25% each day up to 2 days. After 2 days, the assignment(s) will receive no credit.
- **Grades 1-8:** Late assignments will be reduced by 10% each day up to 5 days. After 5 days, the assignment(s) will receive no credit.
- **Kindergarten:** Late work will be accepted for full credit within the grading period.

In all grades, parents will be notified by the content teacher when late work is impacting the student’s ability to move forward with classroom and individual instructional goals. Parents are encouraged to monitor student progress through the Infinite Campus Parent Portal. Current grades and missing work will be posted by teachers in a timely manner.

*Some assignments may not be eligible for make-up, such as 8th grade capstone, 6th grade interview, etc.*

**Excused Absences**
Students have the number of days he/she was absent plus one additional day to complete all missing work due to excused absences.

**Promotion/Retention**
- Our primary goal at the elementary level is to build solid academic foundational skills.
- Students not performing at grade level may be considered for retention.
- In addition to literacy, K-8 students must have attained competency in all the core subjects (English, including reading, spelling, grammar, composition; history and geography; mathematics; science).
- Completion of work demonstrates not only the ability of the student in the various subjects but also the mastery of study skills necessary for academic and personal achievement.
- Students whose grades and/or skills fall below the requirements of their grade level may be considered for retention.
- “Borderline” cases will be decided by the grade level teaching team along with the Leadership Team.
- Special exceptions will be discussed and decided by the parent(s)/guardian(s), teachers, specialists, and the Leadership Team.
- Age is the second criterion for placement in a grade level at Vanguard Classical School. A student must fall within state guidelines to enter a grade.
- It is our goal for parent(s)/guardian(s), teachers, and students to work together during the year to ensure that students are developing responsible work habits and attaining a sufficient level of understanding in their courses.

**Concerns Related to Special Education Services**
Vanguard Classical School is responsible for all services to students eligible for special education. For further information about the identification and evaluation procedures and the provisions of services to disabled students, please contact the Special Education Director. To address concerns related to these services and/or compliance concerns, parents should follow the Grievance Process as outlined above. The Level 1 employee is most likely the Special Education teacher assigned to the grade level. The Level 2 contact would be the Special Education Coordinator at either campus, followed by the Principal, then Level 3 and Level 4.
If this process does not resolve the complaint, the parent may file a due process complaint on any matter relating to a proposal or refusal to initiate or change the identification, evaluation or educational placement of a child with a disability, or the provision of a free appropriate public education (FAPE) to the child. More information regarding CDE’s State Complaint procedures and forms may be requested by calling CDE’s Exceptional Student Leadership Unit at (303) 866-6694, or by referring to the Parent and Child Rights in Special Education Procedures Safeguards Notice.

**Health Services**
- Limited health services are available at the school, so out of consideration for other students and the Vanguard educational team, do not bring sick children to school.
- It is the parent(s)/guardian(s) responsibility to keep student health records up to date; especially phone numbers and emergency contacts.
- Immunization records must be current for students to remain in school.
- District policy requires that no medication, prescription, or over-the-counter medication (including aspirin, cough drops, vitamins, etc.) shall be given to a student by any personnel except on written orders of a parent/guardian and the physician or dentist.
- Students may not self-medicate at the school.
- All medications must be in original pharmacy-labeled container.
- Parent(s)/Guardian(s) will be informed if a student is seriously injured.
- If school personnel are unable to contact a parent/guardian, 911 will be called for emergency assistance.
- Students with a fever of 100 degrees or above, vomiting, or diarrhea will not be allowed to remain in the classroom. Students may return to school after being condition-free for 24 hours.
- Parents are responsible for reporting to the health office any relevant medical concerns that their children may have. Vanguard will support reasonable precautions and accommodations when indicated by a physician.

**Lost and Found**
- Lost clothing, lunchboxes, and other items will be placed in “lost and found.”
- Glasses, jewelry, electronics, and similar items will be placed in the Front Office and will require identification to claim them.
- All unclaimed items will be donated to charity or thrown away one (1) week after the end of each quarter and periodically throughout the school year as needed.

