



# **Loveland Classical Schools**

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STUDENT & GUARDIAN HANDBOOK

Academy Campus (6<sup>th</sup>–12<sup>th</sup>)

2021-2022

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## Mission

Loveland Classical Schools (LCS) assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

## Vision

Loveland Classical Schools' vision is to partner with parents to champion the following values:

- The pursuit of excellence through vigorous diligence. The joy of success is found in hard work through academically challenging material.
- The habituation of ethical virtues. Moral character is inculcated through LCS' twelve core virtues.
- The cultivation of social responsibility. Stewardship and service are encouraged as we work to better our community.

This is accomplished by creating a learning environment in which all students can succeed by using a vigorous, content-rich, educational program that teaches personal character, cultural literacy, and intellectual discipline.

Through a defined traditional, classical curriculum, students are prepared to become active, responsible members of their community. LCS strives for excellence, and sets a high level of expectations for students, parents, staff, and volunteers. The heart of LCS is our core virtues which are integrated into learning and school culture, thus creating an environment that fosters character and academic excellence.

## Directory

Loveland Classical Middle and High Schools @ the Academy campus  
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## Administration

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## **Section 1: History, Philosophy, and Curriculum**

(<https://www.lovelandclassical.org/about-us/school-policies/>)

### History

Loveland Classical Schools began as a dream that two mothers shared in the spring of 2010. They met while volunteering in their sons' preschool. Both women had been researching schools to determine the right fit for their children. It became explicitly clear that a classical education best met their needs and goals. Sadly, neither of their sons was able to win a seat in the lottery at the classical school of their choice. They soon learned that thousands of children were on charter school waiting lists in Northern Colorado. Their desire and passion for a classical school program for their children grew to include wanting to create more classical education options for all the children in their community. Thus began the journey to create Loveland Classical Schools. After more than a year of hard work, the charter application was approved by the TSD. With the help of hundreds of volunteers, experienced charter school experts, and countless others, LCS opened in September of 2011.

### Community

Loveland Classical Schools has received much support from individuals and businesses within the Loveland-Berthoud community. Community relations continue to be important to us, and we are all goodwill ambassadors for LCS. We hope to continue creating partnerships with local businesses and pursue grant opportunities. Any information or expertise you can offer in this area is greatly appreciated. LCS may recruit individuals from the community to provide supplementary educational experiences for the students. On-site parental volunteer assistance is encouraged and facilitated. LCS aspires to provide an educational system that serves the needs of the students, parents, and the

community. This provides an unprecedented opportunity for parents and the community to participate in the students' educational progress at both campuses.

## Curriculum Philosophy

Loveland Classical Schools' goal is to provide a rich and vigorous classical education for all students. A classical education is designed to promote lively and intelligent conversations among students. High standards are at the heart of expectations still recognizing that every student has unique abilities, interests, and motivations. Parents encourage their child's success by monitoring progress in school and at home, and by participating as fully as possible in the LCS community. Class work and homework are designed to challenge each student to make the most of his or her talents.

### *What is Classical Education?*

A classical, or liberal arts, education is centered on the idea of *liberātus*, meaning "freed, liberated." It is in this context that the end goal of a classical education is an independent, or "freed," intellect that is capable of making logical discernments informed by a strong, virtuous character. Classical education has many interpretations, but at LCS it is defined by three main areas of focus: Great Works, Great Teaching, and Great Character.

Our classical curriculum centers on the great works from the Western canon that have survived the test of time demonstrating vital importance to the cultivation of wisdom. Our classical pedagogy is anchored by the trivium, used as highly effective instructional method for millennia. And our emphasis on character utilizes our Core Virtues, which is an explicit part of our students' classical education. These three areas of focus are the pillars which define classical education at Loveland Classical Schools.

### *Great Works*

Sir Isaac Newton once said, "If I have seen further it is by standing on the shoulders of giants." By studying the works of our civilization's greatest minds, our students are provided a strong foundation from which they can stand tall. Just as the works of Galileo, Descartes, and Copernicus paved the road for Newton, students learn greatness by surrounding themselves with great people and ideas.

When hearing the word "classical," many think of "old." Classical education does involve old things such as the ancient Greeks, classical music, and Euclidian geometry, but this is only the beginning. Students at Loveland Classical Schools study many "old" and influential books and people including Homer, Aristotle, Thucydides, Cervantes, and Milton. However, these historic books and characters are not chosen because they are old, but because they have withstood the test of time and are of universal importance to the study of what it means to be human. Loveland Classical Schools uses a curriculum based in what has been recognized for centuries as the great books and authors of the ages rather than the latest fad or political agenda. We study and discuss the great works because they give insight into our heritage, into ourselves, and into what it is to live a meaningful life. They express and explore universal truths that resonate deep within every one of us.

A critical component of classical education is the use of primary sources. If you want to study the Federalist Papers to understand the formation of our government, you could either study the Federalist Papers itself or study what others say about the Federalist Papers. Institutionalized education today too often chooses the second approach. Many educators feel that the Federalist Papers itself is too difficult for students to learn so they instead look to an "expert" to explain it. LCS knows that students are capable of amazing things when given the opportunity. We prefer to read and dissect original source documents when possible rather than solely rely through someone else's interpretation.

### *Great Teaching*

The trivium is the classical method of instruction using the "three paths." As a teaching method, the trivium utilizes the stages of grammar, logic, and rhetoric in instruction. This method of education was pioneered thousands of years ago by the Greeks. It began with the study of grammar, in order to understand the structure of their language. From there, the student learned how to use the language so as to make accurate statements, construct logical arguments, and detect fallacious reasoning. Finally, the student would learn how to communicate eloquently in the rhetoric stage to elegantly and successfully express their thoughts.

In practice, the grammar, logic and rhetoric stages can be understood as training the student in facts, critical thinking, and communication. To begin, a student must learn the fundamental structure or facts in order to be able to understand the subject. This is where many educational approaches stop. In the trivium used in classical education, on the other hand, we next take those facts to infer something that was not previously known; to draw connections and build syllogisms between the facts we've learnt. When the student can successfully and accurately employ logical reasoning, the student then needs to artfully articulate that understanding in a persuasive manner. This is, in essence, the grammar, logic and rhetoric stages of the trivium that forms the basis of the classical method of instruction at LCS.

As an example, when studying the Peloponnesian War, facts such as dates, personages, governments, motivations, and battles are covered. However, while typical instruction stops there, after going through these grammar items at LCS a logic question may be presented, such as, "What could have happened if the plague had not occurred in the second year of the war?" In order for students to answer, they will need to know what did happen (grammar), and formulate what could have happened in an "if, then" answer that is rationally sound. We tell students that although there is not one right answer in this exercise (because it is a theoretical situation), there are definitely wrong answers if the facts or logical reasoning are not correct. In describing the "if," like "if the plague had not occurred in 29 BCE in Athens," students demonstrate their grammar knowledge. The "then," which is the logic piece, can be something similar to, "then the Athenians would not have lost as many citizens and soldiers, and may have successfully executed their naval strategy in 29 BCE to end the conflict, rather than the war continuing on for 18 more years whereby Sparta and its allies were eventually able to defeat Athens." In this example, students draw connections to what they have already learned to new ideas. When students explain their reasoning, either by presenting orally or in writing, techniques are practiced to develop the rhetoric stage of the trivium.

The trivium works in all subjects, not just language and history. Consider another simplified example in math. Here you begin with the instruction of math facts (grammar), student application of those facts to higher-level processes that are new to the student (logic), and the clear explanation of the reasoning for their answer (rhetoric). Further, this method of instruction is the basis for teaching students to read and decode phonemic rules of English in the lower elementary, learn a foreign language, dissect the themes of a text, apply scientific laws to processes, analyze harmonies and scales in music, or employ theories studied in art, to name a few instances. The different stages of the trivium don't just ensure that students know content knowledge (grammar) but continues to develop logical inference, critical thinking, and skills in the art of rhetoric for students to be independent thinking adults who can make their own discernments (*liberatus*).

### *Great Character*

The learning process isn't always easy; in fact, it can be laborious and difficult at times. It is something that requires grit, hard work, and patience. Our motto, *fallamur ut floreamus*, "let us falter so we may flourish" addresses this. Students at Loveland Classical Schools are given the opportunity to find success, learn perseverance, and deeply integrate the solution. These experiences are an excellent opportunity to instill and practice character that will be life-long characteristics of a classically educated student. As Aristotle stated, we are what we repeatedly do.

Loveland Classical Schools addresses the fact that knowledge without virtues and morals can lead to the application of that knowledge to a negative end; there are many criminals that are crafty and intelligent, but are they truly wise, are they living the "good life" that is discussed by Socrates? Throughout the school day, situations present themselves for discussion and study on what is virtuous character and what is worth pursuing in life to benefit our community. Character education becomes a critical component of the academic program rather than reactive discipline. This is another crucial area where classical education is different; to acknowledge and implement that education is not only about learning facts but learning how to be a good person.

## Core Virtues

Loveland Classical Schools addresses the fact that knowledge without virtues and morals can lead to the application of that knowledge to a negative end. Character education becomes a critical component of the academic program rather than reactive discipline. LCS acknowledges and implement a classical education which is not only about learning facts but learning how to be a good person.

The foundation of LCS' virtue system will be based off Thomas Jefferson's meritocracy. Thomas Jefferson envisioned a republic which was built upon work ethic or merit. In Jefferson's world those who worked hard, thereby lifting up their communities, would achieve success, and those who chose not to work hard or not do what was right/virtuous would fail. Students at both Loveland Classical Schools will be taught virtues, as well as be provided with opportunities for them to display the virtues they learned in the classroom. The LCS staff will recognize virtuous behavior displayed by our students, as well as correct unvirtuous behavior through the virtue systems.

Loveland Classical Schools' Core Virtues are arranged in an age-appropriate manner encouraging growth and development in each student. At the Lyceum, students receive character instruction in Core Virtues classes. At the Academy, a virtue each month is highlighted and integrated into curriculum and activities.

- Grades K-2: Generosity, Honesty, Responsibility, Service
- Grades 3-4: Generosity, Honesty, Responsibility, Service, Forgiveness, Loyalty, Integrity, Perseverance
- Grade 5: Generosity, Honesty, Responsibility, Service, Forgiveness, Loyalty, Integrity, Perseverance, Courage, Humility, Prudence, Temperance
- Grades 6-12: Courage, Forgiveness, Generosity, Honesty, Humility, Integrity, Loyalty, Perseverance, Prudence, Responsibility, Service, and Temperance

## Curriculum

### *Core Knowledge: Grades K-8*

Loveland Classical Schools employs the nationally recognized Core Knowledge Sequence from kindergarten through 8th grade. It is founded on the principle that the more you know; the more you will be able to learn. Many elementary schools today operate without a structured sequence allowing teachers to teach whatever they like. This can lead to some material being covered multiple times and other material being missed completely. The Core Knowledge Sequence fills in gaps by clearly defining what should be taught and when.

The Core Knowledge Sequence takes these facts and places them in strategic positions throughout a students' academic career from Preschool through 8th grade. It places material in a spiraling progression such that each time a topic is discussed, it is explored at a increasingly deeper level. For example, kindergarten students studying magnets identify familiar everyday objects and classifying things as or are not attracted by magnets. First graders are introduced to electricity. They discuss static electricity, basic circuits, conductive materials, and safety rules for electricity. Second graders then spiral back to magnetism and discuss unseen forces; most magnets contain iron, lodestones, magnetic poles, magnetic fields, law of magnet attraction, the Earth as a magnet, and a compass. The depth of the discussion in 2nd grade is deeper and more comprehensive than that of kindergarten, although it also builds on what was covered in kindergarten. The Core Knowledge Sequence takes a topic that the students are familiar with and helps them appreciate it at a deeper level. As the students progress through the sequence, they find themselves in the 8th grade discussing the connection between electricity and magnetism.

### *Literacy*

Supporting the Core Knowledge Sequence is a phonics-based literacy program. The program teaches students the foundational sounds made by letters and groups of letters. As young students learn to read, they are able to sound out words by using the phonograms already instilled in them. They are able to compare the sounds with words they already know until they eventually speak the correct combination. As they do this, they can identify what is right and what is not. In doing so, students learn to become self-sufficient in reading alone.

### *Mathematics*

Loveland Classical Schools utilizes the successful Singapore math program. Singapore has consistently performed well in the TIMSS international math assessment. Students in Singapore consistently rank at or near to top in 4th and 8th grades. Singapore textbooks focus on the mathematics and the beauty of the relationships that exist within the mathematics. Because of this, the Singapore math textbooks are, on average, one-and-a-half to two years ahead of the typical U.S. math textbooks by the 6th grade. The Singapore textbooks also place an emphasis on problem solving using

a method often referred to as bar-model drawing. The theory of bar-model drawing is that students first understand concrete objects. Mathematics demands that students are able to think about many abstract concepts. To help bridge the gap between the concrete and the abstract, the Singapore math program implements a pictorial stage that makes the transition to the abstract stage a more fluid process. This process is novel and complex and must therefore be the subject of teacher-led informational sessions for parents to be held during the school year.

## Departmentalization of Teaching

Loveland Classical Schools shall employ subject-matter departmentalization at all levels from K-12, allowing the Executive Director to hire subject matter experts to teach subjects of their expertise. In practice, a teacher will teach the same subject(s) to all students at any given grade level, either traveling between the grade-level classrooms or bringing students to their classroom, depending on the needs of the subject and arrangement of the building. As a result, each teacher teaches his/her specialty and brings their passion and expertise into the classroom, providing a high level of content.

### *Classroom Coordinator Role in K-5*

In support of departmentalization, a Classroom Coordinator (CC) shall be utilized for grades 1-5, The CC remains with the class of students for the entire day as subject teachers rotate through the classrooms. The CCs are the constant presence in the room, establish the relationship most familiar to younger students, and are a central contact point for parent communication. Also, the CC handles the transitions between classes so students are ready to begin class and class time is used most efficiently. CCs shall support the classroom so the teacher can focus on instruction.

## **Section 2: Agreements**

Agreements that were signed at the time of enrollment at LCS are contained here again for your continued reference.

### **Introduction**

Loveland Classical Schools is committed to excellence and fairness in public education. As a charter school of the TSD, Loveland Classical Schools operates under a charter contract between its Board of Directors and the District. Loveland Classical Schools is supported by public taxes and the generous contributions of those who support the principles and ideals outlined in the school's charter application. Loveland Classical Schools is governed by a Board of Directors. All parents, regardless of economic status, are free to choose this educational program for their children.

### **School Mission and Philosophy**

Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards. Loveland Classical Schools provides an environment that fosters academic excellence, the habit of thoroughness, the willingness to work, and the perseverance to complete difficult tasks. Through a defined traditional, classical-liberal curriculum, students will be prepared to become active, responsible members of their community. Loveland Classical Schools recognizes the value of inclusiveness, or providing access to a broad cross-section of the community, so that students from all backgrounds can benefit from Loveland Classical Schools' educational offerings. LCS acknowledges the leadership of teachers in the classroom and the responsibility of each student for his or her academic effort.

### **Educational Program and Curriculum**

Curriculum LCS uses the Core Knowledge Sequence developed by E.D. Hirsch and the Core Knowledge Foundation. The sequence is structured for Kindergarten through 8th grade yet lays the foundation for life-long learning and creativity. The high school program builds upon this knowledge base. The curriculum assures that all students will have a fair and equal opportunity to acquire background knowledge necessary for cumulative learning. The curricula will meet or exceed State and TSD model content standards. Teaching Thinking Loveland Classical Schools has embraced a classical model of education as distinct from modern, progressive education.

Values of a Democratic Society To thrive in work, citizenship, and personal growth, children must be taught the values of a democratic society. At Loveland Classical Schools, such values - generosity, honesty, responsibility, service, perseverance, loyalty, forgiveness, integrity, courage, humility, prudence, temperance - will be identified and clearly taught. Administrators and faculty will encourage and promote these traits, and students will be given opportunities to practice and develop them.

## Special Topics

In addition to the key concepts outlined in the charter application and contract, parents enrolling their children at Loveland Classical Schools are expected to read the Loveland Classical Schools Handbook to become familiar with the schools' policies regarding volunteering, safety, attendance, punctuality, dress code, homework, discipline, and more.

Parental Involvement and Volunteering. To assist Loveland Classical Schools in meeting its goal of community volunteer involvement equal to 50% of the budgeted teaching hours for grades K-5 and 10% of the budgeted teaching hours for grades 6-12, on-site parental volunteer assistance is encouraged and facilitated. To achieve Loveland Classical Schools' goal, each family is encouraged to volunteer 4 hours per month at the Lyceum or 1 hour per month at the Academy based on where their student is enrolled. Volunteers must complete a volunteer application information form and comply with all regulations and rules for volunteering as outlined in the charter contract and the Loveland Classical Schools Handbook.

