



# **Parent/Student Handbook 2021-2022**

**Crown Pointe Academy of Westminster  
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**\*Any information in this handbook that is contradictory to Crown Pointe Academy policies is null and void.  
ABOUT CROWN POINTE ACADEMY**

### **Vision**

All Crown Pointe Academy alumni possess the skills, character, and confidence to reach their personal potential.

### **Mission**

The mission of Crown Pointe Academy is to promote creativity, curiosity, character, and community in a challenging Core Knowledge environment.

### **Philosophy**

Crown Pointe Academy offers a challenging, content-rich curriculum with goals of academic excellence and achievement for all students. The school emphasizes that all students deserve to be fully challenged and motivated to succeed. The school follows the philosophy that self-esteem derives from true achievement. There is a strong emphasis on academics combined with a content rich curriculum that will encourage children to acquire a knowledge base which will serve as a solid foundation for learning beyond the school years.

### **Operating Principles**

- Strong emphasis on academic achievement.
- Structured and sequential curriculum.
- Integrated curriculum.
- Individualized instruction.
- Spanish instruction.
- Conscientious discipline.
- Emphasis on Character Education.
- Computer literacy.
- Uniform policy.
- Encouragement in the Arts.

### **Curriculum**

Crown Pointe Academy is implementing the Core Knowledge Sequence curriculum based upon the works of E.D. Hirsch, Jr. This curriculum is based on the concept that learning takes place gradually, that as children grow they learn by building on what they already know. The Sequence defines a solid, specific sequenced base of knowledge that is taught on a grade-by-grade basis in each subject area. Integrating the material taught in various subjects further reinforces the “Core Knowledge”. For example, teaching about Egypt in History, Africa in Geography, planes and solids in Mathematics, Egyptian folk tales in language arts and building pyramids or mummies in Art.

A combination of delivery methods will be used to ensure the learning styles of students are addressed. All students will be evaluated and assessed to discover their dominant learning style so teachers gain a more in-depth perspective on how to “individualize” their instruction. Methods used to gather this information will be based on input from parent(s), teacher, formal and informal assessment plus observation.

Subject areas taught include History, World Civilizations, Geography, Math, Science; Reading integrated with Language Arts, Spanish, Music, Art, Physical Education, Character Education, Social Emotional Learning, and Project-based Learning.

### **Character Education**

Character development is a way of life. Respect, responsibility, citizenship, caring, trustworthiness, and fairness will be strongly encouraged and modeled by parents and staff. Children learn ethics in terms of moral duties and virtues that flow from these six core ethical values. Parent(s)/guardians will be included as much as possible in character programs.

### **Governance**

Crown Pointe Academy is a charter school. As such, the school has a certain amount of autonomy. The degree of autonomy is spelled out in the approved Charter Application and in the Operating Contract with the Colorado Charter School Institute (CSI). A copy of each can be obtained from the school office for a nominal fee (to

defray the reproduction cost). Crown Pointe Academy is governed by a 5 member board consisting of four parent(s)/guardian(s) and, at the Academy Board's discretion, at least one and no more than three community members. The school's Director sits on the Academy Board in a non-voting advisory role.

#### **Non-discrimination Policy**

The Academy shall comply with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, creed, color, gender, national origin, religion or ancestry.

#### **Non-sectarian Policy**

The Academy agrees that it shall operate, in all respects, as a non-sectarian, non-religious, non-home-based public school. The Academy shall not be affiliated with any non-public or sectarian school or religious organization.

#### **Grievance Procedures**

The policy of Crown Pointe Academy is to ensure the students and/or parents with a grievance related to administration, curriculum and/or other employees shall use the following procedure, which may resolve the grievance as quickly and fairly as possible. Our goal is to resolve any issues at the lowest level and have a clear process that provides the opportunity for the parent to comment on their perception of the treatment or service level they received from Crown Pointe Academy and for Crown Pointe Academy to comment on their perception of the incident and the steps taken to try to resolve the issue/s.

In the event of a conflict between the administration/Academy Board and a parent, the parent must exhaust all their available remedies as listed below.

Any issue must be pursued in the following order:

##### **First Step:**

If you or your student has a grievance (you shall be known as the grievant), the grievant should discuss it informally with the teacher, or staff member directly involved in the matter. The majority of concerns will be resolved at this stage. If the grievant brings the concern directly to the attention of the Director without first attempting to address the issue at the lowest level, the Director may redirect the grievant to the appropriate level in the process.

##### **Second Step:**

If the matter is not satisfactorily resolved, the grievant may raise the matter, in a formal meeting or in writing, with the Director of Crown Pointe Academy. The Director must give a response within five {5} working days. The response may take form in a letter and/or a follow up meeting with the grievant and any employee/s involved in the matter. This meeting will be led by the Director and both parties will be given the opportunity to comment on their perception of the issue at hand.

##### **Third Step**

If the matter is not satisfactorily resolved, the grievant needs to submit a written grievance to the President of the Crown Pointe Academy Board of Directors ("Academy Board").

The written grievance must detail:

1. the date of the incident (if applicable);
2. the School staff member involved;
3. a description of the incident, decision, or practice that gave rise to the issue;
4. the conflict resolution strategies that have been attempted thus far; and
5. the grievant's requested resolution.

Current contact information for the Academy Board can be found on the Crown Pointe Academy School website, under the 'Board of Directors' page found under the 'About Us' tab.

Within 10 days from receipt, the Board President or designee, will review the written grievance and provide a written response to the grievant either determining that the grievance warrants full review by the Academy Board or declining to review the written grievance. If the Board President or designee, determines that the grievance warrants full review by the Academy Board, the Academy Board shall review the grievance at its next regularly-scheduled Academy Board Meeting and issue a written decision to the grievant within 10 days of the meeting. If declining review, the Board's written response to the grievant will explain the reasons for the determination.

While any member of the public is always welcome to speak in an open board meeting, no grievance issue will be addressed by the Academy Board without the grievant having first followed these proper procedures. Issues of employee or student privacy may be addressed in Executive Session, as is legally proper.

#### **Final Step:**

If the grievant is not satisfied with the School Board's determination not to review the written grievance or the written resolution reached by the Academy Board after reviewing the grievance, the grievant may submit its concerns in written format to the Institute within five {5} business days from receiving the written decision of the Academy Board. After review, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the Academy Board will not be overturned unless there are compelling grounds proving that the School violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at <https://www.csi.state.co.us/parents/grievances/>.

## **ACADEMICS**

### **Achievement Testing**

In addition to regular classroom subject matter, a national standardized achievement test, Galileo is administered at least three times annually to the students. Crown Pointe Academy will also implement the state standardized testing as mandated by the Colorado Department of Education. (Special testing will also be considered where needed after consulting with parent(s), Director and staff members.)

1. Colorado Measures of Academic Success: (CMAS) Students are tested in the following grades:
  - 3<sup>rd</sup> Grade English Language Arts and Math
  - 4<sup>th</sup> Grade English Language Arts and Math
  - 5<sup>th</sup> Grade English Language Arts, Math, and Science
  - 6<sup>th</sup> Grade English Language Arts and Math
  - 7<sup>th</sup> Grade English Language Arts and Math,
  - 8<sup>th</sup> Grade English Language Arts, Math, and Science
2. NWEA MAPs Administered at all Grade Levels three times per year
3. Grade level Report Cards (Four Progress Reports, Four Report Cards, Final Grade) K-8

These areas provide a cross-section/snapshot of your child's academic achievement. It is important to understand that all tests have inherent measurements of error because they are a sample of student performance at one particular time. Definitions and terms need to be clearly understood when reviewing specific assessment results.

### **Grading System**

The following grading scale will be used for grades Kindergarten through Second Grade.