**Lunch and Recess**

**Recess**
- Students are expected to participate in outdoor activities with the class.
- In agreement with APS policy, students will go outside to recess unless the temperature with wind chill index is at or below 20°F.
- Please dress your student appropriately for the weather.
- Special consideration will be given to children who have a written medical excuse.

**Lunch Program**
- Vanguard has adopted Aurora Public Schools Nutrition Services.
- Lunches that are delivered from parents will be given to students close to their lunchtime.
- Students will not be allowed to order from Grub Hub or other delivery services that would interrupt the instructional process.
● Soda, candy, large bags of chips (larger than a sandwich size baggie), and other non-nutritional food items deemed by the Leadership Team are not permitted at any time during the instructional day.

**Sharing food items is prohibited due to unforeseen medical concerns/emergencies (i.e. peanut allergies).**

**Media/Technology**

**Student Information Release**

● Students’ names, participation in officially recognized activities and sports, dates of attendance, awards received, and other similar information may be released without parent/guardian consent unless the parent/guardian notifies the school in writing.

● Classroom activities and events sponsored by schools occasionally are photographed or videotaped for publication in newspapers, Facebook, Instagram, or broadcast on television.

● If for any reason you DO NOT wish to have your student(s) photographed or videotaped for these purposes, you must notify the office in writing.

**Student Internet Acceptable Use Policy**

● We recognize the need for electronic supervision to protect our students. It is our goal to provide these services in as safe an environment as possible.

● It is understood that this access is a privilege, not a right, and all students and educational team members are expected to practice proper and ethical use of these systems.

● The use of these systems is monitored and subject to administrative review at any time.

● It is intended that these resources will be used to pursue intellectual activities in support of research and education.

● Vanguard does not assume responsibility for system failures that could result in the loss of data.

● Vanguard has installed CIPA software filters, in compliance with State and Federal law, seeking to prevent and protect students as much as is reasonably possible from viewing inappropriate material.

**Electronic Mail**

Students will not be allowed unsupervised access to technology. Violations will result in loss of privileges and disciplinary action. Students in grades 4-12 will be assigned a Vanguard gmail account for educational purposes.

**Netiquette**

● During supervised classroom activities on the network, students are expected to observe the same standards of behavior as they do in the classroom.

● Prohibited actions include, but are not limited to the following:
  ○ Misuse of computer equipment
  ○ Venturing off on an unauthorized websites, including YouTube, Facebook, etc.
  ○ The unauthorized reproduction of school, legal, or copyrighted documents or materials
  ○ Searching, viewing, or retrieving materials not related to educational purposes
  ○ Any attempt to destroy or alter data, records, or files belonging to the school or another student
  ○ Sending or displaying offensive messages or pictures
  ○ Accessing the work, files, or folders of another
  ○ Sharing of private or personal information
  ○ Any activity that violates school policy
  ○ Tampering with operating systems or data including downloading or creating viruses

**User Accounts**
Access to the network requires the granting of a user account. The following criteria will govern the granting of a school email account.

- No user accounts will be granted to K–3 students unless authorized by the Leadership Team
- User accounts for 4–8 students may be granted for classroom or research purposes only.
- User accounts for 9–12 students will be granted for classroom or research purposes only.

Network Security

- Periodically students may access other networks and/or computer systems with permission from VCS staff/Leadership Team.
- These are to be used for research purposes only.
- Students may not make copies of copyrighted materials.
- System administrators and members of the teaching team may review student files at any time.

Penalties for Inappropriate Actions

- Inappropriate use or actions of school equipment or the internet will result in the cancellation of user privileges.
- Students will be responsible for restitution and/or the cost of repair for damaged equipment.
- Further disciplinary and/or legal action may be taken when appropriate.