Safety The safety of students is a primary concern of LCS. The most common and frequent threat to safety is the heavy automobile traffic during student drop-off and pick-up times. We must drive safely and slowly and only drop students in designated areas. To be courteous to others, pull forward as much as possible, allowing for the maximum number of students to exit/enter vehicles. It is vital for the students' safety that all parents abide by the traffic policies set forth in the Loveland Classical Schools Handbook and in periodic communications from the school. It is necessary for everyone to follow the instructions and directions of school staff and volunteers who are directing traffic. Failure to do so not only compromises the safety of the students, but also undermines in a direct and visible way the values we are teaching to the children, including integrity and responsibility. Parents must set the example of obedience to the rules.

Attendance Loveland Classical Schools' goal is that 95% of students meet the regulations of the Colorado State Attendance Law. To this end, parents are encouraged to make school attendance a priority by scheduling vacations and non-school activities outside of scheduled school hours.

Punctuality Classes begin promptly at the times stated in the Loveland Classical Schools Handbook. Parents are expected to have their students at school a minimum of five minutes prior to the start of classes. Disruption and loss of instruction time result when students are not in their classrooms ready to begin learning on time. Parents or guardians of tardy students must check-in their children at the office before going to class. Repeated tardiness will result in disciplinary action in accordance with the policies set forth in the LCS Handbook.

Dress Code Students attending Loveland Classical Schools are expected to adhere to the dress code that is published in the Loveland Classical Schools Handbook. The dress code supports efforts to minimize external distinctions between students and to invite the individual personalities of each student to shine through. It is imperative that parents accept and support the dress code.

Homework Students are given homework to enhance and reinforce what has been taught at school. Students must complete homework and turn it in on time to receive full credit. Missing homework can have a drastic effect on a student's grade. Parents are expected to encourage their students to complete their homework.

Discipline Loveland Classical Schools' discipline policy is included in the Loveland Classical Schools Handbook. The discipline policy clearly describes behavioral infractions and associated consequences and allows for suspension and expulsion in extreme cases. Repeated minor infractions will be treated as major infractions. Parents are urged to become familiar with the discipline policy.

Your child is being enrolled in Loveland Classical Schools voluntarily. Parents are encouraged to familiarize themselves with the charter application and charter contract. It is necessary for parents of Loveland Classical Schools' students to be fully supportive of their children's education and educational environment.

## LCS CODE OF CONDUCT AGREEMENT

An important part of an effective education requires a partnership between the home and the school. This environment must be safe and free from unnecessary disruption. Loveland Classical Schools establishes and maintains many positive opportunities for parents to get and stay involved. The enclosed list of opportunities for support varies from everyday activities and responsibilities to which are annual and semi-annual. Failure to adhere to the following standards undermines the partnership between home and school.

In support of Loveland Classical Schools, I hereby commit to the following standards:

### *ACADEMIC INTEGRITY*

Students are expected to be honest in word and actions. Students choosing to cheat will face the consequences defined in the Loveland Classical Schools Handbook.

### *LCS CORE VIRTUES*

Students and parents will learn and uphold, in their words and actions, the LCS Core Virtues of Loveland Classical Schools.

### *DRESS CODE*

Basic standards for dress and personal appearance are cleanliness and neatness. Students will adhere to the dress code standards outlined in the *Loveland Classical Schools Handbook*.

### *HOMEWORK*

Homework is a fundamental part of the LCS academic program. Students are responsible for turning in homework on time.

### *LATE ARRIVAL*

Students will be in their assigned classrooms promptly at the beginning of each school day and at the beginning of each class period. Upon tardy arrival the driver/parent will enter the school and sign in the students.

### *TRAFFIC SAFETY*

Drivers and students will abide by traffic policies set forth in the Loveland Classical Schools Handbook. Failure to do so not only compromises the safety of the students but also undermines in a direct and visible way the values we are teaching to the students including respect and responsibility. Drivers will set the example of obedience to the rules.

### *PARENTAL INVOLVEMENT*

By enrolling your student in Loveland Classical Schools, you agree to the partnership between home and school. Please find the necessary energy, time, and resources to devote to your student's education. Loveland Classical Schools has established three involvement standards toward the successful parent/school partnership. Parents/Guardians are highly encouraged to:

1. attend a minimum of one Parent/Teacher Conference per student.
2. attend a minimum of one Parent Informational Meeting.
3. participate in school-wide activities.

## **VOLUNTEERING**

Volunteers are an integral part of Loveland Classical Schools. Parents/Guardians are strongly encouraged to participate on school committees and to volunteer 4 hours per month at the Lyceum or 1 hour per month at the Academy based on where their student is enrolled.

## LCS CORE VIRTUES

It was Plato who believed that children should be brought up in such a way that they would fall in love with virtue. Character development is an ongoing learning process that I am committed to.

GENEROSITY: We show kindness to others and give willingly to help someone in need. This is a noble act.

HONESTY: We are always truthful with our words and actions, no matter how difficult.

FORGIVENESS: We gracefully and with respect, pardon those who make mistakes or cause a wrongdoing. This also applies to ourselves.

INTEGRITY: We make the best choices with our words and behavior by knowing the difference between right and wrong, and we ask an authority for help if we are not sure. We will be people of strong ethical values.

RESPONSIBILITY: We will be someone others can count on and do what we say we will do. We use self-discipline when choosing our words, action, and emotions. We learn from the consequences of our choices, challenges, and mistakes, rather than making excuses or blaming others.

COURAGE: We always do what we know is right despite hardship and challenge. We resist negative peer pressure and provide positive peer pressure. We defend our rights and the rights of others.

SERVICE: We provide assistance or do work for our community. We volunteer our time and talents to make our community better and stronger.

HUMILITY: We have the qualities of being humble, modest, and respectful. We never assert ourselves as better than anyone else.

PERSEVERANCE: We complete a task or project to the best of our ability. We do not give up or become discouraged. We are committed creatively to finding a solution.

LOYALTY: We dedicate ourselves to learning and committing to the tasks we are given. We dutifully and faithfully stand with our peers when facing adversity.

TEMPERANCE: We use restraint and moderation.

## LCS VOLUNTEER AGREEMENT

Please read carefully.

1. I agree to model the LCS Core Virtues while working at/for Loveland Classical Schools.
2. I agree to respect and abide by the confidential nature of anything I see or hear.
3. I agree to be available and prompt for the times I agree to volunteer.
4. I agree to conduct myself in a business-like, fair, and dependable manner, not partial to any student.
5. I agree, to the best of my ability, to motivate children to work and to help them succeed in school.
6. I will contact the teacher about any concerns regarding the welfare of any student.
7. I agree to accept directions and/or constructive criticism from the staff person for whom I am volunteering. I will not discuss any such conversations with anyone else.

8. I agree that the teacher is the professional educator and that I am in the classroom to assist. I understand under no circumstances will I confront a teacher in front of any children.
9. I agree to be respectful of the classroom, not disrupting teacher's instructional time or students in class.
10. I agree to schedule all in-classroom volunteer hours through the Volunteer Coordinator or the teacher.
11. I agree to wear a nametag at all times while working at/for the school so that staff and children will recognize me as a source of help.
12. I agree to sign in and sign out per the regulations outlined in the Loveland Classical Schools Handbook.
13. I agree to record all volunteer hours—even if not worked in the school—as outlined in the Loveland Classical Schools Handbook.
14. In the event that I transport any children (e.g., for field trips), I agree that each child in my car will have his or her own seatbelt.
15. I agree that other children, who may accompany me to the school, must be supervised at all times and may be with me only as outlined in Loveland Classical Schools Handbook.
16. In the event I cannot be there when I am scheduled, I agree to make arrangements for someone to take my place. I also agree to call the school (970-541-1507) 24 hours in advance and leave a message regarding my absence and replacement and in case of unforeseen circumstances/emergency I will notify the school as soon as possible.

## LCS TECHNOLOGY AGREEMENT

1. Students are responsible for good behavior on the school's computer networks and email accounts, just as they are in a classroom or on a school campus. General rules and policies for behavior and communications in the school apply.
2. Users are subject to all local, state and federal laws. Illegal activities are strictly forbidden.
3. The network and email accounts are provided for students to conduct research and communicate with others. They are to be used for educational and other school related uses only. Access is a privilege - not a right and is given to students who agree to act in a considerate and responsible manner. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of privileges and may also result in other penalties. Authorized personnel may close an account at any time as warranted. The administration, faculty and staff may also request authorized personnel to deny, revoke, or suspend specific user accounts.
4. No student shall access, create, transmit, retransmit or forward material or information:
  - that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
  - that is not related to education objectives
  - that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
  - that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of LCS's nondiscrimination policies
  - for personal profit, financial gain, advertising, commercial transaction or political purposes
  - that plagiarizes the work of another
  - that uses inappropriate or profane language likely to be offensive to others in the school community
  - that is knowingly false or could be construed as intending to purposely damage another person's reputation
  - in violation of any federal or state law or School policy, including but not limited to copyrighted material and material protected by trade secret

- that contains personal information about themselves or others, including information protected by confidentiality laws
  - using another individual's Internet or electronic communications account without written permission from that individual
  - that impersonates another or transmits through an anonymous remailer
  - that accesses fee services without specific permission from the system administrator
5. Any attempt to harm, alter, or destroy data of another user or any data on the network or related systems or agencies is prohibited. This includes, but is not limited to, the uploading, emailing or creation of computer viruses.
  6. Damaging or altering computer systems or related hardware is prohibited. This can include installing or removing software/hardware without authorization. Electronic tampering with computer resources is not permitted. Gaining or attempting to gain unauthorized access to computers, networks, email accounts, files or data may result in cancellation of privileges and/or further disciplinary and/or legal action.
  7. Users must comply with all licensing and copyright laws. This includes the use of audio/video/graphics/software/text as well as the use of media distribution systems such as SAFARI, ETR, and CCT V. Copyright regulations are available in the library media center; misuse or plagiarism in any form will not be tolerated.
  8. Security on any network system is a high priority, especially when the words, using someone else's password, or impersonating other users on the network, Internet or email system. If you think you can identify any security problem on the school's computers or networks, you must notify authorized personnel or a school official. Do not demonstrate the problem to others. Security infractions may result in cancellation of privileges and/or further disciplinary action.
  9. Loveland Classical School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any charges, costs or fees, nor for any damages that a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident, errors or omissions. Use of any information obtained via the Internet, network or email accounts is at your own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  12. Although electronic communication and information is generally treated as private property, users on the school network do not have personal rights of privacy in anything they create, receive, send, or store on or through the network, on school computer systems, or through school provided email accounts. Authorized personnel (which may include a student's parents or legal guardians) may review files and documents to maintain system integrity and ensure that users are using the system responsibly. The Principal or designee also may review files, documents, email, or communication forums. Documents, files or emails related to or in support of illegal activities may be reported to the authorities.
  13. Web pages placed on the school network and/or Web server must be reviewed by authorized personnel to ensure that they adhere to the student code of conduct. Unauthorized access to and/or altering of web sites may result in disciplinary and/or legal action.
  14. Users are not permitted to use Internet chat rooms or instant messaging because of the potential danger to users and to network security. To protect student and system privacy and safety, it is a violation for anyone to directly access an Internet chat room through any school computer unless specifically assigned by a teacher. Should anyone unintentionally enter a chat room site or encounter inappropriate content, he/she must immediately disconnect from that site and report the information to a teacher. Use of specific instructional Internet or network conferences through [lovelandclassical.org](http://lovelandclassical.org) or other closed, teacher-monitored environments are permitted.
  15. Student participation in non-teacher initiated and moderated instructional use of blogs, wikis, social networks, games or other interactive electronic environments is prohibited.
  16. Any violation of this policy will result in serious consequences which may include loss of computer privileges up to one year, dismissal from computer related classes, loss of all Internet/network and/or email access, a temporary ban from computer labs, loss of iPod/iPad use, and/or other consequences imposed by school policies and/or local, state or federal law, where applicable.

## *Cyber Bullying*

LCS's electronic devices, computer networks, or other property, whether accessed on campus or off, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of the Student Acceptable Internet, Network & Email Use Agreement. Malicious use of the LCS computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system.

Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of school technology: Harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of LCS-owned technology, as described herein, should not erase the offending material from the system. A copy of the material should be printed or otherwise preserved and brought to the attention of the Administrators.

For situations in which cyberbullying originates from a non-school computer or network, and is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of the school and is in violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm an employee, student or Member of the Board of Directors of Loveland Classical Schools.

## **Section 3: Information**

### Assessments

(<https://www.lovelandclassical.org/about-us/school-policies/>)

- Loveland Classical Schools (LCS) administers CMAS and College Board exams in accordance with Colorado State Law, as well as the Measures of Student Progress (MAP) which identifies students' academic growth. Students are expected to be present and take the exams as a service to their school. LCS prepares students for the tests without losing the integrity of the LCS education. Students entering the school may be required to take competency exams to ensure accurate placement.
- LCS will use comprehensive exams for assessment.

#### *Opt-Out*

No school-arranged supervision is available for students opting out of testing; therefore, these students are expected to be off campus during these exams and return for classroom instruction. (A parent/guardian of a student enrolled in LCS formally requests that his or her child be exempt from participating in state assessments.)

#### *Placement Testing*

Newly enrolled secondary students (grades 6-12) will be contacted by the Registrar prior to the student's first day of class to complete a math placement test. This test will help teachers in the Math Department determine proper course placement. Upon the completion of this assessment, a representative from the Math Department will contact the student's parent/guardian to notify them of the school's determination.

## Attendance Regulations

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Loveland Classical Middle and High Schools doors open at 7:15 a.m. and starts promptly at 7:40 a.m.

- LCS encourages a student attendance rate of at least 95%, important to ensure students' achievement in school. To meet this goal, students should miss fewer than 10 days during the entire school year.
- Parents shall notify the school of their students' tardies within 24 hours and absences within 48 hours via telephone, attendance line, written notification, or other verifiable documentation as required by the LCS administration.
- Vacations, trips, doctor appointments, and other non-illness related absences when school is in session are discouraged.
- Students are responsible for any makeup work during their absence. Students are expected to contact their teachers and arrange to complete any missed work. Make-up tests/quizzes and adjustments to assignment due dates may be allowed at the discretion of the teacher.
- Students may NOT be taken from halls or playground without prior acknowledgment by teacher, AND official sign in or out by parent in the front office, and notification to teacher(s) concerned. On a field trip, students taken by parents (or representative) from the field trip must check out with the teacher who has oversight of field trip students.

### *Academic Failure Due to Absenteeism*

<p>10 absences (excused or unexcused)</p> <p>NOTE: Any absence beyond 10 days of school for the year requires a doctor's note to be excused. Students' parents will be notified of the absences and given a copy of LCS's absence policy</p>	<ul style="list-style-type: none"> <li>• Students may fail classes in which they have missed ten or more days due to the nature of class time at LCS, the required seat hours, and the course content and discussions that have been missed.</li> </ul>
<p>15 unexcused absences</p>	<ul style="list-style-type: none"> <li>• Students' parents will be contacted and asked to attend a conference concerning their student's academic progress.</li> <li>• During the conference, all parties will take part in an investigation into the causes and consequences of the absenteeism,</li> <li>• A plan will be put in place for the student's attendance and academic progress.</li> <li>• TSD Truancy Officer will be notified of the student's attendance issue in order to discuss the same topics related to the student's absenteeism</li> </ul>
<p>20 unexcused absences</p>	<ul style="list-style-type: none"> <li>• Student will meet with the TSD Truancy Officer</li> <li>• Student may not be eligible for academic promotion (due to the amount of academic material missed)</li> <li>• Retention meeting with the student's parents/guardians</li> </ul>

### *Late Arrival (Tardy)*

Late arrivals are a form of absence and interfere with student learning. For all late arrivals over 5 minutes, parents/guardians must check in their students at the front desk. The following additional criteria will be enforced:

Unexcused elementary tardies	20+ minutes	<ul style="list-style-type: none"><li>• Documented as a half-day absence</li></ul>
Unexcused secondary tardies	10+ minutes	<ul style="list-style-type: none"><li>• Documented as a one period absence</li></ul>
	3 unexcused tardies quarter	<ul style="list-style-type: none"><li>• Meeting with LCS Administration to discuss the causes and solutions</li><li>• Parents notified</li><li>• Consequences may include detentions, assignments, grade reduction, lost points, privileges, etc.</li></ul>
	4+ tardies /quarter	<ul style="list-style-type: none"><li>• Meeting with LCS Administration to discuss the causes and solutions to the situation</li><li>• Parents notified</li><li>• Consequences may include detentions, assignments, grade reduction, lost points, lost privileges, contract, etc.</li><li>• Contract created and signed (addresses the strategies to avoid being tardy in the future and consequences for additional tardies)</li><li>• If a student drops below passing due to this process, a meeting will be required with the student and the student's parent/guardian.</li></ul>
	Habitual tardies	<ul style="list-style-type: none"><li>• Meeting may result among the parent/student/administrator</li><li>• Truancy may be a result of continual excessive tardiness</li><li>• Consequences may include detentions, assignments, grade reduction, lost points, lost privileges, contract, etc.</li><li>• Loss of privileges for extracurricular activities may result</li><li>• Contract created and signed (addresses the strategies to avoid being tardy in the future and consequences for additional tardies)</li></ul>

### *Closed Campus*

LCS 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 senior students who meet weekly academic eligibility, have no referrals, and have the permission of their parents/guardians.