H	High, Outstanding, Excellent Progress
S+	Satisfactory Progress that is above average
S	Satisfactory Progress
S-	Satisfactory progress that is below average
I	Progress improving

N Needs Improvement  
 Not Applicable

The grading scale is as follows for Third through Eighth Grade.

A+ (98-100)	Exceptional Achievement
A (97-93)	
A- (92-90)	
B+ (88-89)	Above Average Achievement
B (87-83)	
B- (82-80)	
C+ (78-79)	Average Achievement
C (77-73)	
C- (72-70)	
D+ (68-69)	Below Average Achievement
D (67-63)	
D- (62-60)	
F (59 and below)	Unsatisfactory Achievement

A percentage will also be given with each letter grade on each progress report for grades 3-8.

### Homework Assignments

Homework is an academic expectation for all students. Homework consists of activities that are natural follow-up lessons to many in-school assignments. Homework grows out of daily school activity. Some assignments may be completed in short time, while others may be of longer duration. Quantity of homework varies from grade to grade.

Homework affords parent(s)/guardians an opportunity to participate in the educational process by allowing them to monitor accuracy, neatness, and application of study skills. Parent(s)/guardians are encouraged to establish a specific time each evening for their child to study and complete assignments. If you have specific questions regarding homework, please speak to your child's teacher first.

The immediate educational objectives of homework are to:

1. Teach your child to work independently and to assume responsibility for completing work.
2. Reinforce lessons by practicing skills and repeating facts.
3. Provide for remedial work needed because of absence or low achievement.
4. Increase study time for completing course requirements.
5. Enrich school study units.
6. Make use of out-of-school resources such as the library.
7. Enable a child to learn to organize time and materials.

Homework assignments should be expected nightly of each week or as decided by each student's teacher. They may be modified to accommodate the needs of each individual child. If your child consistently is not getting homework assignments finished in the allotted time, please contact the teacher. The goal is to reinforce learning, not overburden the student.

**In addition to regular classroom assignments, each child should read or be read to at least 15 minutes daily.**

### Make-Up Work When Students Are Absent

Elementary: Parents who wish to get work for their child who is absent due to illness may email the teacher and request the work that was done in class and assigned as homework. The work will be available to be picked up at the front office 24 hours after the request is received. In an effort to not interrupt teaching time, please do not go to the classroom and ask the teacher directly. If you need to talk with the teacher personally, please call or email the teacher and request an appointment. If you do not have access to email, simply call the front office and the front office staff will connect you to the teacher's voicemail. The work will be available 24 hours after your call

is received. In order to alleviate interruptions during teaching, front office staff will not be able to call to the classroom and disrupt instruction to ask for work.

All work that is requested must be completed and turned in upon your child's return to school. Another option is to collect all missing work when the student is well enough to return to school. In that case, your child is given 2 days per day missed to turn in his/her missed work.

#### Middle School:

Because the middle school teachers feel it is important for students to be healthy before working on missed assignments, students who are absent will receive missed work and an explanation of that work when they return to school. It will be up to the student to ask each teacher what they missed and each teacher will put together a list of missing assignments for their specific class. Students will receive two days to make up assignments for every one day he/she was absent from school. This goes into effect the day the student returns to school, even if they do not ask the teacher what they have missed. It is imperative that the student communicates with all of their teachers the day they return to school to find out what they missed.

#### Planned Absences :

Planned absences should be requested at least two weeks in advance using the form available from the front office. Parents may request work from their child's teacher before they leave (two weeks in advance); it is the teacher's discretion what work is given the student. Any work that is given to the student before they leave will be due the day the student returns. The work will be considered late if not turned in and late penalties will apply. If the student receives the work upon his/her return, two days will be given to complete the work for each day the student was absent.

### **Promotion and Retention**

#### Elementary:

Students progress from grade to grade usually spending one year at each grade level in order to meet grade level standards. However, some students will benefit from spending additional time on material at a particular grade level, or from progressing more quickly through the material. Students who exhibit definite and documented deficiencies in both academic and social areas will be considered for retention. Retention decisions will be based upon: 1) teacher documented anecdotal information, 2) parental anecdotal information, and 3) developmental and achievement test scores. Parents will be informed in writing no later than the end of the third quarter and/or at spring conferences. ELL and special education students will be considered on a case by case basis in consultation with appropriate service providers.

#### Middle School:

Students must maintain passing grades in at least each of the following: Math, Science, Social Studies, Literature, and Writing. Students who fail to meet those criteria in one or two classes will have the option to: 1) repeat the entire grade or 2) advance to the next grade after passing the class in the summer school program provided by Crown Pointe Academy or a program approved by the Director. Students failing three or more classes will repeat the entire grade. ELL and special education students will be considered on a case by case basis in consultation with appropriate service providers.

### **Report Cards/ Progress Reports**

Report cards/Progress Reports will be sent home with the student following the end of each reporting period. Reporting periods are approximately every four to five weeks. Please review the school calendar for dates.

### **Student Records**

Your child's school records may be viewed at any time. If possible, please give the school a one-day notice so that the record may be pulled. The record may be reviewed in the presence of the classroom teacher or school Director.

### **Parent Teacher Conferences**

Parent-Teacher conferences will be scheduled twice a year. We encourage both parent(s)/guardians as well as students to attend conferences. We encourage additional conferences with your child's teacher by scheduled appointment.

Elementary Conferences: Each parent is asked to schedule a conference appointment using an online sign up program. Conferences are typically 20 minutes each.

Middle School Conferences: Teachers are available to meet with parents individually during scheduled conference times on a first come, first served basis. For some students, we may ask for a scheduled team conference.

#### **Computer Usage**

Students and their parents will be required to sign a Computer Usage Policy agreement which is located in the registration packet. The guidelines are found in the Crown Pointe Academy Computer Usage Policy and the Internet Acceptable Use Policy agreement. Students will not be given access to the internet until the form is signed.

#### **Substitute Teachers**

Our school is fortunate to have qualified people to help us whenever our regular teachers are ill or out of school. A substitute teacher is an important visitor whose impression of our school will be carried to other schools and into the community.

Students should be certain that these are good impressions by being polite, helpful, cooperative, and considerate as he/she would be to the regular teacher or a guest in the home. Students are expected to behave appropriately toward guests in our school.

#### **Textbooks**

The textbooks used by the students are supplied by Crown Pointe Academy and are the property of the school. Each student should take exceptional care of the books issued to him or her. Students are responsible for the textbooks and other school-issued materials and could be charged for lost or damaged items. Fees are waived for students who qualify as indigent. Students questioning the condition of a textbook at the time of issue should consult the Director or Assistant Director. All fines are expected to be paid in a timely manner.

#### **Library Books**

Library books may be checked out for a period of two weeks. A maximum of two books will be checked out to a student at a time. Library fines will be assessed at 10 cents per day for late books. A student will be assessed a fine for the replacement value of the book for any lost books. The student will be informed of all fines.

#### **Field Trips**

Field trips are used to enhance the educational process. Field trips are a privilege and an earned experience. Students who do not have a completed and signed school permission form on the day of the field trip will remain at the school while the class is on the field trip. Other forms of permission will not be accepted. Students are expected to conduct themselves in the same fashion during these trips as if they were in school.

Parents have the opportunity to chaperone on field trips. *Siblings may not attend.*

#### **Attending Field Trips and Chaperoning Overnight Trips**

Crown Pointe makes every effort to provide a safe environment for our students, and we will use buses for field trips. We require a Colorado Bureau of Investigation computerized criminal history background check for all chaperones and adults who are with the class while off campus. To make this process as easy as possible, please fill out the form and the school will process and pay for the request. It is not necessary to have the request form notarized. We must receive the form AT LEAST 2 WEEKS before the field trip to have time to process the request. The information you give and the reports will be seen BY THE DIRECTOR AND ASSISTANT DIRECTOR ONLY, and kept in the strictest of confidence. If you have questions about the report, please talk with Mr. Ouweneel or Mrs. Keyes.