Video Viewing Policy

- Videos or other media may be used to support a lesson directly tied to the curriculum. In order to be used in class, videos must meet a specific curricular objective and not have profane language or sexually explicit material.
- Any videos/movies must receive prior administrative approval before using.
- All students will participate unless a parent/guardian has given the school written notice to the contrary.
- Based on the grade of the students, the following rated videos may be viewed:
  - K-3: Only G rated movies can be used.
  - 4-8: G and PG movies can be used (if a PG-13 movie is to be used, the teacher will seek parent/guardian consent).
  - 9-12: G, PG, and PG-13 movies can be used, in connection with curriculum.

School Closings

With the winter months come the possibility of school closures and schedule changes. The decision to change school schedules because of adverse conditions is based on one factor; the safety of all students and staff.

- Vanguard follows the district (Aurora Public Schools ie. Adams-Arapahoe 28J) with regard to school closures, late starts, etc. and we reserve the right to additional closures if deemed necessary.
- The Director makes every effort to decide and announce decisions to close school before 6:00 am.
- Please refer to your local AM radio (850 KOA) and television stations (KCNC Channel 4, KMGH Channel 7, KUSA Channel 9, KDVR Channel 31) for official notification.
- Vanguard will also announce closures on its website and via School Messenger.

School Schedule

- West campus: K-8: School starts at 7:50 and ends at 3:15 pm
- East campus: K-5: School starts at 7:50 and ends at 3:15 pm
  6-12: School starts at 7:50 and ends at 3:24 pm
- Parents/guardians are expected to be diligent in picking up their child from school on time.
- Any student who remains 15 minutes after a school will be checked into Innovation Learning at the expense of the parent/guardian.
Students involved in afterschool programs and clubs are expected to be picked up promptly at the determined and communicated time. Any student that remains 15 minutes after the designated end time will be checked into Innovation Learning at the expense of the parent/guardian.

Outside of Innovation Learning hours, any students that remain 30 minutes after a club or function has ended will be considered “abandoned” and a call will be placed to the Department of Human Services to report the situation.

If any parent/guardian is concerned that they are unable to pick up their child at the appropriate times, they must make arrangements to enroll their child in the afterschool program and avoid any record with the Department of Human Services.

Students walking and/or riding a bus home from school, must submit written parent permission to the front office prior to this mode of dismissal.

Special Events

Parties, Birthday Celebrations, Guest Speakers

- Birthday celebrations or the distribution of party treats are not permitted during school hours due to health concerns, disruption of instructional time, and various religious beliefs.
- Special events held during the school day will be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Any of these events must be approved by the Leadership Team a minimum of two (2) weeks prior to its planning.

School-wide Events

- School-wide events must be approved by the BOD and/or the Leadership Team and must have a Sponsor who will coordinate the event in its entirety. These events will be posted on the school website.
- Any parent-sponsored event must receive approval from the Leadership Team.

Field Trips

- Field trips will be tied directly to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.
  - VCS is not, and will not be responsible for students transported in private vehicles
  - The following documents must be completed and submitted prior to the trip:
    - Document of Rules signed by each participating student
    - Document of Responsibilities signed by each chaperone
    - Written Emergency/Accident procedures
  - The parent/guardian of each student has completed a signed Field Trip Permission Slip
  - Price of field trip includes admission and transportation
  - Siblings are not invited to participate on school-sponsored field trips
  - No student is allowed to leave before the termination of the field trip
  - Chaperone to student ratio is a minimum of 1:10
  - Student cell phones are not permitted on field trips
  - A member of the Educational Teaching Team or Administrative Team must be designated to be in charge of a field trip and has the responsibility to enforce compliance with school policy by all persons participating in the activity.
  - If any of the field trip criteria are not met, the field trip will be cancelled
  - Refunds can only be given if refunds have been received by VCS

Facility Rental

- The facility may be used following these guidelines:
Vanguard believes in involvement standards toward the successful student/parent/school partnership.