When taking a student off campus for any reason, parents must sign the student out and in at the school office. 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.

## Backpacks

- Students can bring a suitable backpack or bookbag to school each day. Backpacks may not have wheels or offensive messaging.
- For safety reasons, backpacks are not allowed in the Academy classrooms and must be stored in the lockers.

## Books and Supplies

(<https://www.lovelandclassical.org/about-us/school-policies/>)

- Students are responsible for their learning materials.
- LCS will collect fees for the loss or damage of school owned materials.

## Cell Phone Regulations

(<https://www.lovelandclassical.org/about-us/school-policies/>)

- Students are to turn off and put away their cell phones before entering the school building for the duration of the school day, including lunch (7:30-3:30).
- If students use or carry their cell phone during school hours, the phone will be confiscated and placed in the Principal's office. The first two (2) confiscations, the student can retrieve the phone from the principal at the end of the day. The third confiscation, the Principal will keep the cell phone until the student's parent(s) or guardian(s) can retrieve it and sign it out. In case of a fourth confiscation, the Principal will keep the cell phone until the end of the school year.
- If a cell phone is required, it should be turned off and stored during school hours but can be used outside of school hours, only. Cell phones are not permitted on field trips.
- Students who need to make phone calls during the school day may use a courtesy phone located in the front office.

## Communication

Communication between LCS staff and parents/guardians is critical for students' success. Parents are responsible for ensuring they are kept up-to-date and aware of school happenings. LCS will use the following modes of communication:

- Email: Parents are encouraged to use email for teacher and principal communication.
- Infinite Campus (IC) Parent Portal: Parent Portal provides parents and guardians real-time, secure online access to their student's pertinent school information including grades. (See Section 5: Obtaining a Portal Account)
- LCS Facebook: LCS Facebook (<https://www.facebook.com/LovelandClassical>) keep the LCS community up-to-date on events, news, and activities.
- LCS Website: Teachers and Classroom Coordinators post weekly academic information under the "K-12 Homework" tab. LCS posts board agendas, minutes, policies and votes on the LCS website ([www.lovelandclassical.org](http://www.lovelandclassical.org)).

- Parent/Teacher Conferences: Parent teacher conferences are held each semester. Since conferences occur after quarter grades are permanent, parents are encouraged to aggressively seek the status of their student's progress before conferences.
- Phone: Real time connections are made with parents. Students can use the office phone when necessary.
- School Newsletters: The Parent Pride, the LCS parent newsletter, highlights school events and updates. The Director's newsletter focuses on LCS' educational philosophy and school updates. Both are distributed via e-mail monthly. Parents are automatically signed up when their students are enrolled.
- Student Folders (K-5): Students' homework and graded papers are sent home on scheduled days.

## Controversial Issues

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are differences of opinion and passions run high. Controversial issues will only be explored when arising from some part of the curriculum (grades 6-12). When these subjects come up, teachers will present an impartial view of both sides without proselytizing. Contemporary controversial issues will not be discussed in the elementary school even if part of the Core Knowledge sequence, without Site Principal approval.

### *Evolution*

(<https://www.lovelandclassical.org/about-us/school-policies/>)

The Core Knowledge sequence introduces the theory of evolution in the 7th grade. LCS will adhere to the Core Knowledge sequence. The theory of evolution in relation to human origins will not be taught at this time. In the high school biology class the evolutionary theories of human development will be canvassed. The teaching of evolution is not intended to exclude other theories of human origins and development, such as Creation. Nevertheless, we will not teach these theories but refer students back to their parents.

### *Human Sexuality*

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality.

LCS teaches the Core Knowledge Sequence in the 5th grade, which includes a discussion on the reproductive organs and reproduction. In middle and high school, themes that deal with sexuality may emerge from the reading of a serious text, such as Anna Karenina or Brave New World or The Scarlet Letter. When these topics do emerge from the curriculum itself, teachers will adhere to the school philosophy as described in this handbook. Teachers will engage the material in a serious way.

LCS does not include within its curriculum "human sexuality instruction" as defined in C.R.S. § 22-1-128.

## Expectations for Online Learning

Per the LCS Return to School Plan, students enrolling for in-person learning at LCS are expected to adhere to all LCS and Larimer County Department of Health and Environment health guidelines, protocols and procedures at LCS; attendance at school will serve as agreement to these terms. Administrative transfer to LCS's online, at-home school option is available to the LCS administration if purposeful refusal by a student to follow safety guidelines is determined to be a community health concern within LCS's in-person model.

### *Synchronous Learning Expectations*

- Students will be on logged in on time for class to begin and remain logged in until the class is over (when the teacher dismisses the class).
- Be prepared for class, which will be determined by each teacher for each class.
- Students must have their cameras turned on, be in a quiet space, and nothing inappropriate should be in the view of the camera. Ideally students should be at a desk or a table.
- Profile pictures must be their school photo from the last school year or current one, or use the default profile which will be their initials.
- Work must be submitted electronically through Google Classroom.
- Work must be done on the computer unless otherwise stated by the teacher. For example, our general policy is that taking pictures of hand written work will not be accepted.
- When engaging in the synchronous online learning model, the LCS dress code is to be worn.

### *Asynchronous Learning Expectations*

- Students check into their homeroom teacher at the stated check in time every school day.
- Students check all of their Google Classroom pages each school day.
- Students read and execute the daily graded or ungraded practice every school day.
- Profile pictures must be their school photo from the last school year or current one, or use the default profile which will be their initials.
- Work must be submitted electronically through Google Classroom.
- Work must be done on the computer unless otherwise stated by the teacher. For example, our general policy is that taking pictures of hand written work will not be accepted.

## Discipline Regulations

(<https://www.lovelandclassical.org/about-us/school-policies/>)

### *Foundational Principles*

We believe that the primary source of discipline in a student's life is the responsibility of the parent(s) and/or guardian(s). Furthermore, as a developing member of society, every student must learn to take responsibility for abiding by the collective rules of that society. Just as everyone must concede some of their personal liberties for the good of the community, at LCS everyone must treat the rest of the community with the same dignity, respect, and care, as they would prefer to be treated. Our discipline code is built on the framework of our Core Virtues:

- Generosity
- Honesty
- Responsibility
- Service
- Perseverance
- Loyalty
- Forgiveness
- Integrity
- Courage
- Humility
- Prudence
- Temperance

The teachers, classroom coordinators, and administrators of LCS will correct students who do not uphold these virtues. It is up to the teachers to maintain proper order in the classroom and refer disruptive students at their discretion.

The foundation of our virtue system will be based off of Thomas Jefferson's meritocracy. Thomas Jefferson envisioned a republic which was built upon work ethic or merit. In Jefferson's world those who worked hard, thereby lifting up

their communities, would achieve success, and those who chose not to work hard or not do what was right/virtuous would fail. Students at Loveland Classical Schools will be taught virtues and provided with opportunities to display the virtues they learned in the classroom. The LCS staff will recognize virtuous behavior displayed by our students, as well as correct unvirtuous behavior through the virtue systems.

### *Role of Students*

- 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 their 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, fieldtrip, 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 in classrooms.
- Students are not permitted to use or carry electronic devices of any kind (Smart watches, electronic readers, cellphones, video game consoles, iPods, etc.) on school grounds between the hours of 7:30 am-3:30 pm. At no time should electronics be disruptive. Noncompliance will result in a discipline referral. For the 1st and 2nd offense, such items will be confiscated and returned to the student after notifying their parent/guardian. For the 3rd offense, the electronics will be confiscated and given to the parent. For the 4th offense, the Principal will hold it until the end of the year. If a cell phone is required, it should be turned off and stored, and can be used outside of school hours, only. Cell phones are not permitted on field trips.
- Students may also be required to be involved in the maintenance or repair of damaged property. LCS is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property.
- Students will adhere to the LCS Code of Conduct.

### *Role of the Teacher*

- Teachers are expected to establish clear expectations, to maintain proper order in the classroom, and refer disruptive students at their discretion.
- Teachers inform parents of repeated infractions that disrupt the learning environment. Administration is brought in for support.

### *Role of Administration*

- Administration's meeting with students is to facilitate a learning opportunity for the students in order to implement a positive change in behavior.

- In most instances, parents will be notified of the student’s visit with administration.
- In evaluating consequences, the teacher and administration will determine if the act is a first time, repeated, or habitual offense.

### *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 protect the health, safety, and welfare of all its students and to ensure compliance with school rules.
- School employees (usually administrators) 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.

## Infractions

For purposes of handling discipline, LCS will consider infractions of rules as either major or minor.

### *Minor Infractions*

Minor infractions are generally handled by a student’s classroom teacher but may also involve the Administration. Consequences may include apologies, service, required extra work, detentions, fair remuneration, activity restrictions, relinquishing privileges, and/or student behavior plans.

1<sup>st</sup> offense - verbal warning, write up and the site principal’s review.

2<sup>nd</sup> offense - Student /Site Principal conference, parent notified

3<sup>rd</sup> offense - Student/parent/Site Principal conference required and one hour of detention assigned

4<sup>th</sup> offense - Student/parent/Site Principal conference required and two hours of detention.

Examples of Minor Infractions include, but are not limited to the following:

- dress code violations;
- cell phone usage;
- public displays of affection;
- disobeying school and classroom rules;
- disregard for core virtues;
- yelling
- slamming;
- kicking;
- throwing;
- running in halls;
- causing minor damage to personal property (without intent to injure others);
- losing school property\*;
- disruptive behavior in class or halls;
- continual patterns of misbehavior in or out of class;
- ridiculing others or using profane language or gestures;
- showing disrespect to an adult through face, body, or action;

### *Major Infractions*

Major infractions are typically handled by the Site Principal. Major infractions may require an immediate parent conference and more significant consequences, during which time appropriate follow-up actions are discussed. These actions *may* include suspension, activity restrictions, creation of remedial student discipline plans, and requirement of parent to attend class with student for a specified time, or other plans.

1<sup>st</sup> offense - student/parent/Site Principal conference

2<sup>nd</sup> offense - student/parent/ Site Principal conference, an informal hearing

3<sup>rd</sup> offense - student/parent/ Site Principal conference, a formal hearing, and possible expulsion

Examples of Major Infractions include, but are not limited to the following:

- Any minor infraction or pattern of activity that is detrimental to the welfare or safety of other students or repeatedly interferes with a school's ability to provide educational opportunities to other students;
- hitting, shoving, biting, or physically assaulting another student;
- bullying, verbal intimidation or threats, physical intimidation, or sexual intimidation or harassment;
- possession of matches or cigarette lighter (or other dangerous items);
- possession of firearms;
- willful destruction or defacing of school property\*;
- theft\*;
- actions of continual willful disobedience or open persistent defiance of proper authority;
- cheating on a test;
- plagiarism;
- tampering with any document;
- providing false statements of any kind;
- leaving the school property without permission;
- truancy; or
- cutting class.

\*Fines will be levied to parents for vandalism or theft. 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.

### *Academic Dishonesty*

Plagiarism will not be tolerated by any teacher in any subject. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. 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 who do their own work, and constitutes a form of theft of others' ideas and labor. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment. Whenever a student has been caught plagiarizing, the following process will be followed:

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work. The teacher will also write a brief description of the instance of the plagiarism. These materials will be placed in the student's permanent record.
- Either the teacher or the Site Principal will inform the student's parent of the plagiarism.
- For a first offense, a student will receive an F on the assignment and a disciplinary referral.
- For a second offense, an Academy student may fail the entire course, a disciplinary referral will be issued with further disciplinary action. For Lyceum students, consequences will be determined on a case-by-case basis by the Site Principal.

Cheating, like plagiarism, will not be tolerated by any teacher in any subject. 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 and to avoid doing his or her own work. Cheating comes in many forms. One student copying off another,

a student using a “cheat sheet” to answer questions on a test, and a student trying to pass off another student’s work as his own are examples of cheating. Whenever a teacher suspects two students of cheating, the teacher should confront the students individually before speaking to them together. Otherwise, the same process outlined for plagiarism should be followed for instances of cheating. A student who allows others to copy his work will also be held accountable in the same fashion. A disciplinary referral will be issued if cheating has occurred.

High School students found guilty of academic dishonesty or similar serious offenses will not be ranked, and therefore cannot be Salutatorian or Valedictorian.

### *Bullying*

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Bullying is inconsistent with the virtues of Loveland Classical Schools and will not be tolerated. Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination upon any of the bases described in C.R.S. 22-32-109 (1)(II)(I). Bullying is considered a Major Infraction per LCS Discipline Policy JK. Consequences for bullying may include, without limitation, suspension, activity restrictions, creation of remedial student discipline plans, and requirement of parent to attend class with student for a specified time. Additionally, all students are strictly prohibited from taking any retaliatory action against a student who reports in good faith an incident of bullying.

When administration is informed about an incident or bullying claim, the involved students’ parents may be notified by the end of that school day. Administration undertakes the investigation by individually asking the students involved questions similar to what had occurred and if there were any witnesses whom could also provide details. Once a clearer account of what had transpired is available, a decision on the best course of action is made and the students’ parents are contacted.

### *Displays of Affection (PDA)*

- LCS does not condone Public Displays of Affection (PDA) by and between students on either of its campuses.
- Such behavior includes but is not limited to affectionate rubbing, locking arms while sitting or walking, kissing, fondling or any other physical action that exhibits publicly the feelings of affection that exist between students. Restrictions upon this behavior is rooted in the sanctions against the creation of an environment that is a distraction to learning.
- These restrictions will be applied to all such behavior, regardless of the genders involved in its expression.

### *Drugs, Alcohol and Controlled Substances*

(<https://www.lovelandclassical.org/about-us/school-policies/>)

- LCS shall promote a healthy environment for students by providing education, support and decision-making skills regarding alcohol, drugs and other controlled substances and their abuse.
- Student use, possession, distribution or sale of alcohol or controlled substances and the abuse of other drugs is prohibited on school property, in school vehicles, and at school activities or sanctioned events.
- For purposes of this policy, controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, toxic vapors smelled or inhaled for the purpose of causing a condition of euphoria, excitement, exhilaration, stupefaction, or dulled senses of the nervous system, or any other controlled substances as defined by law, or any prescription or non-prescription drug, medicine, vitamin or other chemical substances including inhalants not taken in accordance with the board policy and regulations on administering medicines to students.
- This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

- This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students, employees, or school visitors.

### *Tobacco*

(<https://www.lovelandclassical.org/about-us/school-policies/>)

- Use of any tobacco product, including e-cigs, cigarettes and chewing tobacco, in or on school property or during school activities is prohibited.

### *Weapons*

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Carrying, bringing, using, or possessing any dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school district is prohibited. Dangerous weapons include, but are not limited to:

- Firearms --loaded or unloaded-- or firearm facsimile that could reasonably be mistaken for an actual firearm.
- Pellet or BB guns or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air.
- Any device designed to be capable of temporarily immobilizing a person by the infliction of an electrical charge.
- Knives include a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocketknife with a blade longer than three and one-half inches.
- Any other weapon, device, instrument, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for any student who is determined to have brought or possessed a firearm at school in violation of this policy. The Executive Director may reduce the length of this mandatory expulsion period in writing on a case-by-case basis. Such modification shall be in writing.

Any student bringing a firearm to school shall be referred to appropriate law enforcement officials. For purposes of this paragraph, a firearm means:

- Any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action or an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device, including but not limited to: any explosive, incendiary, poison gas, bomb or grenade.

LCS and TSD shall maintain records that describe the circumstances involving expulsion of students who bring weapons to school including the name of the school, the number of students expelled, and the types of weapons involved as required by law.

## Formal Discipline Proceedings

Any time a student is required to see Administration, a learning opportunity arises. Every student is encouraged to be responsible for his or her own actions. When necessary, and for all major infractions, the interaction between the student and the Administration will be followed up with a phone call or written communication to the parents as soon as possible after the incident.

The Executive Director, Site Principal or faculty members may assign logical consequences. Depending on the nature of the offense, damages to others, and continued pattern of offenses, consequences may include detentions, service, student behavior plans, fair remuneration, relinquishing privileges, apologies, required extra work, and/or activity restrictions. Should a situation become more severe, a parent conference will be required immediately. For some major infractions, suspension procedures will be followed.

Major infractions may require an immediate parent conference prior to more significant consequences, during which time appropriate follow-up actions are discussed. These actions may include suspension, expulsion, activity restrictions, creation of remedial student discipline plans, and requirement of parent to attend class with student for a specified time or other plans. Major infractions and suspensions become part of a student's permanent record. All detentions for discipline will be served soon after the infraction. If the discipline situation warrants notification of the parents, an attempt will be made to notify them the day the detention is given. Students serving a detention or suspension on the same day as an after school activity will not be allowed to participate in the activity until the detention is served. Any change in the detention or suspension date(s) will be at the discretion of the Executive Director or the Principal.