Parents chaperoning on overnight trips will be asked to have a fingerprinted background check done. Again, the school will handle and pay for the process. Fingerprints must be submitted at least 6 weeks prior to the field trip.



### Parties and Celebrations

Parties, celebrations and picnics held at school for the entire class are allowed only with the permission of the administration and teacher.

Crown Pointe schedules in-class parties around the following holidays:

- Christmas
- Valentine's Day

In addition, individual classrooms may schedule culminating events/activities around specific areas of study. For example; an Ancient Egypt party or Cinco de Mayo celebration.

Crown Pointe will strive to only provide healthy/nutritious food choices during parties and celebrations, or provide non-food celebrations. Parents are asked to provide healthy and nutritious choices if requested to bring food.

Invitations given out at school for personal parties such as birthday parties must be for the entire class. **If the whole class is not invited, invitations must be sent to each child's home address.** Invitations may not be handed out on school grounds to only some children or parents before or after school. Please be sensitive to the feelings of children not invited.

## SCHOOL COMMUNICATION/OFFICE

### Office

The office is the place where student business is transacted. Students/parents/guardians must go to the front counter to obtain admit slips, to obtain permission to leave school, to make arrangements to withdraw from school, and to conduct other appropriate business. Office hours are 7:30a.m. to 4:00p.m. when school is in session.

### Calendar

The school calendar is posted in the office and on the school website.

### Attendance

Regular and punctual daily attendance is important for the social adjustment and academic achievement of your child. Therefore, children should not be kept home from school unless they are ill or the family is faced with some emergency. Continuity in the learning process is seriously disrupted by excessive absences.

### Reporting Absences:

For your child's protection, if your child is to be absent, the school office should be notified before 9:00 a.m. If your child is going to be absent more than one day, you may make note of that on the first day's call. If you anticipated only one day's absence and it turns out to be longer, you should call the school office each successive day. When an absence has been called in, it is not necessary to send a note upon the student's return to school. Do not have your child or sibling call to report an absence. The parent or guardian must make the absence call.

Please give the following information when you call:

- Day of the absence being reported.
- Student's full name.
- Name of the student's teacher and grade.
- Reason for the absence.
- Name and relation of the person reporting the absence.

When your child is absent, missed work must be made up in a timely manner. Two days will be given for each day missed. After that, work will be considered late. Absences lasting longer than one week may require that work be turned in sooner than the two days for each day absent. Parent(s)/guardian(s) wishing to have a child

excused at any time during the school day should send a signed note to the child's teacher, phone, or make a request in person to the school office prior to such absence.

### **Requesting Planned Absences:**

Planned/prearranged absences are to be scheduled with the teacher and the Director at least two weeks prior to the absence. Request an excused absence by filling out the form available at the school office. Absences will be excused by the Director on a case by case basis, determined by the student's prior number of absences and current grades. Upon parent's request, teachers may, but are not required to, give work prior to the absence.

All assignments and tests given or due during the student's absence must be completed to the teacher's satisfaction. The two days makeup time for each day absent will hold for prearranged absences if the work is given to the student after the student returns. After that time, work will be treated as late. If work is given to the student prior to the absence, the work is due when the student returns. Consequences for late work will go into effect if the work is not turned in upon the return of the student.

### **Excessive Unexcused Absences:**

A phone call or letter will follow to parent(s)/guardians, after 4 unexcused absences in a month or 10 unexcused absences in a year, notifying them of the requirements of the state attendance law.

### **Excessive Tardies**

Students will be excused for arriving late to school ONLY for documented student appointments. Habitually late students will receive a phone call or letter after 3 unexcused late arrivals in a quarter. After 3 unexcused tardies in a quarter, the student will serve after school detention for each additional tardy for the remainder of the quarter. Unexcused tardies will reset with the start of each new quarter.

### **Students Staying With Another Person**

When you leave your children with another person and you are out of the area, send a note to the school office giving the name, address and phone number for the temporary guardian. Also include permission for this person to check your child(ren) out of school. Note the length of time you will be out of town. The school will hold all information in confidence.

### **Permission to Leave School**

Instruction continues until the end of each school day. Unless there is an emergency, please do not request that your child leave his/her classroom before dismissal time.

If a student becomes ill and needs to go home, he/she shall report his/her condition to the office. When a student leaves school prior to dismissal time, the following procedures will be taken:

1. Students must be signed out at the office by the parent/guardian or by an individual who has been authorized in writing or direct verbal permission to school personnel to do so by the parent/guardian.
2. Students leaving school early for any reason are not to be transported by school personnel to home, after-school daycare, or other pre-determined areas, unless a direct emergency becomes necessary.
3. School personnel will contact parent/guardian or emergency contact when a student becomes sick or injured via phone, electronic means, or other forms of direct communication.
4. Where appropriate/applicable, siblings of a sick or injured student that leaves school prior to dismissal time, will be contacted by the office.
5. Accident reports are to be filled out, and parents notified in a timely manner when an injury warrants such a report.

Students shall be picked up by the parent(s)/guardians. Parent(s)/guardians are asked to provide the school with the name of someone who can help should it be impossible to contact parent(s)/guardians. Please be sure that the emergency information in our student information system is accurate so that we will always be able to reach you when the need arises. If for any reason other than illness a student needs to leave school, he/she must have his/her parent(s)/guardian(s) call the office or write a request stating: 1) exact time the student is to be dismissed, 2) necessity for the absence.

### **Severe Weather School Closings**

School closings or delayed start times due to weather will be announced on local radio and television stations. Please listen for the closing of Crown Pointe Academy. Crown Pointe Academy may not follow the local districts in delayed starts. Closings or delays will be announced on major news channels and radio stations. The closing or delay will also be posted on the Crown Pointe Academy website and Facebook page, and parents will receive automated communication via phone call, email, or text message. Please make sure your contact information is accurate at all times to ensure you receive all messages.

### **Change of Address**

It is important to keep the school office informed of any changes of address, telephone numbers, places of employment of parents, guardians and emergency contacts. You may also update your information through the Infinite Campus Parent Portal.

### **Parent Contract**

The Crown Pointe Academy Parent Contract (found in appendix B) was developed to provide a strong platform for success at Crown Pointe Academy. Your parental support is critical in the success of your child and Crown Pointe Academy. All parent(s)/guardians are requested to sign this mutual contract of trust at the time of enrollment.

With this contract, there is an expectation that parents are appropriate and respectful in all of their interactions with school staff at all times.

### **Visitors**

Crown Pointe Academy welcomes and encourages parents, guardians and guests to visit our school anytime during normal school hours. All visitors shall enter the school by using the main entrance. To ensure a safe and secure environment for each student, a log of all visitors will be maintained in the school office. School visitors must sign-in when entering the school. After signing in, visitors will be issued a visitor's or volunteer's badge. Badges should be worn at all times on the school grounds. Parents or guardians who need to deliver an item to their child shall check in with the school office for identification purposes. The item will then be delivered to the child by school personnel.

Parents wishing to observe in their child's classroom should make prior arrangements with the teacher or the Director. This will ensure that the visit will not interfere with activities that would not be appropriate for observation, such as testing.

### **Messages for Students**

The school will be happy to get an "urgent" message to your child as long as it is received no later than 3:00 p.m.

### **Messages for Staff**

Staff will attempt to return all phone calls or messages within 24 hours (with the exception of messages left Friday/or before holidays). Prompt communication between both parties will facilitate solutions and help to avoid misunderstanding.

### **Withdrawal from School**

In order to withdraw from school, the parent will need to complete a Withdrawal Form. The form can be obtained from the school office. The form will need to be signed by the parent, the teacher, and the director. Textbooks, library books, and other school property should be returned at this time. Families may be contacted by a member of the Academy Board for an exit interview.