Tobacco-Free Campus
Vanguard is a tobacco-free environment. Tobacco and vaping items are not permitted anywhere on the school campus before, during, or after the school day. Students who use tobacco or vapor at school face disciplinary action.

Visitors and Volunteers
Contacting and Scheduling Meetings with Staff
- Arrangements for conferences with teachers are strongly encouraged and may be made directly with your student’s teacher during non-instructional times via email, voice mail, or telephone call. See the staff directory on the VCS website for the avenues through which your student’s teachers may be contacted.
- Due to the disruption it causes to classroom instruction, parent(s)/guardian(s) are expected to contact teachers, in advance, to make an appointment. Unscheduled conversations with teachers are not permitted.
- Requests to meet with VCS staff during parent drop off or pick up is not feasible as VCS staff has supervisory duties during those times.
- The Leadership Team seeks to be as available as much as reasonably possible for parent(s)/guardian(s); however their responsibilities both within and outside of the building result in a sporadic schedule. Parent(s)/Guardian(s) are encouraged and expected to contact the Leadership Team to schedule a meeting. Unscheduled conversations/meetings with the Leadership Team, especially when they are engaged in activities related to student safety (e.g. drop-off and pick-up times) will not be accommodated.

Parent/Guardian and Teacher Conferences
- Parents are encouraged to make arrangements for meetings with teachers during non-instructional times via email, voice mail, or telephone call. Contact the front desk or see the staff directory on the website for contact information of all staff members.
- Parent/teacher conferences are held in the Fall and Spring. Participation in parent/teacher conferences is required.

Parent/Guardian Involvement and Volunteering
By choosing to enroll your student in Vanguard Classical School, you agree to the partnership between home and school. Please find the necessary time, energy, and resources to devote to your student’s education. Vanguard believes in involvement standards toward the successful student/parent/school partnership.
- The success of our school’s function is the support of our school community. Sharing the responsibilities of fundraising, supervision, planning, committee membership, classroom reading, classroom math support, and many other opportunities to volunteer at VCS are dependent on your individual contributions.
- Parent(s)/guardian(s) are encouraged to contribute 20 hours of service hours to the school per year.
- Volunteers must complete a volunteer application and information form and comply with all guidelines and rules for volunteering.
- Parent(s)/guardian(s) who will tutor in a specific subject or skill may be required to receive prior training.
- All volunteer hours, whether on or off site must be logged at the front desk.
- Volunteers who wish to work onsite during school hours must be registered at the office and pass a background check.
● All volunteers working on site during school hours are expected to be dressed appropriately in keeping with the virtue of modesty as taught in our Core Virtues curriculum. Revealing and/or excessively tight clothing or exposed tattoos and body piercings should be avoided, business casual is suggested.

**FSCP**
The *Family School Community Partnership (FSCP or the Partnership)* is the parent association connected with VCS. The FSCP is comprised of parents who support positive relationships with VCS teachers and staff, who organize fun, school-wide social activities and who raise funds for school-wide expenditures. The FSCP mission is to support the school by working in partnership with teachers, staff and administrators, recruiting family involvement, and fundraising. Each year the Leadership Team and FSCP determine the goals for fundraising. If you would like more information please contact the front desk staff.

**Chaperone Policy**
- The number of chaperones for an event will be established prior to occurrence and will be strictly enforced.
- No siblings or individuals other than assigned chaperones may attend the event.
- Fees for the event, if necessary, must also be paid by the chaperone and are due at the same time as the student’s fee for the event.
- If fees are not submitted by the date due, another chaperone will be chosen to fill the vacancy.
- Chaperones who choose to drive to the event will not be reimbursed for mileage.
- Chaperones must attend to assigned duties and must model the VCS philosophy and behavior guidelines, including dress code.
- Violators of this policy will not be allowed to chaperone any future events.
- Chaperones are also bound to the Volunteer Confidentiality Policy and must be a registered VCS volunteer.