If a student has been given an In-School Detention, In-School Suspension, or an Out-Of-School Suspension two or more times during the year, or if the student has received more than 4 tardies in a quarter, the Principal reserves the right to restrict the school events or field trips that the student may attend. All decisions concerning this matter will be made at the discretion of the Executive Director or the Principal.

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### *Detentions*

- All detentions for discipline will be served soon after the infraction.
- If the discipline situation warrants notification of the parents, an attempt will be made to notify them of the day the detention is given.
- Students serving a detention or suspension will not be allowed to participate school-related activities until the detention or suspension is served.
- Any change in the detention date(s) will be at the discretion of the Executive Director or the Principal.

### *Suspensions*

Suspensions at LCS are governed by LCS Board Policy JKD/JKE-R and JKD/JKE-E.

The following regulations are followed for suspensions.

- According to CRS 22-33-105 2a) and b), 25 school days is the maximum suspension time. Opportunities will be given for a student to make up schoolwork during suspension; however, the school determines the amount of credit the student shall receive for this makeup work is 75% credit
- Suspensions at LCS can be assigned only by the Executive Director or the Principal.
- Notice of suspension shall be given in writing to the student's parent/guardian.
- An intake meeting involving the administration, the student, and student's parent (s) or guardian(s) may be required before a student will be readmitted following a suspension. .
- Administration offers an informal hearing to a parent and student after receipt of notice of suspension lasting less than 10 days. A suspension lasting more than 10 days will be given a formal hearing.
- Any change in the suspension date(s) will be at the discretion of the Executive Director or the Principal.
- If a student has been given an In-School Detention, In-School Suspension, or an Out-Of-School Suspension two or more times during the year, the Executive Director or the Principal may restrict the school events or field trips that the student may attend. All decisions concerning this matter will be made at the discretion of the Executive Director or the Principal.

### *Expulsions*

Expulsions at LCS are governed by LCS Board Policy JKD/JKE-R and JKD/JKE-E.

In the case of a student expulsion, LCS follows the TSD expulsion process. In all cases where expulsion is either mandated by law or otherwise indicated, the Site Principal and LCS Executive Director and the BOD shall act as the School District's designee.

According to Colorado Revised Statutes 22-33-106 (1)(a-g) and 22-12-105 (3), the following may be grounds for suspension or expulsion from a public school:

- 1. Continued willful disobedience or open and persistent defiance of proper authority.
- 2. Willful destruction or defacing of school property.
- 3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
- 4. Declaration as a habitually disruptive student.
  - a. For purposes of this paragraph, "habitually disruptive student" means a child who has caused a material and substantial disruption three times or more during the course of the school year on school grounds, in a school vehicle or at a school activity or sanctioned event. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.
  - b. The student and the parent, legal guardian, or legal custodian shall have been notified in writing of each disruption counted toward declaring the student as habitually disruptive and the student and parent, legal guardian, or legal custodian shall have been notified in writing and by telephone or other means at the home or the place of employment of the parent or legal guardian of the definition of "habitually disruptive student."
- 5. The use, possession or sale of a drug or controlled substance.
- 6. The commission of an act which if committed by an adult would be robbery pursuant to Part 3, Article 4, Title 18, C.R.S. or assault pursuant to Part 2, Article 3, Title 18, C.R.S. other than the commission of an act that would be third degree assault under C.R.S. 18-3-204 if committed by an adult.
- 7. Possessing a dangerous weapon without the authorization of the school.
- For purposes of this paragraph, "dangerous weapon" means:
  - a. A firearm. (In accordance with federal law, expulsion shall be mandatory and for no less than one full calendar year for a student who brings or possesses a firearm at school)
  - b. Any pellet gun, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
  - c. A fixed blade knife with a blade that exceeds three inches in length or a spring loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
  - d. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.
- 8. Repeated interference with a school's ability to provide educational opportunities to other students.
- 9. Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property without the authorization of the school.
- 10. Making a false accusation of criminal activity against a school employee to law enforcement or to the school.

### *ESS Suspension/Expulsion Policy*

(<https://www.lovelandclassical.org/about-us/school-policies/>)

#### ➤ *Change of Placement*

Students with disabilities may be suspended or removed from school for violations of the student code of conduct so long as the removal does not constitute a change in placement.

The following removals result in a disciplinary change of placement:

- 17. Removal of more than 10 consecutive school days.
- 18. A series of removals up to 10 days each that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each removal, the total number of days of the removals and the proximity of the removals to one another.

19. Placement in an interim alternative educational setting by the district for up to 45 days for causing serious bodily injury, drug or weapons violations.
20. Placement in an interim alternative educational setting by a hearing officer for up to 45 days.

During any removal beyond 10 days in any given school year, services shall be provided to the extent necessary to enable the student to continue to appropriately progress in the general curriculum and appropriately advance toward the goals of the IEP. Once a child has been removed from school beyond 10 days, the school shall conduct a functional behavioral assessment or review and modify an existing behavior intervention plan and review and modify the IEP, if appropriate.

➤ *Manifestation Determination*

When a disciplinary change in placement is being considered as a result of a disabled student's behavior, the student's parents, relevant members of the IEP team, and others who are knowledgeable of the student's disability and behavior shall review all relevant information in the student's file. Such a review must take place immediately, if possible, but no later than 10 school days from the date of the decision to take disciplinary action.

The team will determine whether the student's behavior is a manifestation of the disability and whether the student's disability impaired his or her ability to control or understand the impact and consequences of the behavior.

➤ *Disciplinary Action for Behavior that is Not a Manifestation*

If the team determines that the behavior was not a manifestation of the disability, disciplinary procedures shall be applied to the student in the same manner as applied to non-disabled students, and services shall be provided consistent with this policy.

➤ *Disciplinary Action and/or Alternative Placement for Behavior that is a Manifestation*

If the team determines that the behavior was a manifestation of the disability, the student may not be disciplined for such behavior but will be treated in accordance with his or her IEP, any behavioral intervention plan and this policy.

Disabled students carrying weapons, knowingly possessing or using illegal drugs or selling or soliciting the sale of a controlled substance, or inflicting serious bodily injury upon another person at school or at a school function may be unilaterally removed to an alternative educational setting for the same amount of time as would be applied to a non-disabled student, but not more than 45 calendar days in any given school year.

A CDE-appointed hearing officer may order removal to an interim alternative setting for up to 45 calendar days when the school/district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others. The interim alternative educational setting and services to be provided shall be determined by the IEP team and will enable the student to progress in the general curriculum and receive the services, including those on the IEP that will enable the student to meet his or her IEP goals and including services designed to prevent the behavior from recurring.

➤ *Expedited Hearings*

An expedited due process hearing with a final decision due in no more than 45 days is required or with

21. The parent/guardian disagrees with the IEP team's manifestation determination or with any decision regarding placement.
22. The parent/guardian disagrees with the proposed new placement following an interim alternative educational placement.

An expedited due process hearing with a final decision due in no more than 10 days is required when the district believes it is dangerous for the student to be returned to the previous placement.

During any challenge to a manifestation determination or a placement that is not an interim alternative educational placement; the student will stay in his or her current educational placement.

During any challenge to a placement in an interim alternative educational placement, or to a manifestation determination related to behavior that led to such placement, the student will stay in the interim alternative educational setting pending the decision of the hearing officer but no longer than 45 days unless the hearing officer orders additional days or unless the district and parents agree to additional days.

Students who are not identified as disabled but are entitled to the protections of IDEA after discipline is proposed, are subject to the same disciplinary measures applied to children without disabilities unless the school had “knowledge” of the potential disability. The school is deemed to have “knowledge” when:

23. The parent/guardian has expressed concern in writing that the student needs special education or requested an initial evaluation.
24. The student’s behavior or performance has demonstrated a need for special education.
25. The student’s teacher or other district personnel have expressed concern about the student’s behavior or performance to the director of special education or other personnel through the referral process.

If one of the bases for knowledge existed and the school either conducted an evaluation and determined that the student is not a student with disabilities or determined that an evaluation was not required and provided notice to the parent, the school will not be considered to have knowledge of the potential disability.

If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation will be expedited. If the student is determined to be eligible for special education services, the school/district must develop an IEP which provides FAPE (Free Appropriate Public Education) and determine if the alleged behavior is a manifestation of the student’s disability.

Pending results of the evaluation the student remains in the educational placement determined by school authorities.

## Dress Code

(<https://www.lovelandclassical.org/about-us/school-policies/>)

The LCS dress code regulations serve to uphold the vision and mission of the school, minimize distraction, and encourage learning by cultivating an atmosphere of discipline, equality, and respect. Students are to have a conservative appearance, choosing clothing that fits properly and modestly, and adheres to the wholesome, conservative image stated in the dress code purpose. Cross-dressing is not permitted.

The discipline of good grooming habits is part of being an LCS student. The student should be clean, well groomed, in neat clothes, and physically pleasant to be around. Students must refrain from wearing over-powering perfumes or scents.

Students may wear the items similar to those listed in the Dress Code catalog or on the list below. Anything not listed may not be worn. Please note that the items listed in the catalog do not have a logo, and that will be expected if clothing is purchased from a retailer not listed in the catalog. The dress code catalog is found at: [K-8 Dress Code Catalog](#).

**All students are expected to wear collared shirts and nice dress slacks/skirts.** Exceptions include LCS T-shirt days (1<sup>st</sup> Monday of school each month) and high school professional dress. In the event of any questions or confusion regarding dress code, please consult Administration.

### *Dress code violations:*

- Any middle school or high school student who is out of dress code will be sent to the administration office. Methods of addressing dress code violations include a warning, calling his/her parents for a change of clothes and serving a detention. Repeated dress code offences will carry more serious consequences.

### *Middle School Student Dress Code*

All LCS students are expected to wear collared shirts, slacks/skirts and hems to the knee. No patterns, words, pictures or logos may be on clothes. Exceptions include LCS T-shirt days on the 1<sup>st</sup> Monday of school each month. This dress code applies to regular school days and school-related activities.

Underclothing	<ul style="list-style-type: none"> <li>Always worn but never be seen</li> </ul>
Socks/Tights/Hosiery	<ul style="list-style-type: none"> <li>Bold and bright colors and patterns okay.</li> <li>No unwholesome messages.</li> <li>Leggings may not be worn solely in place of slacks.</li> </ul>
Tops/Shirts	<ul style="list-style-type: none"> <li>Must have collars and be long enough to tuck, but do not have to be tucked. Collars can include a solid, dress-code color turtleneck.</li> <li>Solid colored polo, button-up shirt, or turtleneck.</li> <li>Colors: lt. pink, lt. yellow, lt blue, navy, white, black, maroon, grey</li> <li>No logos or patterns.</li> </ul>
Pants/Shorts	<ul style="list-style-type: none"> <li>Length: Shorts must be to the top of the kneecap or longer.</li> <li>Tighter pants must have working pockets or will be considered leggings or athletic tights which are not part of the dress code.</li> <li>Colors: black, navy, khaki, lt gray, dark gray, maroon</li> <li>Not acceptable:             <ul style="list-style-type: none"> <li>➤ Patterns</li> <li>➤ Jeans</li> <li>➤ Jean material</li> <li>➤ Leggings</li> <li>➤ Jeggings</li> <li>➤ Cargo pants/shorts</li> <li>➤ Frayed hems</li> <li>➤ Torn slacks/pant</li> <li>➤ Athletic Wear</li> </ul> </li> </ul>
Skirts/Skort/Jumpers/Dresses/Shorts/Pants	<ul style="list-style-type: none"> <li>Colors: black, navy, khaki, lt gray, dark gray, maroon</li> <li>Hem must be to the top of the knee or longer.</li> <li>Dresses must have collars, sleeves, and be knee-length</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>Sneakers and other closed-toe shoes</li> <li>1" heels</li> <li>No shoes with lights or wheels.</li> <li>No snow boots or outside winter shoes.</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>Non-distracting</li> </ul>

	<ul style="list-style-type: none"> <li>Note: Other piercings are not allowed (nose ring, tongue ring, eyebrow ring, etc). A small, clear plastic plug can be worn in place of a non-earring.</li> </ul>
Makeup	<ul style="list-style-type: none"> <li>Minimal</li> <li>Natural nail colors</li> <li>Nails at moderate length</li> </ul>
Tattoos/Non-ear Piercings	<ul style="list-style-type: none"> <li>None are acceptable</li> </ul>
Hair/Hats	<ul style="list-style-type: none"> <li>Natural hair colors (black, brown, blonde, auburn)</li> <li>Traditional, undistracting hairstyles. No mohawks or half-shaved styles.</li> <li>No animal ears, tiaras, or hats</li> </ul>
Sweaters/Outerwear	<ul style="list-style-type: none"> <li>Sweaters worn with collared shirt or collared blouse</li> <li>Solid colored crewneck sweatshirts can be worn like a sweater over a collared shirt. Sweatshirts cannot be worn inside out.</li> <li>No outerwear in classrooms</li> <li>Avoid outerwear identified with an unwholesome group or message</li> <li>No logos or patterns</li> </ul>
Gym and Athletics	<ul style="list-style-type: none"> <li>Shorts length: mid-thigh or longer</li> <li>Non-collared shirts</li> <li>Appropriate 2" or smaller logo (optional)</li> <li>Non-marking sneakers</li> <li>Game days: athletic jerseys paired with nice slacks or dress pants</li> </ul>

### *High School Student Dress Code*

All LCS students are expected to wear collared shirts, slacks/skirts and hems to the knee. Exceptions include LCS T-shirt days on the 1<sup>st</sup> Monday of school each month and high school professional dress. The high school professional dress code is a privilege; it can be revoked for an individual student by a member of the administration. Upon loss of privilege, the student and parents will both be informed, and the student will be required to adhere to the standard LCS dress code. This dress code applies to regular school days and school-related activities.

Underclothing	<ul style="list-style-type: none"> <li>Always worn but never be seen</li> </ul>
Socks/Tights/Hosiery	<ul style="list-style-type: none"> <li>Bold and bright colors and patterns okay.</li> <li>No unwholesome messages.</li> <li>Leggings may not be worn solely in place of slacks.</li> </ul>
Tops/Shirts	<ul style="list-style-type: none"> <li>Must have collars and be long enough to tuck, but do not have to be tucked. Collars can include a solid, dress-code color turtleneck. Exceptions to collared tops/shirts</li> </ul>

	<p>include collarless dress sweater and collarless dress blouse</p> <ul style="list-style-type: none"> <li>● Shirts must be buttoned.</li> <li>● Solids and patterns (stripes, solids, plaid, polka dots, paisley). No logos.</li> <li>● Neckline cannot be lower than 4 fingers from the collarbone and no shoulders visible.</li> <li>● Crewneck or V-neck shirts are not allowed to be worn alone. They are to be worn with a dress scarf or dress jacket/blazer (athletic jackets and outside jackets do not count as a dress jacket).</li> </ul>
Pants/Shorts	<ul style="list-style-type: none"> <li>● Length: Shorts must be to the top of the knee or longer.</li> <li>● Tighter pants must have working pockets or will be considered leggings or athletic tights which are not part of the dress code.</li> <li>● Colors: black, navy, khaki, lt gray, dark gray, maroon</li> <li>● Not acceptable: <ul style="list-style-type: none"> <li>➤ Athletic wear</li> <li>➤ Cargo pants/shorts</li> <li>➤ Frayed hems</li> <li>➤ Jeans</li> <li>➤ Jean material</li> <li>➤ Leggings</li> <li>➤ Jeggings</li> <li>➤ Torn slacks/pants</li> </ul> </li> </ul>
Skirts/Skorts/Jumpers/Dresses/Shorts/Pants	<ul style="list-style-type: none"> <li>● Colors: black, navy, khaki, lt gray, dark gray, maroon</li> <li>● Hem must be to the top of the knee or longer.</li> <li>● Professional type garments</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>● Sneakers and other closed-toe shoes</li> <li>● No shoes with lights or wheels.</li> <li>● No snow boots or outside winter shoes.</li> </ul>
Professional Dress	<ul style="list-style-type: none"> <li>● Students may wear Professional Attire--a suit, pant suit, or skirt suit-- should they desire to dress more professionally. If a student chooses to utilize this privilege, they must also follow the regulations <ul style="list-style-type: none"> <li>➤ Matching Shoes</li> <li>➤ Belt</li> <li>➤ Tie or Bow Tie</li> <li>➤ Trouser cut slacks</li> <li>➤ Knee length skirt, if wearing skirt suit</li> <li>➤ Shirt neckline cut no more than four finger's width from the sternum and no shoulders visible.</li> <li>➤ Optional: <ul style="list-style-type: none"> <li>➤ Sports Coat or Suit Coat</li> </ul> </li> </ul> </li> </ul>

	➤ Un-collared shirt if blazer is worn over the top
Jewelry	<ul style="list-style-type: none"> <li>● Non-distracting</li> <li>● Note: Other piercings are not allowed (nose ring, tongue ring, eyebrow ring, etc). A small, clear plastic plug can be worn in place of a non-earring.</li> </ul>
Makeup	<ul style="list-style-type: none"> <li>● Minimal</li> <li>● Natural nail colors</li> <li>● Nails at moderate length</li> </ul>
Tattoos/Non-ear Piercings	<ul style="list-style-type: none"> <li>● None are acceptable</li> </ul>
Hair/Hats	<ul style="list-style-type: none"> <li>● Natural hair colors</li> <li>● Traditional, undistracting hairstyles. No mohawks or half-shaved hair styles.</li> <li>● No animal ears, tiaras, sunglasses, or hats</li> </ul>
Sweaters/Outerwear	<ul style="list-style-type: none"> <li>● Sweaters worn with collared shirt or collared blouse</li> <li>● Solid-colored sweatshirts can only be worn over a collared blouse or shirt, they cannot be worn alone</li> <li>● No outerwear in classrooms</li> <li>● Avoid outerwear identified with an unwholesome group or message</li> <li>● No logos</li> </ul>
Gym and Athletics	<ul style="list-style-type: none"> <li>● Shorts length: mid-thigh or longer</li> <li>● Non-marking sneakers</li> <li>● Game days: athletic jerseys paired with nice slacks or dress pants</li> </ul>

### *PE and Athletics Attire*

#### ➤ *Physical Education and Gym*

Students are to be prepared for the day's activities, including P.E. and Gym. Students will be allowed to change out of the typical school dress for P.E. and may wear the athletic gear 5 minutes before and after class. PE students are expected to change back into the school dress for the rest of the day. (Please see the Dress Code Catalog for examples of approved gym and athletics clothing)

- ✓ **Shoes:** Students should either wear or bring non-marking sneakers appropriate for running and other P.E. activities on days they have PE class.
- ✓ **Shorts:** PE and athletics shorts must be a minimum to mid-thigh or longer.
- ✓ **Shirts:** Non-collared shirts and shirts with logos smaller than 2 inches are permissible for PE. Logos must be appropriate and be satisfactory to the PE teacher.