### **Lost and Found**

Labeling garments, boots, gloves, etc., and bringing money to school only when necessary can prevent losses. Losses should be reported to the teacher or Director immediately. All found items are to be turned in to the school office.

## **TRANSPORTATION**

### Transportation to and From School

Transportation to and from school is the parent(s)/guardian's responsibility. Do not leave your vehicle in the Drop-Off Lane while you are in the school. The pick-up and drop-off areas, as well as the proper traffic flow are well marked. Please respect others when transporting children. Offensive or abusive language in/on or around CPA sites due to conflicts will not be tolerated.

### Arrival and Departure –

**Please note the following traffic plan is subject to change during the year. Watch for communication from the school for changes which may be necessary to make drop off and pick up safe and orderly.**

#### Arrival/Drop off:

Students are not allowed to arrive at school any earlier than 7:30 a.m. unless accompanied by an adult. Upon arrival in the morning, middle school students are to report to the gymnasium and elementary students are to report outside where they will be supervised by staff until the first bell at 7:50 a.m. At that time, students will line up and walk in an orderly fashion to their classrooms.

When dropping off your child(ren), you will have two options. You may either use the drive lane with the Decatur Street entrance, or you may park your vehicle in an open parking space in the parking lot and escort your child to his/her designated location. Per City of Westminster regulations, **you may NOT drop off or pick up students along 86<sup>th</sup> Avenue. Parents who park their vehicles along designated No Parking zones risk being ticketed by the Westminster Police Department.**

If you choose to use the drive lane (**RECOMMENDED**):

- Enter on Decatur Street. The drive lane will accommodate three lanes of vehicles. Please use caution and be patient.
- Before you approach the school building, the drive lane will shift from three lanes to two lanes of traffic. Shortly thereafter, the lanes will shift again to a single lane of traffic. There will be staff members directing traffic. Please stay alert and follow the directions of those staff members.
- There will be designated drop off sites. Staff will be available to assist students exiting their vehicles. When you have come to a designated drop off cone, your child(ren) may exit your vehicle and walk to the gymnasium entrance. Please have your students seated on the **DRIVER'S SIDE** of the car and ready with their backpacks before you pull in to the drop off space. **If you need to open the trunk for backpacks, get out of the car to assist your child, or get out of the car to walk with your child, please park your vehicle in the parking lot.**
- **DO NOT get out of your vehicle in the drop off lane. Allow the staff members to assist your student.**
- When the cars in front of you have pulled away, please proceed to the exit. The exit can accommodate two vehicles—one turning right onto 86<sup>th</sup> Avenue and proceeding to Decatur Street, the other turning left onto 86<sup>th</sup> Avenue and proceeding to northbound Federal Boulevard. Please take turns with those exiting the parking lot area.

If you choose to park your vehicle (**\*please note that parking is limited**):

- Enter the parking lot off of 86<sup>th</sup> Avenue, which is the drive on the east side. It is a one way entry. Both lanes through the parking lot are ONE WAY ONLY going west. If you are unable to find a parking space, you will need to exit the lot and try again or use the drive lane.
- Make a right hand turn into the parking area. Please drive slowly and use caution. When you find a parking spot, please exit your vehicle with your child(ren) and use the crosswalk to cross the street. **DO NOT** drop your children off in the parking area and allow them to go to the building unaccompanied.
- **Park only in lined parking spaces. Do not double park or block vehicles.**
- When exiting, please take turns with those in the drive lane and proceed to the exit on 86<sup>th</sup> Avenue. The exit can accommodate two vehicles—one turning right onto 86<sup>th</sup> Avenue and proceeding back to Decatur Street, the other turning left onto 86<sup>th</sup> Avenue and proceeding to northbound Federal Boulevard.

#### Departure/Pick Up:

Whenever someone else will be picking up your child from school during school hours, please send a note or call the office giving the following information:

1. Name of the person authorized to pick up the student.

2. Reason and time of the pick up.
3. Whether the student will return to school that day.

At 3:30, teachers will release students from school. Teachers will remain with the students until 3:45. At 3:45, remaining students will go to the office lobby where they must be **signed out** by the individual picking them up. For students not picked up by 3:45, there will be a \$5.00 charge assessed for each child for each 15 minutes until they are picked up.

As with drop off, there will be two options to pick up your child(ren). You may either use the drive lane with the Decatur Street entry, or you may park your vehicle in an open parking space in the parking lot and walk to the building to pick up your child.

If you choose to use the drive lane (**RECOMMENDED**):

- All families have been assigned a carpool number. Make sure this number is visible in your windshield when you pull into the driveway. This will allow staff to call for your child and have them ready when you pull into a loading area. If you are picking up students from multiple families, please have all numbers visible in your windshield.
- Enter on Decatur Street. The drive lane will accommodate three lanes of vehicles. Please use caution and be patient.
- Before you approach the school building, the drive lane will shift from three lanes to two lanes of traffic. Shortly thereafter, the lanes will shift again to a single lane of traffic. There will be staff members directing traffic. Please stay alert and follow the directions of those staff members.
- There will be designated pick up sites near the front of the school. Staff will be available to assist students loading into their vehicles. When you have come to a designated pick up area, your child(ren) will load into your vehicle.
- When the cars in front of you have pulled away, please proceed to the exit. The exit can accommodate two vehicles—one turning right onto 86<sup>th</sup> Avenue and proceeding back to Decatur Street, the other turning left onto 86<sup>th</sup> Avenue and proceeding to northbound Federal Boulevard. Please take turns with those exiting the parking lot area.

If you choose to park your vehicle (**\*please note that parking is limited**):

- Enter the parking lot off of 86<sup>th</sup> Avenue, which is the drive on the east side. It is a one way entry. Both lanes through the parking lot are ONE WAY ONLY going west. If you are unable to find a parking space, you will need to exit the lot and try again or use the drive lane.
- Make a right hand turn into the parking area. Please drive slowly and use caution. Entrance to the drive lane from the parking lot will be blocked. When you find a parking spot, please exit your vehicle, use the crosswalk to cross the street, and follow the sidewalk on the **EAST SIDE** of the building to the **SOUTH** cafeteria doors.
- Park only in lined parking spaces. Do not double park or block vehicles.
- If you plan to remain at the school after pick up, please arrive at the school as late as possible to pick up your student.
- When exiting, please take turns with those in the drive lane and proceed to the exit on 86<sup>th</sup> Avenue. The exit can accommodate two vehicles—one turning right onto 86<sup>th</sup> Avenue and proceeding back to Decatur Street, the other turning left onto 86<sup>th</sup> Avenue and proceeding to northbound Federal Boulevard.

Students who are walking or riding bikes must wait until they are dismissed at 3:45.

#### **Drop Off/Pick Up Tips for Success:**

- Give yourself plenty of time in the morning to arrive at the school without being in a hurry. In addition, allow yourself adequate time for pick up as well.
- Share your carpool number with **everyone** who is on your pick up list. The school will provide two copies of your number; feel free to create additional copies.
- Carpool as much as possible!
- Never leave your car unattended in the drive up lane.
- Obey all traffic signs. Do not cut across parking spaces or go against the flow of traffic.
- Make a complete stop at all stop signs within the school neighborhood.

- Do not attempt to turn left (south) onto Federal Boulevard from 86<sup>th</sup> Avenue. If you need to go south on Federal, please turn right onto 86<sup>th</sup> Avenue from the school exit and proceed to Decatur Street. This will allow you to access 84<sup>th</sup> Avenue, which has a traffic light.
- Communicate with your child if you will be picking him/her up in the pick up lane or at the walk up door.
- Remember that the safety of all Crown Pointe children, families, and staff is our top priority. Please drive slowly, use caution, and stay alert at all times in the parking lot.