**Volunteer Confidentiality Expectations**
Volunteers often inadvertently have access to sensitive information about, or observe unique situations concerning students, their grades, faculty, etc.
- Volunteers are required and expected to maintain confidentiality.
- If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the involved teacher or the Leadership Team.
- If a volunteer disregards this policy, the privilege of volunteering may be revoked and further action may be taken by the Leadership Team.

**Classroom Observations**
- On the pre-scheduled day of the observation, parent(s)/guardian(s) must: check in at the office to sign in, obtain a visitor’s badge, read and sign the observation protocol form, and arrive to the class before instruction begins.
- Parent(s)/guardian(s) of enrolled Vanguard students are invited to attend and observe classes and must sign in at the front office.
- Parent(s)/guardian(s) who are observing do not participate in classroom activities.
- Observers must not interrupt the teacher(s) or students; therefore, electronic devices including, but not limited to, cell phones, computers, tape recorders, or video cameras are not permitted.
- Teachers may not conduct private conferences with parent(s)/guardian(s) during instructional time or directly after an observation; a separate meeting can be scheduled.
- Upon completion of the visit, parent(s)/guardian(s) are to complete the classroom observation form since any reasonable feedback or observations will be considered when seeking to improve the overall learning experience of our students.
No classroom visits will be scheduled during the first three weeks or last three weeks of school to allow students and teachers to establish classroom procedures and routines.

Section 4: Enrollment

General
- Vanguard Classical School will not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion, or ancestry of any student who seeks admission.
- Enrollment is open to anyone who chooses to accept and meet registration requirements.
- We encourage parent(s)/guardian(s) to review carefully the Vanguard Classical School’s Charter, Handbook, and Curriculum and to enroll their children if they support the school’s philosophy and educational offering.
- Vacancies exist whenever the number of students enrolled in a class is below class capacity. Admissions to fill vacancies during the school year will follow school policy.
- As vacancies occur, those vacancies will be filled using a lottery system (subject to the exceptions listed in the section below).

Lottery Procedure
The following lottery enrollment procedure will be implemented:
- Potential students may be added to the lottery list at any time during the year.
- To be included in the lottery list for the upcoming year, parent(s)/guardian(s) must complete the enrollment application, at which time their child’s name will be added to the appropriate grade-level lottery list.
- The first lottery drawing will be held by April 15th each year and will determine the initial enrollment for the upcoming year.
- Enrollment priority is given to the following students:
  - Students currently enrolled at Vanguard
  - Siblings of enrolled students
  - Children of Vanguard Classical School’s employees
  - Students who reside within APS or a contiguous school district
- Submission of the form does not guarantee acceptance into, nor does it obligate students to enroll in VCS.
- After the initial lottery, students will be admitted by a new lottery drawing.
- Students not drawn in the initial lottery will remain in the active file should an opening become available in that particular grade.
- Parents have 48 hours to accept placement and two weeks to complete all paperwork needed to enroll.
- Families must complete registration through the online registration system.
- Once enrolled, VCS students will not need to re-enter the lottery even if their grade level changes through promotion, acceleration or retention.

Age of Student
- Enrollment for Kindergarten and 1st grade students is dependent upon the age criteria for placement as determined by Colorado law and the funding of students.
- Enrollment for 2nd-12th grade students requires a copy of the enrollee’s past two semester report cards, discipline records, and attendance records.
- A student must have successfully completed the previous grade with good attendance as determined by the leadership team, to advance to the next grade level at Vanguard.
- If upon receipt of the official records, the initial information is found to be in error; the student will be moved back to the appropriate grade.
**Documentation**

- Completed paperwork must be received by the front office staff or a designated VCS Team Member by the date agreed upon or student may lose placement in the school.
- Any dishonest representation of grades or transcripts may also result in the student losing placement.
- Upon request of records, accompanied by an enrollment/withdrawal signed by the parent/guardian of record by another school for a current VCS student, Vanguard will vacate the enrolled student’s seat and it will be filled through the process outlined above.
- If a record request is received without a signed enrollment/withdrawal form, the parent/guardian of record will be contacted in order to determine the origin/intent for the request.