#### ➤ *PE Non-participation Due to Illness / Injury*

Students must provide a note from their parents, physicians, or SHOA/School Nurse to be excused from participating in PE. Those with a note will be expected to complete an alternate activity or assignment to receive participation credit for the day. Non-participation without a note will not be permitted.

➤ *Athlete Game-Day Clothing:*

Students participating in the athletic program at LCS may wear their athletic jerseys on game days but should be paired with nice slacks or dress pants. Students participating in athletic programs at other District schools may wear their jerseys from that school to LCS.

## Eligibility

- Students must maintain grades at C- or higher to be eligible to participate in athletics, student council, and extracurricular activities.
- Student athletes with one F or two D's will be academically ineligible and be unable to participate in any practice or team competitions for one week.
- A student who has a 'D' is placed on academic probation and has 1 week to raise the grade to a C-. The student can practice but not participate in the competition. The second consecutive week the student has a 'D', the student is considered ineligible.
- Students who are ineligible for four (4) consecutive weeks will be required to drop the extracurricular for the rest of the semester.
- Student athletes who are suspended for disciplinary reasons shall serve a one game suspension, to be served following (not during) the disciplinary suspension.
- Students missing more than 3 class periods (or equivalent time) the day of the activity are not eligible to participate.
- For ensemble and theatre performances, eligibility is determined at the time of auditions and continued eligibility is determined on a case by case basis.

## Extra-Curricular Activities

- At LCS, extra-curricular clubs and events are an opportunity to expand upon the curriculum and activities that occur during a normal school day.
- The extra-curricular club must be directly related to the curriculum, without straying too far from it, and must inspire liberality in the students.
- Students may not simply show up for an extra-curricular in which they have had no prior involvement.
- Students must either seek out the faculty sponsor to have their name added to the attendance list and eligibility check or be invited to the extracurricular activity specifically, by the faculty member who is running the club or event.

### *Athletics*

According to District regulation students are permitted to try-out for sports at District schools if LCS does not offer that sport. Students participating in extracurricular sports must maintain the grade of C- or better in each class and participate at the discretion of the Site Principal. Applicable documentation for District team participation will need to be completed and provided to that District school. Also, applicable District fees will need to be paid to that District school.

For high school athletes, should LCS not offer a sport at a Varsity level, an athlete in that sport may participate at a District school. Such students may be required to participate at a particular school at the District's discretion.

In order to participate in athletics at LCS, students must get an annual medical physical and complete the LCS Sports Packet and forms. Additionally, high school students are required to adhere to rules prescribed by CHSAA for athletes. Applicable fees to LCS must be paid for athletic participation.

### *Athletic Fees*

- Online registration, physicals, athletic emergency cards, and fees must be turned into the Athletic Director or front desk by the first day of practice or they cannot participate.
- All athletes must have registered, turned in physicals and athletic emergency cards, as well as fees by the end of the first week of practice or they will not be allowed to join the team.
- Fees paid to other schools will not be recognized toward the LCS family maximum

### *Uniforms/Costumes*

- Uniforms and costumes are to be cleaned and turned in within one week after the season or performance ends.
- Students who turn in a dirty uniform or costume will be charged \$15.

## Exceptional Student Services

Child Find is an ongoing process required by The Individuals with Disabilities Education Act (IDEA). All Administrative Units are required to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services. At LCS, staff are informed about LCS' Child Find obligation and trained about the process to identify children who may have a disability on a yearly basis.

If you have any questions about Child Find at LCS, please contact the SpED Resource Teacher at [Imcfarling@lovelandclassical.org](mailto:Imcfarling@lovelandclassical.org) or call (970) 541-1507. LCS disseminates information to the community about Child Find via the registration packet at the beginning of the school year and email blasts each semester.

You may also contact the TSD's Child Find Coordinator at (970) 613-5762 if you have any questions regarding Child Find.

## Fundraising

All fundraising must be approved in advance by the LCS Foundation. Fundraising activities must support the mission and philosophy of LCS.

## Grades

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Teachers assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. In this scheme the following letter grades have these meanings:

- A** Mastery – Firm command of the content material, high level of skill development, exceptional preparation for later learning.
- B** Proficiency – Command of the content material, advanced development of most skills, has prerequisites for later learning.
- C** Sufficiency – Command of basic knowledge & concepts, demonstrated ability to use basic skills, lacks some prerequisites for later learning.
- D** Insufficiency – Lacks knowledge of some fundamental ideas and concepts, some important skills unattained, deficient many prerequisites for later learning.
- F** Failing – Most of the basic knowledge and concepts not learned, most essential skill are not demonstrated, lacks most prerequisites for later learning.

In addition to these general parameters, we will be using a 4.0 grading scale for grades 3 through 12. The letter and numerical grades for this system are listed below:

A	94-100%	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

### *Weighted Grade Scaling*

Students who choose to take college concurrent credit and/or Advanced Placement (AP) classes during their time at LCS will receive a higher grade point scale for taking such advanced classes.

A	Mastery	94-100%	5.0
A-		90-93	4.7
B+	Proficiency	87-89	4.3
B		84-86	4.0
B-		80-83	3.7
C+	Sufficiency	77-79	3.3
C		74-76	3.0
C-		70-73	2.7
D+	Insufficiency	67-69	1.3
D		64-66	1.0
D-		60-63	0.7
F	Failing	0-59	0.0

Students who elect the Honors option for high school classes will receive a half point higher grade point scale:

A	Mastery	94-100%	4.5
A-		90-93	4.2
B+	Proficiency	87-89	3.8
B		84-86	3.5
B-		80-83	3.2
C+	Sufficiency	77-79	2.8
C		74-76	2.5
C-		70-73	2.2
D+	Insufficiency	67-69	1.3
D		64-66	1.0
D-		60-63	0.7
F	Failing	0-59	0.0

To be in good academic standing the student must maintain a 2.0 GPA or better.

Incomplete will only be given under special circumstances as determined by the Site Principal.

### *Grade Communication*

- Teachers update Infinite Campus on a weekly basis to inform parents/guardians of their students' progress towards mastery of material.
- Parents are encouraged to contact the teacher should their student show a downward trend in comprehension of material.
- For students with accommodations and/or modifications on either a Section 504 Plan or individualized educational plan (IEP), the 504 Coordinator or the Learning Center Teacher will work closely with the student's general education teachers on grading and assignments. If a student continues to struggle with unsatisfactory grades, the team will collaborate on further developing the differentiation and implementation of the IEP with input from the student's parents.
- At student assemblies and commencement ceremonies the administration will publicly acknowledge and congratulate students with high grade point averages (GPA). Specific details of student grades will not be announced, but the GPA and anecdotes about the student's scholarly performance will be related.

### *Promotion*

Promotion in the high school consists in passing grades in core subjects (English, history, math, science), a sufficient overall GPA, and required seat time according to state law.

Students may take courses in the next grade while having to repeat courses in a grade not passed.

Graduation will be awarded upon meeting the graduation requirements, to include the passing of the senior thesis. Students who have not reached proficiency, or cannot pass exams, may be required to repeat the course.

Promotion in the middle school will be based upon passing grades in core subjects (English, history, math, science), a sufficient overall GPA, and required seat time according to state law—not social considerations. Students may be allowed to repeat a course in order to pass.

LCS' goal for parents, teachers, and students to work together during the year to ensure middle and high school students are developing responsible work habits and achieving at passing levels. We do not force a bell curve. For this reason, a failing grade is defined as a D or an F in a subject. Students with a cumulative failing grade at year-end in any one core class will be reviewed by the faculty for retention consideration.

Students with special needs will be considered separately from this policy. Careful consideration in the development, implementation, and revision of the student's individualized education plan (IEP) or Section 504 plan over the course of the school year should prevent retention in most cases. If a student with special needs is not meeting success at grade level, any discussion about promotion and retention will include the general education team, special education or 504 staff, principal, and parents. Consideration will be given to the student's rate of progress, what factors may be impeding progress, and the impact of the disability on learning. If the lack of progress is determined to be an outcome of the disability, the student will not be retained. If the lack of progress is attributed to other factors, and it is determined that the student will be retained, a plan outlining how those factors will be addressed the following year will be immediately created. Additionally, the plan will address how instruction will be provided differently than in the unsuccessful year as the student repeats that grade.

## Graduation Requirements

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Students must receive a passing mark on their senior thesis in order to graduate. All completed coursework in 9th-12th grade appears on the student's high school transcript and is used to calculate the student's grade point average (GPA). A passing grade (of C- or higher) in a course signifies completion of the content standards delineated for that course. In order to participate in the graduation ceremony, the required credits must be satisfactorily completed before the date of graduation. The diploma is that of LCS and the TSD. At LCS a majority of student coursework is in required subjects that develop a core knowledge of the liberal arts and sciences.

LCS offers two levels of diploma: Proficient and Advanced. All students are encouraged to pursue the level of diploma that best suits their goals and needs.

Course Description	PROFICIENT	ADVANCED
Literature	4.00	4.00
History	4.00	4.00
Mathematics	4.00	4.00
Science	3.00	3.00
Latin	1.00	1.00
Foreign Language	1.00	1.00
American Government	1.00	1.00
English Composition	.50	.50
Geography	.50	.50
Health	.50	.50
Physical Education	.50	.50
Personal Finance	.50	.50
Economics	.50	.50
Ethics (Moral Philosophy)	.50	.50
Senior Thesis	.50	.50
Electives	4.00	4.00
Advanced Electives**	.00	2.00
Service Hours	25 hours	100 hours
<b>TOTAL:</b>	<b>26.00</b>	<b>28.00</b>

Graduation requirements were recently updated by the LCS Board of Directors. To avoid unfairly moving the goalposts for students who had already made progress toward the previous requirements, special graduations requirements are in place for the LCS Class of 2021.

Class of 2021 (10th)	PROFICIENT	ADVANCED	ADVANCED w/ 8 classes
Literature	4.00	4.00	4.00
History	4.00	4.00	4.00
Mathematics	4.00	4.00	4.00
Science	3.00	3.00	3.00
Latin	1.00	1.00	1.00
Foreign Language	1.00	1.00	3.00
American Government	1.00	1.00	1.00
English Composition	.50	.50	.50
Geography	.50	.50	.50
Health	.50	.50	.50
Physical Education	.50	.50	.50
Personal Finance	.50	.50	.50
Economics	.50	.50	.50
Ethics (Moral Philosophy)	.50	.50	.50
Senior Thesis	.50	.50	.50
Electives	4.00	4.00	5.00
Advanced Electives**	.00	2.00	n/a
Service Hours	25 hours	75 hours	50 hours
<b>TOTAL:</b>	<b>26.00</b>	<b>28.00</b>	<b>29.00</b>

### *Advanced Electives, 2021/22*

Additional math and science courses (beyond graduation requirements)  
Advanced English Composition (after graduation requirement has been met)  
Chamber Choir (3 or more years)  
Philharmonic Orchestra (3 or more years)  
Symphony Orchestra  
Art History  
Art IV: Painting  
Art IV: Drawing  
AP Art Studio: Classical Studio Art  
Latin III and Latin IV  
Spanish III and Spanish IV  
German III and German IV  
Rhetoric & Logic

### *Credit Enrollment Minimums*

All full time LCS students are required to take a full load of classes. LCS does not generally permit off blocks. For Seniors in good standing, on track to graduate, the option of an online class may be available. The online class must meet LCS minimum classical and rigor requirements and must be approved by both the counselor and a member of administration. (For more information please talk to the LCS Counselor.)

Freshman (9th)	=	7 (3.5 per semester)
Sophomore (10th)	=	7 (3.5 per semester)
Junior (11th)	=	7 (3.5 per semester)
Senior (12th)	=	7 (3.5 per semester) <sup>1</sup>

### *Credit Benchmarks*

Freshman (9th)	=	7
Sophomore (10th)	=	14
Junior (11th)	=	21
Senior (12th)	=	28

### *Transfer Credit*

All credits earned in grades 9-12, or high school qualified courses, will be considered as credit towards the completion of an LCS Diploma. While D's do not count for credit at LCS they will be counted as a qualifying grade, toward graduation credit. Classes that do not directly correlate to LCS' subject credits will be given elective credit, if qualified by the TSD.

Home school students will need to provide their district registration for their homeschool program and provide information in regards to the TSD Homeschool Policy:

([https://www.thompsonschoools.org/cms/lib/CO01900772/Centricity/Domain/1237/home\\_school\\_helper.pdf](https://www.thompsonschoools.org/cms/lib/CO01900772/Centricity/Domain/1237/home_school_helper.pdf))

### *Approval of Courses Taken Outside of High School*

To obtain credit towards the LCS graduation requirements, prior approval must be obtained from LCS Administration of all High School courses taken outside of LCS (i.e.-Thompson Online, BYU).

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<sup>1</sup> Principal's approval required for fewer than 7 credits per year (3.5 per semester).

### *Part-time Student Graduation*

Students who are enrolled part-time at LCS will be able to take part in commencement ceremonies with their classmates but will receive a diploma from their homeschooling or other program noting supplementation by LCS. Their diploma is not an LCS diploma.

### *Service Hours*

Service hours are required for both the Proficient and Advanced diploma. Service hours accrue starting the first day of ninth grade. Students submit a Community Service Form to administration. Once approved, students can begin their service in the community.

### *High School Credit for LCS Middle School Math and Latin Classes*

Middle school students taking Geometry or Algebra II or Latin III at LCS will get LCS high school credit for those math or Latin classes. Such credits will contribute to their high school graduation requirements (Advanced Track total of 4, Proficient Track total of 3).

This is common in other TSD schools and schools in the state and is an incentive for high achieving students to remain at LCS as this credit will transfer. The Geometry and Algebra II math and Latin III credits will be the only ones with this concession.

### *High School P.E. Credit for Sports Participation*

LCS high school students who participate in school sponsored sports programs for a minimum of two seasons within a school year may be given a semester credit of physical education (P.E.) for such participation. Credit must be approved with the counselor prior to beginning the sport, and coaches must document hours on the log form. This will be in effect for either LCS or other school sports programs which have a varsity component.

To receive PE credit for participation in sports outside of Loveland Classical Schools, such as extracurricular school-sponsored and organized community sports, the following criteria must be met:

- Waivers must be for a competitive sport in which instruction is also a key component and the instruction is by a certified professional. The substituted activity must involve physical activity or exercise on the part of the individual. This means a commonly defined sport and does not include attempts to make another activity fit within that idea.
- The waiver must be requested in the same semester that the sport is played. No waivers will be granted for activities that had been done prior to initiating the waiver process. Waivers initiated after the season is over will not be considered.
- A student can only receive a waiver for a certain activity once. The student would need to participate in a different sport to waive any additional credit. For example, if a student plays soccer every year in high school, they can only waive P.E. credit once using soccer. Also, you play for a team outside LCS and also play that sport for LCS, that sport may only be counted once.
- One quarter's worth of credit can be waived for forty five contact hours participated in a sport. Only 0.5 credits may be earned through the waiver process.
- The student is required to keep a detailed log of their hours. The student must maintain academic eligibility for the entire season.
- Participation during the summer is allowed. The waiver must be initiated before the season starts, which may mean before the end of the school year.
- Students in grades 9-12 are eligible.