### **Bikes**

Children are permitted to ride their bicycles to school at the discretion of their parent(s)/guardian. Bicycles are to be parked in the bicycle rack. All bicycles are to be locked. Students are not permitted to ride bicycles during school hours nor on the school grounds either before or after school. A form from the parent(s)/guardian granting permission for the student to ride to and from school must be submitted to the school office before permission is granted for the student to ride his/her bicycle to and from school.

### **Car Pools**

Crown Pointe Academy encourages car-pooling, but the school will not arrange carpools. We offer the following suggestions to make car-pooling run more smoothly:

- You are responsible for the children in your car. All children must wear seat belts.
- Carry adequate insurance and ensure the other drivers do.
- Be on time.
- Be extremely careful and alert in the parking lot. Be courteous and follow the directions of the staff as they direct you through the traffic pattern.
- There is no long-term parking in the drop-off areas.
- Report to parent(s)/guardians any continuous misbehavior from a student. You have the right to refuse to carpool a student who causes trouble.
- Do your best to provide a cheerful atmosphere for your passengers.
- Please observe the intent of the traffic pattern.

The following are guidelines for students:

- Always wear your seat belt.
- Be courteous and well behaved in the car. Loud talking or poor behavior can distract the driver and cause an accident.
- Be ready when your ride comes, either at home or at school.
- Be standing in the waiting area for your ride. When your ride comes to a complete stop, then you may approach the car. Walk; don't run to your ride.
- Remember to thank your driver for transporting you.

## **SCHOOL RULES/DISCIPLINE**

### **Discipline Policy and Procedures**

Some of the most important lessons for any student to learn are how to respect authority, respect the rights of others and take care of his/her own and other's property. No student will be allowed to disrupt the education of other students. Although it is necessary to have school and classroom rules, our emphasis will not be on do's and don'ts, but guiding the student to a proper response to any given situation. In order to accomplish this, we must set discipline standards that are enforced firmly, fairly and consistently.

Since the classroom teacher is the one who works closest with the students, he or she carries the bulk of the discipline responsibility. It is important that the teacher works closely with the parent(s)/guardians in these matters and communications are open and honest. It is of utmost importance that the teacher and parent(s)/guardians work together as a team in discipline matters.

All discipline procedures will be handled at the lowest level of confrontation. As each situation dictates, a firm, fair, and consistent approach will take place. In the event of a continued discipline problem, the teacher, will:

- Make note and attempt to handle the situation in school.
- Notify and enlist support from the parent(s)/guardian and administrators.

- Develop a personal plan of behavior contract with student and parent(s)/guardian.
- Conference with school administrator, student, parent(s)/guardian, teacher.

All choices involve consequences at any level. We encourage children to think through their choice before acting out the scenario. Knowing the consequences improves critical thinking. Depending upon the level and severity of the infraction, students with repeated offenses of classroom, school or CPA policies will be subjected to possible detention, suspension or expulsion.

Crown Pointe Academy will refer to and follow the guidelines of Colorado Revised Statutes 22-33-105 and 22-33-106 for the following:

- Grounds for Suspension and Expulsion
- Alternative to Suspension
- Discipline of Special Education Students

#### **Four School Rules That Ensure Success at Crown Pointe Academy**

- Be on time.
- Be prepared and complete all assigned work.
- Respect and obey all supervising adults.
- Respect yourself, parent(s)/guardians, and others around you at school.

Please check the grade level codes of conduct for more specific guidelines on behavior expectations and consequences at Crown Pointe.

#### **Playground Expectations**

All games should be played with a concern for others using the playground. The playground equipment is to be used properly. If there are any questions in use, consult with a teacher or the designated playground supervisor.

##### General Rules

1. Play fairly and safely.
2. Only school playground equipment is allowed.  
(Other toys and objects will be taken away)
3. Tag and chase games are not permitted without teacher direction.
4. Shoes must be worn at all times
5. Fighting or pretending to fight is not permitted.
6. No name calling.
7. Hands and feet to yourself.
8. To eat a snack, sit against the wall or fence. No food or drink on the playground.
9. No picking up or throwing rocks or mulch.
10. Stand away from the gym doors.
11. Ask before leaving the playground to chase a ball.
12. Stay where you can be seen at all times.
13. LINE UP QUICKLY WHEN CALLED!

##### Slide Rules

1. Slide DOWN only, one person at a time.
2. Sit on bottom when sliding.
3. Do not swing around or jump off the slide at the top.

##### Monkey Bar Rules

1. ONE person going across the monkey bars at a time.
2. Do not sit on the top of the monkey bars.
3. Do not hang upside down on monkey bars.

##### Glider Rules

1. Glider bar should move ONLY when held by a child or adult.

2. Stand back and wait your turn.

IF YOU HAVE TO THINK ABOUT IT,  
IT'S PROBABLY THE WRONG CHOICE!

#### **School Property**

All students are expected to respect our school's facilities and property. Students will be held responsible for school furniture, equipment and property which is deliberately or carelessly defaced, damaged, marred, or broken. Students will be charged for such damage and/or required to restore the property to its original condition.

#### **Thefts**

Crown Pointe Academy is not responsible for lost or stolen items. Lost or stolen items should be reported to the teacher as soon as possible. Every effort will be made to recover the article. Students should not bring valuables to school. All items brought to school should be clearly marked for easy identification.

#### **Cell Phones**

Students are not allowed to use portable communication devices, including cell phones or smart watches, on school property during school hours. Portable communication devices brought to school are to be turned off and kept in the locker or backpack during school hours. Cell phones that are in a student's pocket, notebook, desk, etc. during school hours will be confiscated and the parent will be asked to pick up the item. Any use of portable communication devices, sharing of confidential information, and/or invading personal privacy will cause the device(s) to be confiscated and be subject to disciplinary action up to and including expulsion. The school will not be held responsible for portable communication devices at anytime while on school property. Students will carry them at their own risk.

#### **Uniform Policy**

Because the learning environment is significantly influenced by students' attire, the Crown Pointe Academy Board and Director have adopted a school-wide uniform policy (detailed in Appendix C). Before buying uniforms, please consult what has been approved by the Academy Board. The intent of uniforms is:

- To help students focus on learning and reduce the distraction of fashion trends in the school environment/atmosphere.
- To reduce disruptions and disciplinary problems.
- To increase the efficiency of school administration.
- To promote school pride.

#### **General Uniform Standard**

The standard attire for Crown Pointe Academy students shall be the Academy uniform. The Uniform policy will be enforced. It shall be worn during all school hours and for all before-and-after school programs, except when a physical education instructor prescribes athletic clothes. The Uniform Policy can be found in Appendix C.

#### **Non-Uniform Days**

See Uniform Policy for non-uniform day dress code.

### **VOLUNTEER OPPORTUNITIES**

#### **Parent Time Contributions**

Crown Pointe Academy has a great need for volunteer help of many kinds and the depth of the school experience frequently hinges on the readiness of voluntary help and services. All families are required to contribute 60 hours (30 hours for single parent/guardians) of time to each school year. The school's success depends on each parent(s)/guardian helping. Families must log their hours on the volunteer calendar distributed each month or by sending an email to [volunteer@crownpointeacademy.org](mailto:volunteer@crownpointeacademy.org). Please refer to the Volunteer Handbook for additional information on volunteering at Crown Pointe.



### **Parent Teacher Association (PTA)**

The Crown Pointe Academy Parent Teacher Association serves a critical function and role within the school. We encourage you to become involved in Crown Pointe Academy's activities by becoming a member and regularly attending these meetings.

### **Committees**

The Academy Board forms parent committees at the beginning of each year which meet the needs of the strategic plan for the year. These committees provide an exciting opportunity for all parents to participate in a direct and meaningful way in the operation of the school. Committee descriptions and minutes of past meetings can be found in the school office. All parents are encouraged to consider joining one of these committees. New members are always welcome!