**Admissions During the Current School Year**

- Vanguard reserves the right to not enroll students beyond the 1st semester.
- The administrators and BOD may consider special circumstances of a family and admit a student at any time if it is in the best interest of the student/school.

**Enrollment of Expelled Students**

- Students expelled for drugs or violence will not be admitted to Vanguard during the time of their expulsion, and may not be eligible for re-admission.
- All other expelled students will be evaluated on a case-by-case basis.
- The Administrators and BOD will participate in the decision.

**Critical Information**

**It is critically important that parents provide the school with updated home and work telephone numbers, as well as the mailing address, throughout the school year.** In addition, the school must have the name of an adult to contact in the event of an emergency, should we be unable to reach the parent. If no one can be reached, the police will be contacted. It is also important that parents review backup plans with their children in case the unexpected happens (parent delayed, etc.).
Section 5: Miscellaneous

Access to Student Information/Student Records – Rights and Privacy

From time to time, Aurora Public Schools personnel are asked to share student information with someone other than the parent or guardian of the student. Aurora Public Schools is unable to provide this information because it is illegal according to federal law (Family Educational Rights and Privacy Act). There are some exceptions which include requests of information through a subpoena, information classified as “directory information” (such as email address, date of birth and photograph), and information which is shared with a different school in which the child seeks to enroll or when parental consent is given.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

   Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that APS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, APS may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow APS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want APS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing, within 15 days of the start of school or within 15 days of receipt of this notice for those parents of students who do not start the year with APS. APS has designated the following information as directory information:

- student's name,
- date and place of birth,
- electronic mail address,
- photograph,
- grade level,
- major field of study,
- participation in officially recognized activities and sports,
- weight and height of members of athletic teams,
- dates of attendance,
- awards received,
- most recent previous educational agency or institution attended by the student or other similar information, and
- other similar information.

Student telephone numbers and addresses will not be disclosed pursuant to this section.
**Annual Notice to Parents: Disability Discrimination**

In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973, the Aurora Public School District will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person’s abilities. In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

- Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.
- In addition, the district does not discriminate in admission, treatment, employment or access to its programs or activities.
- For further information about the evaluation procedures and provision of services to students with disabilities, contact the district’s coordinator of Section 504 Compliance in Health Services, at phone number 303-344-8060, ext. 28511, or write to the 504 Compliance Director, Aurora Public Schools, 15700 East 1st Ave., Aurora, CO 80011.
- For specific information relating to special education services for students with disabilities under the Individuals With Disabilities Education Act, contact the Department of Exceptional Student Services at 15751 E. First Ave., Aurora, CO 80011, 303-340-0510.

**Harassment – Racial/Sexual**

The Aurora Public Schools Board of Education believes that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, the board prohibits the harassment of students through conduct or communications.

It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the building principal. Please see website aurorak12.org; Policy Code JBB.

**Homeless Children & Youth – McKinney-Vento Act**

If a student meets the federal definition for homeless, the parent(s) and the student(s) have the right to enroll in the student’s designated attendance area and to fully participate in any school programs offered to students, for which they meet eligibility requirements. Homeless students are not required to attend a separate school for homeless youth and will not be stigmatized by school personnel. Homeless parent(s) and student(s) do not need to provide school documents, proof of residence or immunization records when enrolling. Schools may assist parents with information on clinics for immunization or with requesting school documents. Homeless students will be provided comparable services including transportation, education and meals. If a parent is denied enrollment they may appeal the decision for non-enrollment to the district’s homeless liaison. Upon review of the situation, the district’s homeless liaison will make a final decision on the enrollment of the student.
If a family or youth becomes homeless during the school year, parent(s) may request assistance with transportation for their child to continue attendance at the school of origin. This request is only applicable if the family or youth needs to move to a location outside of the school’s attendance area. This assistance with transportation to the school of origin will be provided for the balance of the current school year. In determining transportation options, the homeless family liaison will consider the hardship of the student if transportation is deemed too long for the student to ride on the bus or if the time involved would also cause some hardships for the student and their family.