### *Honors Criteria*

LCS students will be awarded recognition at High School Graduation for significant academic achievement. Such honors will be:

#### *Cum Laude*

(Graduation with Honors) earned by a cumulative G.P.A. of 3.5 -3.7 from the high school career from either the Proficient or Advanced curriculum tracks. Attendance rate for this honor must be 90% or higher and there shall not be any suspensions in the student's high school career.

#### *Magna Cum Laude*

(Graduation with High Honors) earned by a cumulative G.P.A. of 3.8-3.9 from the high school career and meeting the requirements of the advanced curriculum track. Attendance rate for this honor must be 90% or higher and there shall not be any suspensions in the student's high school career.

#### *Summa Cum Laude*

(Graduation with Highest Honors) earned by a cumulative G.P.A. of 4.0 (or higher) from the high school career and meeting the requirements of the "Advanced" curriculum track. Attendance rate for this honor must be 95% or higher and there shall not be any suspensions in the student's high school career.

## Health Services

(<https://www.lovelandclassical.org/about-us/school-policies/>)

### *Health Regulations*

- Please do not bring sick students to school.
- Parents will be informed when a student has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any student with a fever of 100 or above will not be allowed to remain in the classroom. If a head injury is sustained, the parent will be contacted. In case of more serious injuries, or if the parent cannot be contacted, the school will immediately call 911 for emergency assistance.
- Limited health services are available at school. Office staff and volunteers occasionally supervise and assist students with health care needs.
- It is the parents' responsibility to notify the office if a student has been injured at home and may need special considerations at school.
- Parents are expected to keep phone numbers and emergency contacts up to date.
- Immunization records must be current for students to remain in school. In compliance with state law, all students in Colorado schools must have complete up-to-date immunization record on file in the LCS office. This record includes proper shots for measles, mumps, rubella, diphtheria-pertussis-tetanus (DPT), hepatitis B, varicella (chicken pox) and polio, or a parent-signed personal exemption from such immunizations for personal, religious or medical reasons. (See C.R.S. 25-4-903 (4)). A link to the Colorado Department of Public Health and Environment letter on this matter is here: <https://drive.google.com/file/d/0B0tmPQ67k3NVSINVckNBU1ozWDg/view>

### *Medication Protocols*

LCS follows TSD medication protocols. All prescription and over-the-counter medication dispensed from the health office (by a person who has been trained by the School Nurse to do so) must:

- Be in an appropriate pharmacy labeled container.
- Be accompanied by a "Permission for Medication" form that includes the health care provider signature (medical doctor or other entity with prescriptive authority in the State of Colorado), dispensing information, and parent signature (completed "Permission for Medication" forms faxed from the health care provider will be accepted).

- In accordance with state mandates, medication must be given prior to the medication expiration date. No expired medications can be accepted by or administered at the school or at school sponsored activities.
- Students in middle and high school may carry prescription inhalers, Epi-Pens, and/or other emergency medications on their person and self-administer these as needed; once they have completed the "Permission for Medication" form and a "Medication-Carry Contract" which will be kept on file in the health office. This contract can be revoked for any student at any time by the school nurse for failure to follow the provisions of the contract.
- Students may carry over-the-counter medication (Tylenol, Advil, Tums, etc.) if they have it in the original container, carry only one day's dose, and have a signed and dated note from the parent on their person. The student must self-administer this medication.
- The Thompson R2J School District does not supply any student medication or stock any medication for student use (including EpiPens and Narcan). All medications are the property of the student's parent and guardian and therefore must be supplied by the parent and ordered by the student's Health Care Provider.
- For safety reasons, it is requested that parents personally deliver medications to the health office. Once a medication has been discontinued or on or before the last day of the school year for students, the parent must come to the health office to pick up the unused portion of medication. All medication that remains in the health office after students are out of school will be destroyed, unless the parent has made alternate arrangements with health office staff.

### *Health-Threatening Allergy*

- The school administration, in consultation with the school nurse, will be responsible for notifying classroom teachers, classroom associates, and parents of students in classrooms where one or more students have a life-threatening allergy. (The allergy must be clearly documented by the primary care physician or a board certified allergist.) Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided.
- Parents/student should avoid including nuts and nut products in lunches and snacks in grades K-12.
- Classrooms with students who have life threatening allergies may have more specific regulations depending on the type(s) of allergy.
- Food preparation will only be allowed in academic curriculum with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in K-12 grades. Precautions will be taken for students with life threatening allergies.
- Classroom pets are allowed provided that nut-free foods and bedding are used. Visiting pets are prohibited in LCS' schools. An exception will be made for service animals and approved classroom curriculum units involving animals as a part of a lesson or lessons.

### *Lice*

- In line with TSD (R2-J), the primary transmission of head lice from one person to another is by direct contact with the head of an infected person. They may in some cases be transmitted by indirect contact or by combs, hairbrushes, clothing, hats and bedding.
- Lice do not hop or fly. In-school transmission of head lice is rare.
- Prior to re-entry into school, check scalp and hair again for nits and live lice. If only nits are found, encourage parent to continue nit removal process at home until gone but allow reentry. Recheck student again in 7-10 days.
- If live lice are found, student must remain out of school until treated and no live insects are found. Referral to a healthcare provider is indicated if parent reports treatment has already occurred, yet insects continue to exist.

### *Student Insurance Coverage*

- In the daily activities of LCS, student safety is prioritized by school staff. Under normal circumstances, students will not be exposed to dangerous situations or unsafe activities.

- However, unexpected situations do occur from time to time. For instance, injuries do occur during P.E. activities occasionally, despite preventative instruction and close supervision of teachers.
- Because of these possibilities, students' families do assume the risk of these daily activities at LCS. LCS families, therefore, should carry insurance policies that cover the types of accidents that occur at schools. As a parent or guardian, you are responsible for such medical expenses.

## Homework

(<https://www.lovelandclassical.org/about-us/school-policies/>)

- Homework is a fundamental part of LCS' general academic program. It prepares students for high school and college, and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills.
- There are numerous benefits for students' completing homework: intellectual growth, supports classroom participation, and keeping up with the class.
- While homework is often assigned in order to reinforce, test, and improve student skills, it also lays the groundwork for the following day's instruction. Homework assignments are crucial to the student's progress and to the teaching of each course. Homework should be an opportunity for practice or reinforcement of material already reasonably taught in class. Homework can be for acquisition of background material for class participation.
- In addition to regular homework assignments, LCS recommends that each student read, or be read to, at least three times a week and preferably every day for 10 to 30 minutes. Reading stories to children increases the child's vocabulary, comprehension, and background knowledge, all of which help children thrive. As cited in *A Nation at Risk*, "the single most important factor for determining whether children will go to college is being read to as a child."
- Parents should ensure that students have a quiet location in which to do productive homework. LCS students are to do their homework diligently and thoughtfully. They should apply their full mental powers to the task at hand, avoiding distractions and distracting environments. Furthermore, they should use their time and energy wisely in order to complete assignments with care and precision in a timely manner.
- The amount of time required to complete homework assignments is approximately 10 minutes per grade level per night (e.g. 90 minutes for 9th grade students, 100 minutes for 10<sup>th</sup> grade etc.). Average homework time allotment guide should be regarded as maximum amount of time for the average student, not as a required minimum. Students should expect homework daily. Advanced Placement, honors, college concurrent classes will require additional homework time.
- In Homework Clubs and Study Halls, teachers can assist students.

### *Student Responsibilities:*

- Attend school regularly and come prepared.
- Complete homework assignments neatly and on time.
- Schedule time wisely to meet assignment deadlines including Academy Students using study hall wisely.
- Get assignments when absent. Make-up work will take priority over any co-curricular activity.

### *Teacher Responsibilities:*

- Assign work for academic reasons to practice, reinforce, and master skills. Provide clear directions for assignment, format, and due date.
- Provide checkpoints for long term assignments.
- Provide time in-class for students to begin their homework on most days.
- Use discretion in determining reworking of one or two assignments in a quarter depending on circumstances, for partial grade.

### *Parent Responsibilities:*

- Provide an appropriate place and atmosphere for homework.
- Set aside homework and reading time nightly.
- Contact teachers and administration if times spent on homework is excessive after using the Homework Tracking form that is available in the school office.

## Late Assignments

(<https://www.lovelandclassical.org/about-us/school-policies/>)

- Late assignment grades maybe reduced by 10 percentage points for each day late and after 5 days, credit may not be given. This is teacher determined. Any credit given for late work will only be eligible if the late work completed is turned in within the quarter that the work was assigned.
- In the case of excused absences, students will be given as many days as they were absent to make up their missed work. However, this make-up period may not exceed the end of the semester when final grades are due.
- In the case of unexcused absences, partial or no credit may be given for work missed at the teacher's discretion.
- When students are absent, it is their responsibility to contact their teachers either in person or by email in order to stay on top of their lessons and all associated work. If the student fails to turn in missing work by the deadline, their assignment grade will become an F with 0%.

## Lettering Requirements

(<https://www.lovelandclassical.org/about-us/school-policies/>)

LCS High School will implement a program of earning a Letter Jacket in order to promote, encourage, and reward:

- Academic Excellence
- Athletic Performance
- Artistic Accomplishment

### *Lettering in Academics*

- Students should have a 3.75 G.P.A. or higher for two semesters in a row within the same school year to earn a letter. In addition, they will get a pin for academics and 1 bar for the first year of academic letter.
- Once a letter is earned, if the student gets 3.75 or higher again for 2 semesters in a row (within the same school year), the student will get another bar in subsequent years. Students who earn a 4.0 for 2 semesters in a row (within the same school year) will get a special patch or pin in addition to the letter and academic pin.

### *Lettering in Athletics*

- TBD by individual coaches.

### *Lettering in the Arts*

To be eligible to receive a Letter in the Arts, a student MUST meet the following qualifications and receive approval from the department lead. Additional bars will be awarded for continued rigor and diligence in these courses, as specified. All students must end the semester in GOOD STANDING in their Arts courses to be eligible to receive a Letter.

A student MUST meet ONE of the following:

\_\_\_ Complete 5 courses in the Fine Arts (Music OR Art) maintaining a GPA of 3.75 or higher by their senior year.

\_\_\_ Complete 4 courses in the Fine Arts (Music OR Art) maintaining a GPA of 3.75 or higher AND participating in one of the following:

- Participate in one State/National Competition and receive high recognition
- Participate as a member of a State/Regional Honor Band (Individual Auditions)

\_\_\_ Complete 3 courses in Music maintaining a GPA of 3.75 or higher AND participating in TWO of the following:

- Division I solo and obtain a superior rating
- Division II solo and obtain a superior rating
- Division I Ensemble and obtain a superior rating
- Division II Ensemble and obtain a superior rating
- District Band Member

\_\_\_ Complete 2 courses in Music maintaining a GPA of 3.75 or higher AND participate as a State Band Member.

Additional Bars can be earned by completion of the following:

- 1 full year participation in Fine Arts based extra-curricular
- Participate in one Community/State/National Competition and receive high recognition.
- Volunteer in Fine Arts-related activities for a full school year (no less than 60 hours<sup>2</sup>).

➤ *Art*

1 additional year (2 semesters) of Arts courses (3.75 GPA) and portfolio presentation for a panel.

➤ *Drama*

In order to obtain a letter in Drama/Performing Arts, students must meet the following requirements:

- A student may letter and receive a pin as an LCS Drama Participant following admirable service/participation over five (5) LCS theatrical productions.
- Bars would accrue with continued admirable service/participation in two (2) LCS theatrical productions. (*Admirable service* is defined as attending practices and events at a rate no less than 95% attendance.)

➤ *Music*

In order to obtain a letter in Music, students must meet the following requirements:

- Participate as a member of a State/Regional Honor Band (Individual Auditions)
- 1 additional year in music (3.75 GPA) and ability to play all major or minor scales.
- 1 additional year in music (3.75 GPA), ability to play all major or minor scales, and superior rating in D1 or D2 solo, D1 or D2 Ensemble

➤ *Madrigals*

In order to obtain a letter in Student Government, students must meet the following requirements:

- A student may letter and receive a pin as an LCS Madrigal Singer following 2 years of admirable service to the group.
- Bars would accrue with each additional year of admirable service to the LCS Madrigal Singers. (*Admirable service* is defined as attending practices and events at a rate no less than 95% attendance.)

➤ *Student Government*

In order to obtain a letter in Student Government, students must meet the following requirements:

- Must be enrolled in the Student Government Committee for at least one full year.

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<sup>2</sup> Must have log of hours and supervisor signature to provide to LCS Department Lead.

- Must have attended 80% of all Student Government sponsored events and meetings throughout the school year.
- Must be a Student Government officer and have a leadership position on a Student Government sponsored or driven project or event.
- Must finish the school year in good standing, earning a C or higher in all their courses- no grades below a C level in the second semester.
- Must be of good character, having received no discipline related referrals all year.

➤ *Science Bowl*

In order to obtain a letter in Science Bowl, students must meet the following requirements:

- Must attend 75% of the practices for two years.
- Must attend regional competition for two years.
- Must demonstrate improved skills and/or scores.
- After meeting the above requirements, students will be eligible after their second and successive years of participation at LCS to receive a Letter. In addition, they will get a pin for Science Bowl and 1 bar for each successive year of Science Bowl at a level that would otherwise earn them a Letter.
- **\*\*Special Consideration:** Freshmen seniors who participated at a previous institution or have a cumulative GPA of 3.75 or higher AND participate in Science Bowl for one year as a freshman senior, meeting requirements above with the exception of the 2 years' requirement, are eligible for a letter.

➤ *Mock Trial*

In order to obtain a letter in Mock Trial, students must meet the following requirements:

- Must attend 75% of the practices.
- Must have been a lawyer or double witness at competition for two years.
- Must demonstrate improved skills and/or scores.
- Must participate in the Northern Colorado Mock Trial Tournament.
- After meeting the above requirements, students will be eligible after their second and successive years of participation at LCS to receive a letter. In addition, they will get a pin for Mock Trial and 1 bar for each successive year of Science Bowl at a level that would otherwise earn them a Letter.
- **\*\*Special Consideration:** Freshmen seniors who participated at a previous institution, or have a cumulative GPA of 3.75 or higher AND participate in Mock Trial as a freshman senior, meeting requirements above with the exception of the 2 years requirement, are eligible for a letter.

## Lockers

- Middle School and High School students need to use their assigned lockers to store their books, academic supplies and backpacks.
- These lockers shall always have their assigned lock securing it.
- Should the assigned lock be lost or stolen, the student will be charged \$15.

## 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

## Lunch and Recess

### *Recess*

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

### *Lunch*

Because of potential life-threatening allergies, LCS requests that parents/student avoid including nuts and nut products in lunches and snacks.

#### ➤ *Lunch Trading / Swapping*

Students are not permitted to trade snacks or lunch items with other students.

#### ➤ *Hot Lunch Program*

- LCS is proud to offer the students of LCS a hot lunch option.
- Parents/Guardians can send the student with cash or check any day of the week or can load their Student Account through the My School Bucks option online using a credit card at [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Students may choose from:
  - Hot meal of the day, Salad (Tuesdays and Thursdays), Sandwich, Peanut Butter and Jelly, Yogurt Basket (Monday, Wednesday, Friday)
  - vegetable and fruit, and
  - milk or water.
- Visit the Thompson Nutrition Services website for the most up-to-date menu located under Loveland Classical K-8 Lunch: <http://thompsonsdnutrition.org/index.php?sid=3108102021118594&page=menus>
- Costs of lunches are as follows:

2019- 2020	LUNCH PRICES
Elementary Student	\$3.00
Reduced Grades Pre-K-8	FREE
Reduced Grades 9-12	\$0.40
Secondary Student	\$3.25
Adult Meal	\$3.95
MILK only	60¢

Questions pertaining to the LCS Hot Lunch Program should be referred to Amy Ready at [amy.ready@thompsonschools.org](mailto:amy.ready@thompsonschools.org)

## Technology

(<https://www.lovelandclassical.org/about-us/school-policies/>)

### *Video Viewing Regulations*

- From time to time 5-10-minute video clips or other media may be used to support the lesson.
- Parents will be notified in advance if videos are longer than 10 minutes or if there is any questionable content, imagery or profane language. (No media shown in class will contain sexually explicit material.)
- A parental permission form is to be distributed by each teacher who intends to show a video, and teachers are to abide by the choice of the parents. Alternative assignments will be given to students not participating in the video activity.