School committees are also available for parents' participation. These committees are:

BAAC (Building Accountability Advisory Committee)

Additional committees are formed as the need arises.

## **MEDICAL SITUATIONS**

### **Accidents and Procedures**

In the event of an injury at school, emergency first aid is administered. Every effort is made to contact the student's parent(s)/guardian whenever a serious injury occurs. If a parent(s)/guardian cannot be reached, either at home or at work, the appropriate procedures are followed. 911 may be called, and/or the student may be taken to the hospital for emergency treatment. The student's parent/guardian is responsible for any expenses incurred as a result of emergency action taken by school personnel. Following the return to school, consideration will be given to support injured students through student volunteers, assigned staff members or other appointed personnel.

### **Allergies**

When your child has a particular allergy to a product, food or specific item that may be "life threatening", please communicate this to the front office, your student's teacher, and the director. Constant communication between all parties involved in the learning process/environment will help to ensure that reasonable provisions will take place. If your child has a food allergy that requires dietary changes, please contact the office for the necessary form to receive alternate food/drink as a part of hot lunch. Please check with your child's teacher for students with allergies before sending a treat for the class.

### **Immunizations**

Colorado's state immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance. Transfer students will be given 60 calendar days from the date of enrollment to submit a complete Certificate of Immunization or Exemption. Revised changes to this mandatory immunization law will be applied immediately. Students may be suspended from attending school if immunizations records are not current.

### **Medications**

Any medication sent to school must be in the original container and must be brought to the school office for safekeeping. A school medication permission form must be signed by the child's physician and the child's parent or guardian before any medication can be kept in the school office. The following information must be written on the container: name of child, time medication is to be taken and dosage. Students may not keep and use medication while at school. Inhalers that have been approved by administration and the school nurse are exceptions.

### **Personal Health**

Every reasonable provision will be made to provide a wholesome, healthy atmosphere for each child during his/her stay in school. There is a real correlation between a child's health and his/her enjoyment of school and ability to profit from it. The home can make a great contribution in this area by:

- Seeing that each child consistently gets adequate rest and sleep.
- Seeing that the child eats well; a good breakfast before he/she comes to school is extremely important.
- Making sure that children wear appropriate clothing especially jackets and boots when needed. Because of our rapidly changing weather, make sure the entire day's weather forecast is considered.
- Not allowing a child who is sick or may be sick to come to school. Do not give teachers the responsibility to determine the health of your child.
- Keeping a child home after a sickness until his/her temperature has been normal for one day. In fairness to the other students and teachers, if a child is brought to school sick or becomes ill during the day, his/her parent(s) will be called and asked to pick him/her up.

#### **Insurance**

Crown Pointe Academy will not assume responsibility for payment of doctor, hospital bills or ambulance costs resulting from injuries incurred on school property or during school hours. We encourage each parent(s)/guardian to provide some type of insurance coverage for their child.

### MISCELLANEOUS

#### **Evacuation Site**

In the event evacuation of the building is necessary, parents will be notified using a reverse 911 call from the Infinite Campus database. During a Lockout, the perimeter of the school is secured and doors are locked. School takes place inside the building as normal. During a Lockdown, the entire building is shut down as quickly as possible. All doors on the exterior and interior of the school are closed and locked, windows and blinds are closed, and lights are shut off. Should the building need to be evacuated, parents would be notified of our relocation and would pick students up in that area.

#### **Fire and Emergency Drills**

Fire and emergency drills will be conducted throughout the year to prepare students in case of an emergency.

#### **Child Abuse Reporting**

Because of their contact with school age children, parents may be in a position of identifying abused or neglected children and possibly referring them for assistance from Social Services. If a parent knows of or reasonably suspects child abuse or neglect, they should immediately report this behavior to the School Director. If the parent is uncertain whether abuse or neglect is involved or whether there is sufficient cause to suspect abuse or neglect, they are encouraged to consult with the Director, who can give appropriate advice or convene a team to determine if a report is warranted before reporting to Social Services. The person acting or reporting in good faith shall be immune from any civil or criminal liability. A School Abuse/Neglect team composed of the Director, school counselor and a representative from the agency from which nursing services are contracted shall be instituted to assist in gathering the necessary information to make a report to Social Services if deemed necessary. Parents and volunteers have no investigative responsibilities in suspected abuse or neglect cases.

#### **Lunch Program**

Children have the option of participating in the school lunch program or bringing their own lunches to school. Students will eat lunch in the designated area at the designated lunchtime. No food will be left in the school overnight. Trading lunches is discouraged. Absolutely no food is to leave the cafeteria during lunch. Please note: lunches will not be refrigerated. Snacks brought into class can be eaten at recess time in a designated area. Milk will be available for purchase. If you discover your child has forgotten his/her lunch, you may bring it to the front office and it will be delivered to the classroom. Phone calls will not be made home for forgotten lunches. Lunch money should be sent to the school in a sealed envelope and given to the front office.

Hot lunch prepared by Boulder Valley School District is available on all days that school is in session. Free and reduced prices are available to families who have completed the necessary paperwork.

All lunches are PREPAID. The process for ordering and paying for lunch will be sent home at the beginning of each school year.

Students will be offered breakfast each morning from 7:30 to 7:55. Students who qualify for the free or reduced rate will receive breakfast at their designated rate.

### **Money**

Only bring necessary money to school. All money sent to school must be placed in a sealed envelope with the student's name, teacher's name and purpose for the money.

### **Fees**

All fees are expected to be paid in a timely manner. Any unpaid fees from the previous school year will carry over to the following school year until the fee is paid. Indigent families will have fee waived and are encouraged to contact the Director or Assistant Director of Crown Pointe Academy.

Crown Pointe Academy's fees include:

Class Fee (mandatory): \$85.00 per student. This fee is used for consumable materials, use of school technology devices, field trips, general classroom supplies.

Locker Fee (mandatory): \$10.00 per middle school student. This fee is used to cover the cost of locker maintenance and repairs.

- For the purposes of this document, indigent is any student qualifying for free or reduced lunch under the National Income poverty Guidelines. (2202.0-R-3010, 2202-R-302.0)

### **Fines**

All fines are expected to be paid in a timely manner. Any unpaid fines from the previous school year will carry over to the following school year until the fine is paid. Individuals needing to discuss the matter further are encouraged to contact the Director or Assistant Director.

The Academy Board and Director reserve the right to amend this handbook as needed.

Updated November, 2021.

# Governance

## 2021-2022

### Organizational Structure

Crown Pointe Academy is different from the other public schools. Crown Pointe is a Colorado non-profit corporation with a contract issued by the Colorado Charter School Institute to operate a K-8 school. This contract, allowed by state law, is called the charter contract and, therefore, Crown Pointe is called a charter school.

Crown Pointe was incorporated in 1997 as Crown Pointe Academy of Westminster. The governing document is the Crown Pointe Academy bylaws. The CPA Board of Directors, originally called the Academy Council, is now called the Academy Board. The five member Board consists of four parents elected by students' parents to two year terms, and up to three community members selected by the Board for specific expertise. Elections are held every April for the two parent members. The school Director serves as a non-voting member of the Board.

The Academy Board is responsible to see that federal and state laws and the requirements of the charter contract are met. In order to do this, the Board hires the school director and sets policies to promote and/or limit activities. The Board also uses committees of parents and staff to research information and to make recommendations.