For more information on homeless and the rights of homeless parents and youth, please contact the Metro Migrant Education Program, Aurora Public Schools, at 303-365-5817.

Non-Custodial Parent Rights
By law the district is required to allow non-custodial parents (those who do not have legal custody of their children) access to all records concerning their children unless there is a court order denying them access to such records or, in rare cases, where the district believes the children could be in danger. This means that if you are divorced, separated or for some other reason not living with the parent of your child, and the non-custodial parent asks the school for any records concerning your child, the school is required to provide the records to him/her, unless there is a court order which says they are not entitled to such records. Please note that school records include names and addresses of students.

It is the responsibility of the parent who has custody of a student to provide the district with a copy of the most recent court order related to custodial rights and any order relating to the right of the non-custodial parent to have access to records involving a student. Such a court order must be provided as close as possible to the time of registration of the student or to the time the court issues the order. If there is no court order on file with the school, the school will assume that none exists.

Notice of Nondiscrimination
The Aurora Public Schools is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, disability, religion, ancestry, sex or need for special education services, and provides equal access to the Boy Scouts and other designated youth groups. Career and technical education opportunities will be offered without regard to these protected classes. In adhering to this policy, the Aurora Public Schools abides by Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act and Titles VI and VII of the Civil Rights Act of 1964.

Protection of Pupil Rights Act (PPRA)
Under the federal PPRA, parents have the right to prior notice of (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students. For a full description of rights under PPRA, please visit the district’s Web site at www.aurorak12.org (go to “Parents” then click on “Legal Rights”).

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Aurora Public School District (APS) has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. (APS) will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. (APS) will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. (APS) will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

**Senate Bill 03-072/Sex Offender List**
A state law (Senate Bill 03-072) passed in 2003, requires all schools to notify parents that they have the right to access law enforcement agency information concerning adult registered sex offenders. Concerned parents may request this list at the local law enforcement office that governs your address or the address of the school your children attend. This could be either the Aurora Police Department or the sheriff’s office in either Adams or Arapahoe counties, depending on your address. You must go to their office in person and show proof of residency.

City of Aurora Police Department 303-739-6050
Adams County Sheriff’s Department 303-655-3488
Arapahoe County Sheriff’s Department 720-874-3875

**504/IEP/ADA**
1. In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973, the Aurora Public School District, which includes VCS, will provide to each protected disabled student, without discrimination or cost to the student or family, those related supplementary supports, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person’s abilities.
2. In order to qualify as a protected disabled student, the child must meet the following definition: he or she must be of school age, with physical or mental disability which substantially limits one or more major life activities (such as learning) or prohibits participation in or access to an aspect of the school program. (In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability).
3. Even students who have not been eligible to receive services under the traditional special education programs, (provided pursuant to the Individuals with Disabilities Education Act) may be eligible to receive supplementary supports, services and accommodations if they fall within the definition of disability stated above.
4. Vanguard Classical School is responsible for policies surrounding Special Education/Programs for Handicapped/Disabled/Exceptional Students. Those policies may be found in the policy and procedure manual in the front office.
5. For further information about the evaluation procedures and provision of services to disabled students, contact the school’s director.
6. Grievances and/or compliance issues may be resolved through the Grievance Process outlined in the handbook and by contacting the Leadership Team.

**Title IX**
No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity at Vanguard Classical School. Inquiries regarding Title IX and its regulations can be referred to the Leadership Team. Any grievances should be directed to the Title IX coordinators as well and will follow the Grievance Process as outlined in the Handbook.