### *Technology and Internet Acceptable Usage Regulations*

- LCS recognize the importance of the network and Internet access as a valuable resource in the educating of today's youth. All students must demonstrate proficiency in the use of computers and applications before graduation. Students will learn about technological innovation while gaining relevant computer skills. Technology courses will be offered as electives. <http://www.pbs.org/wgbh/pages/frontline/digitalnation/view/>
- Technology access is a privilege, not a right, and all students and staff 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.

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

### *User Accounts*

- Access to the network requires the granting of a user account User accounts are created for 1st –12th grade students for classroom or research purposes only.

### *Student Acceptable Internet, Network and Email Use Agreement*

- The purpose of this agreement is to ensure that the use of Internet, email, network resources, and digital content at LCS is consistent with the school's mission, goals, and objectives
- The school requires all users to read, sign, and agree to the terms of the Acceptable Use Policy (AUP). Student use of school technology resources accessed from off campus and use of personal technology devices while on or near school campus, in school vehicles, and at school-sponsored activities, shall also adhere to the terms of this agreement. LCS reserves the right to modify terms and conditions at any time. The latest version is available from the TSD's website at <https://www.thompsonschoools.org/cms/lib/CO01900772/Centricity/domain/367/i/JS.pdf> Please read this document carefully before signing.
- The access and resources available are to be used for educational purposes only. With access to information and people all over the world comes the possibility of accessing material that may not be considered to be of educational value in the context of the school setting. LCS has taken precautions to restrict access to inappropriate or offensive materials. Open DNS content filtering and locally managed firewall systems are in use that meets CIPA (Children's Internet Protection Act) mandates, but it is impossible to control the quality of all materials that might be accessed. LCS firmly believes that the value of information and interaction available through the network far outweighs the possibility that users may encounter material that is not consistent with the educational goals of the school.
- If students violate any of these provisions, their account will be terminated. Depending on the nature of the violation, they may also be denied access to the Internet/network/email and/or be subject to other disciplinary or legal action.
- All portable network devices (i.e. iPod Touch, iPad etc.) are the property of LCS and will be used under direct teacher/classroom coordinator supervision for instructional purposes only.

### *Facebook/Twitter/Social Media*

- In order to minimize potential inappropriate activities, students and parents are strongly discouraged from connecting (*friending, liking, or following*) with LCS faculty, board members and staff on Facebook, Twitter, MySpace, or any other social media site. Any legitimate connections are governed under the Cyber-Bullying, Acceptable Internet Conduct Policy, and each Acceptable Use policy of the social media site.
- If a staff member or student is found to violate any of these policies, their actions will be brought up under the LCS Discipline Policy, and/or the appropriate Acceptable Use policy of the social media site. If criminal activity is involved, appropriate reporting to law enforcement agencies will be followed.

### *Cyber-Bullying*

- LCS's electronic devices, computer networks, or other property, whether accessed on campus or off, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of the Student Acceptable Internet, Network & Email Use Agreement.
- Malicious use of the LCS computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system.
- Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of school technology: Harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of inappropriate material is often disguised (logged on) as someone else.
- Students and community members who believe they have been the victims of such misuses of LCS-owned technology, as described herein, should not erase the offending material from the system. A copy of the material should be printed or otherwise preserved and brought to the attention of the Administrators.
- For situations in which cyberbullying originates from a non-school computer or network, and is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of the school and is in violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm an employee, student or Member of the Board of Directors of Loveland Classical Schools.
- Disciplinary action may include, but is not limited to, loss of computer privileges, detention, suspension or expulsion for verified perpetrators of cyberbullying. Always feel free to confer with the Executive Director or Principal if you have any questions or concerns.
- 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 protect the health, safety, and welfare of all its students and to ensure compliance with school rules.
- School employees (usually administrators) may conduct searches of property or person when they have reason to suspect the health, safety, or welfare of students or staff may be endangered.
- LCS is not responsible for loss, theft, or breakage of items brought to school.

### *Internet Etiquette*

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

- Be polite and courteous.
- Never reveal any personal information. This includes addresses, phone numbers, and credit card numbers.
- Do not reveal addresses or phone numbers of any other student or member of the staff.

### *Network Security*

Periodically students may be allowed to access other networks and/or computer systems. These are to be used for research purposes only. Do not make copies of copyrighted materials.

## Music Program Student Placement and Scheduling

All final decisions regarding ensemble instrumentation, assigned singing roles, song selections, ensemble needs, and other various music education decisions are up to the sole discretion of the director of that ensemble.

### *Musical Instrument Rental*

LCS students in the proper level music classes may rent a musical instrument. Such students must procure from the music department the Rental Agreement Form. These students and their parents should fill out, sign, and return the form to the music department.

## 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.
- LCS follows the TSD regarding school closures, late starts, or early dismissals. LCS reserves the right to additional closures if deemed necessary.
- LCS makes every effort to decide and announce decisions to close school before 6:00 am.
- LCS will also announce closures on its website and email blasts.

## School Schedule

Loveland Classical Middle and High Schools doors open at 7:15 a.m. and classes starts promptly at 7:40 a.m.

### *Academy Class Schedule*

1st	7:40-8:29			
2nd	8:33-9:22			
3rd	9:26-10:15			
4th	10:19-11:08			
5 <sup>th</sup> (HS)	11:12-12:01	Middle School Lunch		
		11:12-11:36	A Lunch	B Recess
		11:25 - 11:55	A Recess	B Lunch
5 <sup>th</sup> (MS)	12:05-12:54	High School Lunch		
		12:05-12:29	C Lunch	
		12:31-12:54	C Recess	
6th	12:58-1:47			
7th	1:51-2:40			
study hall	2:44-3:30			

## Special Events

### *Field Trips*

- Field trips must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. A permission slip signed by the parent/guardian of each student must be obtained prior to occurrence of the field trip.
- A minimum of 1 week in advance, drivers must complete a Student Travel Volunteer Driver Authorization Form which includes submitting a copy of their driver's license, vehicle registration, proof of insurance, and a copy of current motor vehicle report.
- Parents may not drive students outside Larimer County unless under specific circumstances (field trip cannot occur because the number of students make contracted transportation impossible)
- Under no circumstance will students or a student organization plan field trips.
- If the trip is canceled due to violation of the field trip policy the school will refund the students.

### *Extended Field Trips*

Extended field trips will follow TSD regulations, have the LCS Executive Director's approval, and LCS BOD notification.

### *Guest Speakers*

- Guest speakers utilized during the school day must speak on topics covered in the course or grade. Students should be in process of studying the topic to be presented.
- The Site Principal or Dean of Students must approve the guest speakers prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.
- The Site Principal or Dean of Students must screen the guest speakers who cover controversial topics. The screening may include an interview of the guest by the Site Principal or Dean of Students.
- Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the curriculum. Parents may have students excused from such presentations. The student will be supervised apart from the presentation.
- Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

### *Parties*

- Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.
- Any special event or party must be approved by the Site Principal or Dean of Students a minimum of 2 weeks prior to its planning. Approval for one year does not carry over to the next.
- Birthday celebrations are limited to non-academic times as designated by the teacher or classroom coordinator.
- No homemade food or treats, to be shared with students, will be brought into LCS' schools either by parents or staff. All treats to shared use must be commercially prepared and packaged for distribution with intact ingredient labels. Treats may be distributed by the classroom teacher for special occasions, such as birthdays or holiday parties.
- Check with teachers or classroom coordinators for rules regarding appropriate food items.

## Student Publications

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Students are encouraged to express their views in school-sponsored publications while observing rules for responsible journalism and complying with board policy and state and federal law. To protect the rights of all members of the school community and to support the LCS's educational mission and purposes, students are prohibited from publishing expression which:

- is false or obscene;
- is libelous, slanderous or defamatory under state law;
- presents a clear and present danger of the commission of unlawful acts, violation of School rules or material and substantial disruption of the orderly operation of the School;
- violates the privacy rights of others; or
- threatens violence to property or persons.

Student editors of School-sponsored publications shall be responsible for determining the news, opinion and advertising content of their publications subject to the limitations of this policy, its accompanying regulation and applicable state and federal law. The publications advisor within each School shall be responsible for supervising the production of School-sponsored publications and for teaching and encouraging free and responsible expression and professional standards of journalism.

The publications advisor has authority to establish or limit writing assignments for students working with publications and to otherwise direct and control the learning experience that publications are intended to provide when participation in a School-sponsored publication is part of a School class or activity for which grades or credits are given.

## Traffic Regulations

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Upon enrollment, when there is a change to the existing plan, and upon grade advancement to the academy campus, parents and students must sign the Basic Information and Acknowledgment Form stating they will abide by the traffic regulations.

Traffic regulations are intended to maintain and support the safety of those accessing LCS' campuses and to accommodate travel demand. The principles that support this goal include the following:

- Provide a safe environment for LCS students, parents and staff
- Provide sufficient capacity for all traffic into and out of campus
- Maintain adequate emergency vehicle access

Parents and students are expected to uphold the schools' virtues (honesty, responsibility, service, perseverance, loyalty, forgiveness, integrity, courage, humility, prudence and temperance) at all times—including during pick up and drop off.

### *Traffic Control Coordinator*

Loveland Classical Schools will appoint a staff member prior to the start of each school year to act as Traffic Control Coordinator. This person will be responsible for ensuring that the traffic plan is being properly implemented. All traffic concerns will be directed to the coordinator.

### *Crossing Guard(s)*

All Loveland Classical Schools crossing guard(s) for public streets and/or intersections shall be appropriately trained staff member.

### *Traffic Meeting*

Each family is recommended to attend a traffic orientation meeting offered at LCS each school year. The meetings will cover traffic flow, rules, traffic concerns, and all other pertinent details. Contact the Traffic Control Coordinator at Loveland Classical Schools by calling 970.541.1507, email [traffic@lovelandclassical.org](mailto:traffic@lovelandclassical.org), or refer to the website at [www.lovelandclassical.org](http://www.lovelandclassical.org) for more information and a calendar of events.

### *Carpooling*

LCS encourages parents to utilize carpooling whenever possible to mitigate the travel demand into and out of campus. The Traffic Control Coordinator can help facilitate and arrange carpools. Time spent driving carpool for other families can be recorded as volunteer hours for the school.

### *Community Traffic Meetings*

Loveland Classical Schools hosts one traffic meetings each year for the community. The meetings provide an opportunity to voice any concerns with current traffic and discuss resolutions to those concerns offered at LCS each school year. Meetings will be posted on the LCS website.

### *Traffic Policies Agreement*

Upon signing the LCS Handbook, parents are agreeing to abide by these policies at all times.

### *Safety Rules and General Guidelines*

- Absolutely no stopping or parking is allowed on 14th Street SW for the Lyceum or on 29th Street for the Academy.
- Parents are strongly encouraged not to park in adjacent neighborhoods, including in the parking lot of nearby facilities.
- Parents may park in designated areas on LCS property.
- When using the drop-off and pick-up lane, please pull up as far as safely possible.
- Staff and volunteers may be available to assist your child with exiting and entering the vehicle. Follow all directions and signals of LCS staff and traffic volunteers.
- Parking is only permissible in designated parking spaces.
- You must circle back around to the end of the carpool lane if you need to pick up someone, who is not immediately available.
- Cell phone use is not allowed while in the carpool lanes.
- Have your child(ren) ready to load and unload quickly. It is suggested that your child(ren) load and unload on the passenger side of the vehicle.
- Keep your child's backpack and belongings for school in the car so that the trunk does not have to be opened.
- Tardiness is not an acceptable excuse because your vehicle is delayed by carpool traffic. Note that children are tardy if they are not at their desks and ready to learn by the school start time.

### *Safety*

The safety of students is a primary concern of LCS. The most common and frequent threat to safety is the heavy automobile traffic during student drop-off and pick-up times. We must drive safely and slowly and only drop students in designated areas. Pull forward as much as safely possible to be courteous to others.

It is vital for the students' safety that all parents abide by the traffic policies set forth in the Loveland Classical Schools Handbook and in periodic communications from the school. It is necessary for everyone to follow the instructions and directions of school staff and volunteers, who are directing traffic. Failure to do so not only compromises the safety of the students, but also undermines in a direct and visible way the values we are teaching the children, including integrity and responsibility. Parents must set the example of obedience to the rules.

## Traffic Plan

### *Procedures*

#### ➤ *Drop Off Time*

Academy students can be dropped off at 7:15 a.m. They will be supervised in the Dining Commons until 7:30 a.m. Classes begin at 7:40 a.m.

#### ➤ *Pick-Up Time*

Please arrive between 3:20-3:40 to pick up middle and high school students. Arriving earlier only causes greater wait times and greater traffic congestion.

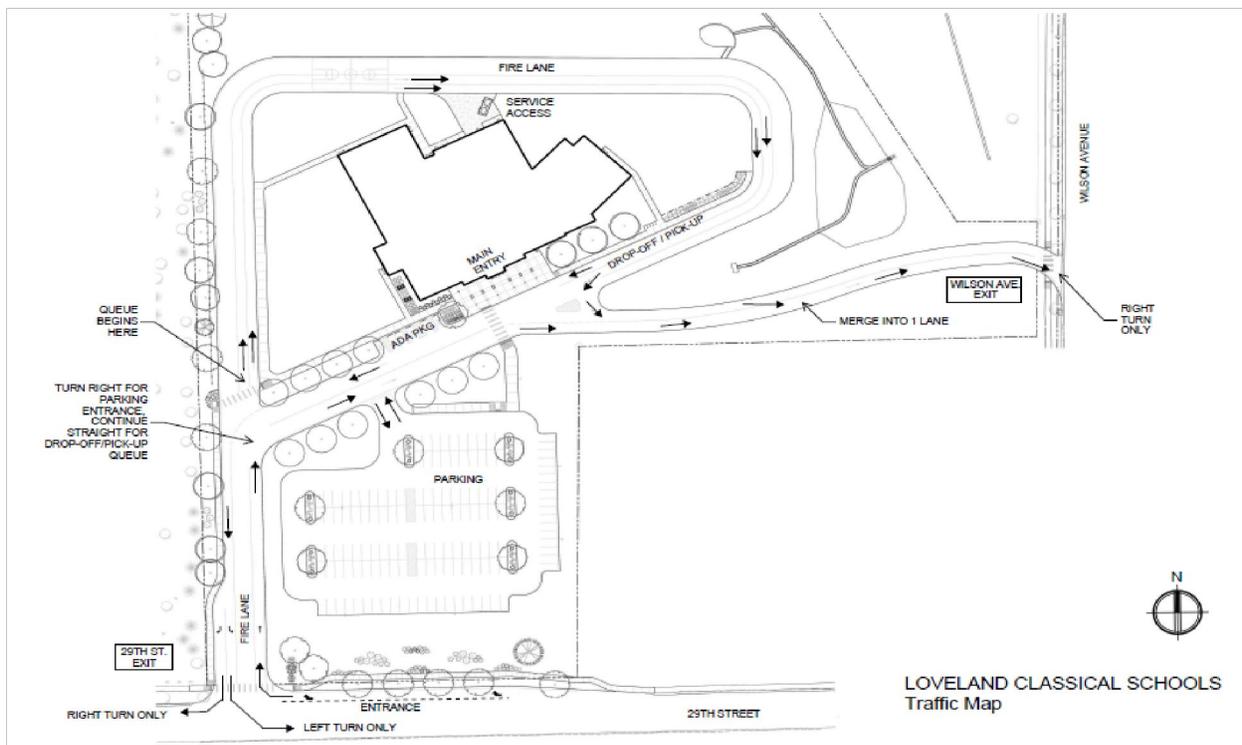
#### ➤ *Continuous Drop-Off and Pick-Up*

- To avoid traffic back-ups and delays, please be sure you and your student are ready for drop-off/pick-up. Dawdling is not allowed.
- Please be courteous in time and action.
- Parents should always stay in their cars.
- Students should first walk a safe distance away from the cars and then walk steadily toward the building entrance.

#### ➤ *Traffic Pattern*

- The traffic pattern at the LCS Academy is designed by traffic engineers and approved by City Traffic.
- To drop off/pick up your student(s), drive north around the school building to the front of the Academy building. (see diagram below)
- DO NOT use the parking lot or fire lane to drop off or pick up students. These disrupt the traffic pattern and puts students who are walking in the parking lot or crosswalk at risk.