**The director is responsible for the day-to-day operations of the school. To accomplish this, the director hires a staff of teachers, aides and administrators and manages the parent volunteers. The director establishes procedures for school operations.**

The Director makes day-to-day operational decisions. As the governing board of Crown Pointe Academy, the Board's role is to enforce the school's performance in the following areas:

#### Student Performance

- Meet state standards
- CMAS, Galileo, and other assessments

#### Fiscal Accountability

- Solvency, sound fiscal judgment, annual audits

#### Legal Accountability

- Compliance with federal and state laws
- Compliance with the terms of the Charter Contract
- Compliance with all policies

#### Governance Accountability

- Compliance to Bylaws and policies

## Board Committees

Board committees will be formed to support the Strategic Plan for the year. Watch the Update for opportunities to serve on Board committees.

**2021-2022**

President: Michelle Kline Elected Member (Parent)	(303) 229-0078 <a href="mailto:michelle.kline@crownpointeacademy.org">michelle.kline@crownpointeacademy.org</a>
Vice President: Dawn Baird Community Member	(303) 657-9872 <a href="mailto:dawn.baird@crownpointeacademy.org">dawn.baird@crownpointeacademy.org</a>
Secretary: Cindy McNeal Elected Member (Parent)	(720) 327-3691 <a href="mailto:cindy.mcneal@crownpointeacademy.org">cindy.mcneal@crownpointeacademy.org</a>
Treasurer: Eddie Rey Elected Member (Parent)	(720) 300-7493 <a href="mailto:eddie.rey@crownpointeacademy.org">eddie.rey@crownpointeacademy.org</a>
Member at Large: Gabe Sandoval Elected Member (Parent)	(720) 220-5354 <a href="mailto:gabe.sandoval@crownpointeacademy.org">gabe.sandoval@crownpointeacademy.org</a>

## Crown Pointe Academy Building Corporation

Academy Building Corporation was formed in 2000 to obtain financing for the addition of the original school building. It presently serves as the owner of the new facility on 86th Ave. and will lease the building to Crown Pointe Academy for the amount of the loan payments. The corporation will remain as a silent pass through company for the new facility until the building bond has been paid in full in 2039.

### List of Crown Pointe Academy Documents (all are available in the office)

#### **Laws and Contracts**

Federal Law  
 State Law (Colorado Statutes) with waivers  
 Charter Contract with Colorado Charter School Institute  
 Articles of Incorporation  
 Bylaws  
 Bond Agreement  
 Articles of Incorporation for CPA Building Corporation  
 Bylaws for CPA Building Corporation  
 Building Lease  
 Board Adopted Policies  
 Board Adopted Resolutions

#### **Standards, Procedures and Audits**

Staff Handbook  
 Parent/Student Handbook  
 Office Procedures Manual  
 School Calendar  
 Annual Financial Audit  
 CMAS results (school wide results only)

#### **Colorado Sunshine Law**

The Crown Pointe Academy Board follows the open meeting requirements of the Colorado Sunshine Law. The agenda serves as the notice of meeting and is posted in its designated place at least 24 hours prior to a meeting. Parents may request a copy of the agenda prior to any Board meeting.

#### **Highlights from the Bylaws**

**Article I defines the name, location, mission statement and objectives of the corporation.**

“Section 3. Mission Statement

The mission of Crown Pointe Academy is to promote creativity, curiosity, character, and community in a challenging Core Knowledge environment.

“Section 4. Objectives

The objectives of the Governing Board (hereafter called the "Academy Board" or "Board") are as follows:

A. To ensure that the Mission Statement and Operating Contract Between Crown Pointe Academy and Adams County School District #50 (hereafter referred to as the Operating Contract) are adhered to in all activities and decisions of the Board, the staff, the students, parents and Academy advisory committees.

B. To serve as final authority in matters affecting staffing, budget, curriculum, calendar decisions and Academy concerns, and to ensure that these are consistent with and promote the educational goals of the Mission Statement, Charter Contract and official Academy policy.

C. To encourage faculty, parents and students to be aware and responsive to the needs and concerns of the Academy as a whole, and of the unique learning styles, challenges and talents of individual students.

D. To act as the official voice of Crown Pointe Academy with regards to public information, media contacts and public relations.

E. To adopt policy and procedures which govern the Academy. These policies and procedures will adhere to the Mission Statement.”

Article II defines Board membership and election procedures (7 members, elections are in April for half the elected Board, terms are two years).

Article III defines the Board’s responsibilities (contract compliance, budget, legal records, setting policies, hiring, etc)

Article IV defines Board officers, how they are selected and their responsibilities.

Article V defines how Board meetings are conducted (at least once a month).

Article VI defines how Board members can resign or be terminated and how to fill vacancies (conduct a special election).

Article VII discusses the committees the board should have and how they should conduct business (openly per the Sunshine Law).

Article VIII discusses responsibilities and procedures for contracts and grants.

Article IX defines responsibilities for books and records (all school documents, except student and personnel records and are public records).

Article X defines how to change the bylaws (through a vote of the Board).

#### Highlights from the Charter Contract

The original contract was for 3 years. A second contract for five years ended in 2005. Two subsequent five year contracts were negotiated with Adams District 50 the most recent of which expired in 2015. In July, 2015, CPA negotiated a new contract with the Charter School Institute for 5 years, which ends in 2020.

The contract establishes Crown Pointe as a K-8 school. Class sizes are to average 25-27 students.

The contract establishes financial procedures.

The contract lists the state and federal laws and district policies that apply to us and includes a list of waivers to laws and policies that we have received.

The contract requires that Crown Pointe do the following:

- Implement the Core Knowledge curriculum
- Individualize education
- Teach phonics
- Have a computer lab
- Maintain individual learning plans and work portfolios for students
- Require volunteer service from parents each year
- Meet District educational standards
- Operate as a public school with no religious affiliations
- Submit all required reports
- Maintain insurance

**Appendix B**

**Parent Contract  
Between**



---

Parent(s) Name(s)  
And

**Crown Pointe Academy**  
**On Behalf of** (List all attending students)

---

Student(s) Name

---

Student(s) Name

I will assist in the further development and success of Crown Pointe Academy by following these guidelines:

1. I will see that I bring my child to school between 7:30-8:00 a.m. I will pick up my child at 3:30 p.m., and I will use only designated drop off and pick up locations.
2. I will see that my child respects the authority of the school staff.
3. I will see that my child treats other students with courtesy and respect.
4. I will see that my child attends school regularly per school policy.
5. I will attend all parent-teacher conferences and communicate regularly with my child's teacher.
6. I will read with my child for 15 minutes each day.
7. I will ensure that my child completes all homework assignments.
8. I will provide lunch for my child.
9. I will ensure my child wears the prescribed uniform and understands the Parent/Student Handbook.
10. I will ensure my middle school child completes community service requirements.
11. I will actively participate in Crown Pointe Academy by volunteering my time per school policy. This may include participation in Academy Board meetings, committees, fundraisers, classroom assistance, etc. I understand there is a 60-hour commitment per year, per family. (30 hours per year for single parents.)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Academy Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix C**  
**Crown Pointe Academy of Westminster**  
**Uniform Policy**

THE UNIFORM IS A PART OF CROWN POINTE ACADEMY. WHEN MAKING THE CHOICE TO COME TO THIS SCHOOL, YOU ARE MAKING THE CHOICE TO ENDORSE,

SUPPORT AND ABIDE BY THIS POLICY. THIS IS A PART OF YOUR PARENT CONTRACT.

### **Clothing Sources and Colors**

All pieces, colors, and styles must resemble the Dennis Uniform Company. **No embroidery, lace, or logos except the CPA logo is allowed.** Oversized or baggy clothing is not acceptable.

**The Director will have final interpretation and say on any item of this policy that is questionable.**

### **Shirts/Blouses:**

White, red or navy

- May wear polo shirt, non-ribbed turtle necks, or plain collared shirts or blouses
- Shirts may be long sleeved or short sleeved
- T-shirts or turtle necks worn under shirts or blouses must be solid white, knit material
- Tiny scalloped trim (picot) on the edge of girl's polo shirts will be allowed.
- At least one button of the polo shirt must be buttoned
- Shirts must hit below the beltline when arms are fully extended and may not be longer than hip length

### **Sweaters/sweater vests/vests/sweatshirts:**

Solid red, navy, black, white or MacBeth plaid

- A uniform shirt with the collar or turtleneck showing must be worn under sweatshirts or sweaters
- Sweaters must be plain and non-hooded, v-neck or cardigan style
- Solid colored cable sweaters are allowed
- Sweatshirts or fleece clothing of any kind must be purchased through the Crown Pointe Academy school store

### **Undergarments:**

- Undergarments must not be visible

### **Pants:**

Navy or tan khaki

- Pants must be twill dress style pants with no topstitching along side seams, resembling the Dennis uniform style
- Pants should have straight legs. No loose fitting, baggy, wide leg or bell-bottoms
- No corduroy, cargo style, carpenter style, capri, sweat pants, or labels (except Dennis) on the outside of pants are allowed
- Pants must sit above the hips at the waist

### **Shorts:**

Boys: Navy or tan khaki

Girls: Navy, tan khaki or MacBeth plaid

- Shorts must be twill walking-style with no topstitching along side seams, resembling the Dennis uniform style

- No corduroy, cargo style, carpenter style, or labels (except Dennis) on the outside of shorts are allowed
- Shorts must sit above the hips
- Shorts must be longer than mid-thigh and shorter than the bottom of the knee cap
- Tight shorts are not allowed except when worn under skirts or jumpers

### **Skirts/Skorts/Jumpers:**

Navy, tan khaki or MacBeth plaid

- Plain jumpers, skirts or culottes/skorts with no embellishments
- Buttons should be the same color as the fabric
- Must be longer than mid-thigh and shorter than the bottom of the knee cap
- Shorts must be worn under jumpers and skirts on gym days. Shorts are recommended to be worn under jumpers and skirts every day. Shorts worn under skirts and jumpers must be solid black or navy and must not be visible

### **Socks/Tights/Leggings:**

Solid white, black, navy, red or khaki

- Socks and/or tights must be worn at all times
- Socks must be visible above the shoe
- Socks must match as a set
- Leggings must be ankle length and can only be worn with skirts, skorts or jumpers
- Leggings and tights may only be solid navy, white, red, or black

### **Shoes/Boots:**

- Pants must not be tucked into boots
- All shoes must have a closed back and closed toe
- No roller shoes with or without rollers may be worn at anytime
- The base at the heel must be the width of the shoe, and the height must be less than 2 inches
- Character and light up shoes may not be worn
- Shoes and boots must be tied and laced. Laces must be the primary color of the shoe and both laces must match
- Athletic shoes must be worn for PE
- Socks and/or tights must be worn at all times

### **Belts:**

- The width of the belt will fit correctly through belt loops
- The belt may be leather or canvas, plain or braided

### **Accessories:**

- Hair accessories must be MacBeth plaid colors (navy, black, red, white, yellow, dark green), brown or MacBeth plaid
- Feathers, temporary or permanent may not be worn
- Excessive accessories that detract from the learning environment will not be allowed
- Solid red or navy neckties may be worn

**Jewelry:**

- Necklaces may not be worn unless they are under the shirt and cannot be seen
- Bracelets except for medical purposes may not be worn
- Watches which are not a distraction are acceptable

**Body Piercing/Tattoos/Temporary Tattoos:**

- No visible body piercing ornaments will be allowed including tongue, nose, chin, eyebrow, or lip rings/studs
- Gauged jewelry is not allowed
- One earring in each ear will be allowed
- Size of earring not to exceed ½ in. diameter or length
- No visible tattoos including temporary tattoos (exception is the cougar paw received at Crown Pointe)

**Hair:**

- Hair must be neat and properly maintained, not disruptive to the learning environment
- No extreme fads, gang-related haircuts, hairnets or hair stenciling
- No unnatural hair coloring such as green or orange, etc.

**Cosmetics:**

K-5 :

- No cosmetics will be worn by elementary students
- No body glitter or colored lip-gloss is allowed. If these products are brought to school, they will be taken and not returned

6-8 :

- Cosmetics must be conservative and in good taste

**Outdoor Clothing:**

- Weather appropriate, outdoor clothing may be worn over the uniform and must be removed upon entering the school building
- Hats, jackets, scarves or gloves may not be worn inside the school building

ALL JACKETS AND OTHER OUTDOOR CLOTHING MUST BE KEPT IN THE LOCKER OR CLASSROOM WHEN NOT OUTSIDE. CLOTHING WITH THE STUDENT IN CLASS OR IN THE HALLWAY THAT IS NOT PART OF THE UNIFORM POLICY WILL BE CONSIDERED A UNIFORM VIOLATION.

**Other items:**

- Press-on artificial fingernails are not allowed
- Nail length and color may not interfere with safety or learning
- Fingernail polish must be same color on all fingernails

**Grade 6-8 Gym Uniform:**

- A uniform will be worn for Physical Education. This uniform will be solid black shorts and solid gray T-shirts
- Mesh shorts must be lined
- All shorts must be at or below mid-thigh

- No spandex, tight or form-fitting clothing
- Plain dark navy or black sweat pants or warm-up pants may be worn if going outside on cold days

### **Jeans Day:**

On specific days through the year, students may pay for the privilege to wear jeans to school. The remainder of uniform must comply with uniform policy.

- Jeans should have straight legs
- Jeans must be denim-blue
- No excessively form fitting jeans
- Jeans will sit at natural waist
- No loose fitting, baggy, wide leg or bell-bottoms
- May not be ripped, frayed, or have any holes and/or tears
- No Capri-style jeans
- No embossments, cutouts, or designs other than on pockets
- Jean shorts must be no shorter than mid-thigh and no longer than the bottom of the knee cap
- Crown Pointe Academy club shirts or designated theme shirts may be worn on jean days

### **Non-Uniform Days:**

**The questions of appropriateness of an item will be at the discretion of the Director. If clothing is deemed unsuitable, the student will call home and parent/guardian will have to bring a change of clothing for the child before he/she can go to class.**

**Uniforms are worn during field trips unless otherwise specified by the teachers/administrators prior.**

### **General Guidelines:**

- Uniform guidelines for hair, cosmetics, jewelry, undergarments, body piercing and tattoos must be followed
- Clothing is not to cause undue attention to the wearer or cause a distraction to those around him/her
- No clothing or accessories that cause or have the potential to cause embarrassment, derisiveness, or derogatory comments will be allowed
- No excessively baggy or tight clothing
- No inappropriate graphics or text on clothing
- Bellies, backs, buttocks, or cleavage will not be visible at any time

### **Shirts:**

- No mesh, muscle, tight fitting, tube, half or halter tops, or see through shirts or blouses
- No spaghetti straps
- Tank top straps must be at least 3 finger widths

### **Pants:**

- May not be ripped, frayed, or have any holes and/or tears

**Shorts, Skirts, Skorts:**

- No cutoffs or spandex shorts
- Must be longer than mid-thigh and shorter than the bottom of the knee cap

**Shoes/Socks:**

- Pants must not be tucked into boots
- All shoes must have a closed back and closed toe
- Shoes must match as a pair
- No roller shoes with or without rollers may be worn at any time
- The base of the heel must be the width of the shoe and the height must be less than 2 inches
- Character or light up shoes may not be worn
- Shoes and boots must be laced and tied
- Athletic shoes must be worn for PE
- Socks and/or tights must be worn with all shoe selections at all times

**School Functions:**

Non-uniform dress code applies to all school functions unless otherwise specified. These include but are not limited to: field trips (if non-uniform is specified by the teacher), school performances, concerts, plays, dances, socials, festivals, and extracurricular activities.

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