Map for Pick-Up and Drop-Off at the Academy (MS/HS) Campus



## Visitors and Volunteers

(<https://www.lovelandclassical.org/about-us/school-policies/>)

### *Parent Involvement, Observation, and Volunteering*

- LCS is a school of choice. When parents have the opportunity to choose the kind of education they prefer for their children, they find the necessary energy, time, and resources to devote themselves to this education.
- We envision a true community of learners. For example, participation in further study skills seminars—specifically for parents to know how to help their children succeed in such a vigorous school or a series of life/home management skill seminars.
- We envision a community in which parents are also learners—perhaps some parents would like to take two Saturdays to learn how to read and pronounce Latin. If interested, they could continue in a Saturday Morning Latin Series. Perhaps others will want to read a short story together and come to a Socratic seminar to experience what upper class LCS students experience in such a seminar. Or perhaps parents would like to take a class on the writing program, either to become better writers or to simply understand what their children are being asked to do.
- LCS anticipates that parents will be directly engaged in tutoring, coaching, preparing resource materials, providing other necessary and invaluable assistance, including sponsoring, chaperoning, and leading Loveland Classical Schools’ sanctioned off-site events.
- Volunteer Policy: Parents are not only welcome, but they are crucial to the success of our students. The LCS Volunteer Coordinator coordinates volunteer activities. All persons volunteering at LCS must have a current, signed volunteer application, agreement form, and volunteer oath form on file with the School. Volunteer applications are subject to background checks.
- The teacher has primary responsibility for the classroom and student learning within the classroom. The teacher’s individual teaching style sets the tone for the classroom. This includes everything from delivery of the educational program to classroom management.
- Parents who wish to volunteer in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with the parents volunteering style, the parent will need to either adjust his or her style or find a more compatible setting within the school to volunteer.
- Each elementary class has a Classroom Coordinator. The Classroom Coordinator is responsible for organizing and delegating the volunteer needs of the teachers, classroom, and parents.
- Any grievance or concern a parent has with a classroom coordinator or a teacher will be handled by the procedures defined in policy.
- Under NO CIRCUMSTANCE is it acceptable for a parent volunteer to confront a teacher about an issue in the classroom, or any other part of the school, when students are present.
- Parents are not permitted to bring non-LCS students or preschoolers to the school while volunteering. We encourage parents to coordinate with each other to find appropriate care for their children while volunteering.
- LCS encourages all adult parents, stepparents, grandparents, aunts, and uncles to take a special interest in the lives of LCS students, to act as mentors and tutors, and to instill in every student a love of learning.
- Parents work in conjunction with the staff to ensure the most effective education possible for their children. To this end, parents are responsible for knowing and understanding the contents of the LCS Charter, and are encouraged, but not required, to participate on school volunteer teams and provide other volunteer services, as they are able.
- On site parental assistance is encouraged in order to assist LCS in meeting its goal of volunteer involvement.
- The goal is equal to 50% of the budgeted teaching hours for grades K-5
- The goal is equal to 10% of the budgeted teaching hours for grades 6-12.
- To achieve LCS’ goal, each family is encouraged, although not required, to volunteer 4 hours per month for each K-5 student enrolled, and 1 hour per month for each student enrolled in grades 6-12.
- Volunteers must complete a volunteer application and information form and comply with all guidelines and rules for volunteering outlined in the charter contract. This pertains to volunteers who participate in LCS sanctioned off-site events.

- Elementary volunteer activities are coordinated by LCS' Classroom Volunteer Coordinators. All volunteers must have a signed and current volunteer form on file with the school. All volunteers will submit to the district's regulations on background checks.
- Off-site volunteers must be registered to ensure the safety of all LCS students. If a student participates in off-site school related activities, that student's parents are responsible to make sure that the school has sanctioned the event, ensuring volunteer registration. A list of all LCS sanctioned off-site events and activities will be available in the front office.
- LCS encourages every adult—parents, stepparents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of LCS' students, to act as mentors and tutors, and to instill in every student a love of learning. Volunteers work in conjunction with the faculty to ensure the most effective education possible for their children. To this end, volunteers are responsible for knowing and understanding the contents of LCS' Charter and are encouraged, but not required, to participate on school committees and provide other volunteer services.
- Classroom Observation: Parents are welcomed and encouraged to participate in the school, and to reasonably observe and assist the teacher. However, any parent whose presence or actions are deemed by the teacher and Site Principal to be a distraction, to exhibit hostility, or to interfere with the instruction or learning of the students, will be barred from the school.
- In order to create a consistent school atmosphere for learning, parents wishing to observe a class must arrive before class begins. Each class will have two teacher-provided chairs for observers.
- Observing parents do not participate in classroom activities unless invited to do so by the teachers, and observers must not interrupt teachers or students.
- Observers may take a few notes, however, computers, tape recording, etc., may be a distraction to students and are not permitted.
- Parents wishing to be active in the classroom and volunteer in various ways must go through procedures given by the Volunteer Coordinator.
- Parents will receive specific training in areas of interest to them so they may be the most efficient helpers.
- All parent volunteers are required to check in at the front office before class begins and wear their volunteer ID badge until they check out at the end of their volunteer time.

## Section 4: Enrollment

### General

The LCS lottery and enrollment policy will meet all regulations of Colorado Revised Statute

22-30.5-104 (3). The School will ensure equal access and serve exceptional students (such as disabled, ELL, low-achieving students, etc.). The lottery and enrollment policy will be consistent with federal law as specified in Title V, the charter school start-up funding legislation. LCS shall comply with all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services.

Parents/guardians should carefully review the LCS Charter, Parent and Student Handbook, and Curriculum to ensure they value the school's philosophy and educational offering prior to enrolling their children.

### Lottery Procedure

(<https://www.lovelandclassical.org/about-us/school-policies/>)

The LCS lottery and enrollment policy will meet all requirements of Colorado Revised Statute 22-30.5-104 (3). The School will ensure equal access and serve at-risk students (such as disabled, ELL, low-achieving students, etc.). The lottery and enrollment policy will be consistent with federal law as specified in Title V, the charter school start-up funding legislation. LCS shall comply with all federal and state laws and constitutional provisions prohibiting

discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or need for special education services.

The LCS Board and Executive Director are responsible for annually setting class capacity and determining when to close and/or re-open enrollment for specific grades. However, pursuant to the enrollment priorities described below, the LCS Board and Executive Director reserve the right to enroll the sibling of an LCS student in an otherwise closed grade.

As vacancies occur in any open grade level, those vacancies will be filled using a lottery system. LCS will generally fill vacancies through the first quarter of the school year. After the first quarter, students in the lottery pool will remain in the lottery pool and will be eligible for enrollment the following school year pursuant to the lottery enrollment process as described in this policy.

Parents/guardians should carefully review the LCS Charter, Parent and Student Handbook, and Curriculum to ensure they value the school's philosophy and educational offering prior to enrolling their children.

### *Lottery Process*

- Potential students, whose parent/guardian has submitted the required documentation, may be added to the lottery pool at any time during the year. Once documented in the lottery process, potential students remain in the lottery until either drawn or have submitted a request to be removed. As vacancies occur, parents/guardians of randomly selected students will be offered openings. If a parent/guardian does not elect to enroll when offered an opening, the student's name will be removed from the lottery list. The lottery process includes a 2-3 week period to confirm that LCS can accommodate the needs of the students pulled in each lottery.
- Once enrolled, students may continue in enrollment from year to year, provided that parents/guardians of currently enrolled students reaffirm their desire to have their student attend LCS during each subsequent school year by submitting required documents as determined by the Registrar. Priority for enrollment will be given in the following order:
  1. Children and grandchildren of LCS Founding Members.
  2. Children of founding families, who served 100 or more hours prior to the first lottery (May 2, 2011)
  3. Children or grandchildren of members of the LCS Board of Directors during their term of service. Children of grandchildren of members of the LCS Foundation during their term of service.
  4. Children or grandchildren of active staff members (including those staff members that serve as guardians). (Staff members must complete a full year of service with LCS to continue their student's enrollment at LCS. In the event that this requirement is not met, the student(s) will be placed in the lottery during the open enrollment period, at the guardian's request).
  5. Children of graduates of Loveland Classical High School.
  6. Students on the lottery list residing within the Thompson School District whose parent or guardian **has** submitted documentation verifying attendance at an informational meeting.
  7. Students on the lottery list residing within the Thompson School District whose parent or guardian **has not** submitted documentation verifying attendance at an informational meeting.
  8. Students on the lottery list residing outside of the Thompson School District whose parent or guardian **has** submitted documentation verifying attendance at an informational meeting.
  9. Students on the lottery list residing outside of the Thompson School District whose parent or guardian **has not** submitted documentation verifying attendance at an informational meeting.
- Siblings of currently enrolled students are automatically enrolled (per acceptance from the parent/guardian) and not subject to the lottery. Should a spot not be available, that sibling will be placed on the sibling queue.
- The date of the initial lottery was May 2, 2011. Future lottery dates will be held as defined in the school's charter contract with the district. Parents/guardians of students in the lottery pool may be contacted in advance of the lottery to determine if they remain interested in enrollment. If not, their names will be removed from the lottery.

- Financial contributions do not bear any weight on the lottery. No money has ever been accepted, and never will be, in exchange for lottery priority.
- Enrollment for Kindergarten students is dependent upon the age criteria for placement as determined by Colorado law and the funding of students.
- For students with IEPs who are successful in the lottery, the School will request and arrange an immediate IEP Team meeting within three weeks from when the student is chosen in the lottery. The IEP Team shall determine whether the student can receive a free appropriate public education (FAPE) at LCS. If the IEP Team determines that a FAPE cannot be provided, or is otherwise unable to agree, the student's placement shall be determined as provided by special education law.
- The Registrar or a designated LCS employee must receive completed enrollment paperwork by the date agreed upon or the student may lose placement in the school. Any dishonest representation of grades or transcripts may also result in the student losing placement. Completed enrollment forms must be received prior to attendance. All new students in grades 6-12 must also submit either a final report card or a complete transcript prior to attendance. Enrollment is contingent on transcripts and other information confirming that the student is appropriately enrolled in the grade for which the parent/guardian applied.
- Student fees are non-refundable.
- Upon request of records by another school for a current LCS student, accompanied by an enrollment form signed by the parent of record, LCS will vacate the enrolled students' seat. This seat will be filled through the process outlined above. If a record request is received without a signed enrollment form, the parent of record will be contacted by a designated employee of LCS to determine the origin/intent for the request. If LCS is unable to reach the parent/guardian, the Site Principal will use his/her discretion on whether or not to vacate the seat.

### Enrollment of Expelled Students

- Students expelled for drugs or violence will not be admitted to LCS during the time of their expulsion. All other expelled students and students who have engaged in behavior during the preceding twelve months in another district that was detrimental to the welfare and safety of other pupils or school personnel will be evaluated on a case-by-case basis. The Site Principal will participate in the decision.
- Parents/guardians will be notified of the availability of enrollment openings in LCS. Postings will include bilingual information.

### Part-time Students

- Part-time students must come to the school at a specified time and leave the school upon completion of their last course for the day. These students may not come and go due to the closed campus. Part-time students are not eligible for the honor roll, all-school awards, or school scholarships.
- Part-time students will be granted enrollment as follows, space permitting:
  - K-5 may not attend LCS.
  - Middle and High School Students may enroll in any available course.

This lottery process is subject to change.

## **Section 5: Miscellaneous**

### Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the front desk for formal approval by the Site Principal before posting or distributing. The school shall keep a log record of all submissions along with their approval or denial. A copy of all approved materials shall be kept by the school for a period of at least six (6) months for comparison with what is actually posted or distributed. Any materials found without prior approval may be removed or confiscated.

## After School Care

LCS has contracted for an after-school child care program available from 2:45-6:00 p.m. for students who need supervision after school. This service will require registration and a fee. Students who are not picked up by 3:15 p.m. will be sent to the program and the full rate will be charged to the parent. LCS cannot be held responsible for students after 3:15 p.m.

## Elevator

The elevator is strictly for use by individuals incapable of using the stairs. To access the elevator, please contact the front office.

## ESSA Teacher Qualifications Notifications

Per Every Student Succeeds Act (ESSA), families can request the qualifications of their student(s)' teachers from the school. Also, LCS has teacher "stat sheets" highlighting their qualifications and education in their content area outside of the classroom where each teacher is based.

## Notice of Alleged Criminal Conduct by School Employees

C.R.S. 22-1-130 requires local education providers to give notice to parents of alleged criminal conduct by school employees within 48 hours of knowledge being made available to school officials. School administration will notify LCS parents via email blast within the required timeframe if knowledge of alleged criminal conduct by school employees occurs.

## Obtaining a Portal Account

In order to create your personal portal account, you will need your unique Person GUID that serves as the Activation Key when you first go to the Portal. This key is available from your child's school. Parents and guardians will need only one account to access information for all their students.

After receiving your Activation key, you can set up your account by visiting the TSD Campus Portal

website:<https://campus.thompson.k12.co.us/campus/portal/thompson.jsp>

For your convenience, the Portal links are displayed in your choice of four languages: English, Spanish, Simplified Chinese, and Traditional Chinese.

After successfully entering your Activation Key, you will need to establish a user account by creating a User Name and Password. Both the User Name and Password must be a minimum of six characters. Once the account has been established, click on the link to log in or return to the original site identified above to log in. It is recommended that you do not share your login information with anyone. Campus Portal accounts are provided to middle school and high school.

When you log in, you will see a series of links in the gray area along the left side and will then be able to view the information available (depending upon grade level and school). You can also update your account preferences.

For assistance with your Campus Portal Account, please use the automated account access tool or contact the TSD Infinite Campus Support Desk via phone (970-613-

5102), or e-mail ([parentportal@thompson.k12.co.us](mailto:parentportal@thompson.k12.co.us))

### *Using Parent Portal*

Upon login, District Notices, School Notices, and Inbox provide up-to-date communication. Listed below is a description of links that may be available (depending upon grade level and school):

- The Family Link shows the members of the household. Be sure to review this information and contact your child's school immediately with any additions or corrections. The accuracy of this information is the joint responsibility of the school, parents/guardians, and the student. This information should always be kept up to date!
- The Calendar Link shows any attendance activity and lists your middle and high school students' assignments that are due on any given day. The School Calendar Link (directly below a student's name) will show information specific to that student.
- The Schedule Link lists the student's classes, including detailed information regarding the student's current assignments and scores (middle and high school only), teacher e- mail address, and classroom newsletter (when available).
- The Attendance Link below each student lists attendance activity specific to that student.

All entries are organized by date and term and are color coded to indicate absence type. A term summary attendance is also available.

- The Health Link displays your student's Immunization record on file.
- The Assessment Link presents standardized test scores (e.g., CSAP, ACT).
- The Fees Link details fees, fines, and payments made for the current school year.
- The Reports Link may include: your student's schedule, missing assignments, report cards and transcripts.

Additionally, you can update certain details of your Portal account and contact information:

- The Change Account Info Link allows the user to change the password associated with this account.
- The Change Contact Info Link allows the user to update the email address associated with this account. This link is also important for setting your preferences to receive various types of communication from the school and for indicating your preferred contact language (English or Spanish).
- The Log Off Tool should always be used when you are finished viewing information on Campus Portal. This is the only way to securely end your connection to Portal.

#### *Internet Browser Options and Recommendations*

- Internet Explorer v8.0 (or higher); in addition, this should be set to "check for newer version of stored pages" on "every visit to the page". This can be set under the Tools Menu> Internet Options>General Tab>Browsing History.
- Firefox v3.5 (or higher); in addition, this should be set to "Use custom settings for history" and "Clear history when Firefox closes." These can be modified under the Tools Menu>Options>Privacy>History.

## Pathways of Communication Process

(<https://www.lovelandclassical.org/about-us/school-policies/>)

Loveland Classical Schools (LCS) firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a concern, that concern should be resolved using the chain of command. LCS strives to maintain an open-door policy that encourages constructive lines of communication between stakeholders, including students, parents, teachers, staff and administration. Stakeholders are strongly encouraged to utilize formal pathways of communication that can be found in the student and employee handbooks.

Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher has more direct knowledge of the student.

This process refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. LCS understands that parents have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

### *Stage 1*

When a parent has a concern, he/she will first go to the source of the concern and attempt to resolve the issue. This must be attempted before proceeding further with the process.

### *Stage 2*

If the issue at hand cannot be resolved in Stage 1, the immediate supervisor should be contacted and a dispute form obtained from that supervisor. The identity of the supervisor can be found by utilizing the organizational chart; for issues pertaining to the Executive Director, the LCS Board of Directors should be considered the supervisor. If the issue involves a teacher or classroom coordinator, the parent will contact the Site Principal at [administrators@lovelandclassical.org](mailto:administrators@lovelandclassical.org) and request a dispute form. Within two business days of receipt of the parent's dispute form, the Site Principal will bring the complaint to the parties involved and have them complete the staff portion of the form. Also within two business days of receipt of the parent's dispute form, a meeting will be scheduled. The staff member should complete the dispute form within one business day and submit it to the Site Principal. The Site Principal will keep all disputes confidential. The Site Principal will not come to a resolution during the meeting, but rather within two business days of the meeting. Business days shall consist of days during which class is held, therefore excluding weekends, and holidays. This resolution will be sent to both the parent and the staff members. All of these steps must be taken before proceeding to Stage 3.

### *Stage 3*

If the dispute cannot be resolved in Stage 2, the dispute form may be brought to the next immediate supervisor according to the organizational chart. If deemed necessary, another meeting will be scheduled with all parties involved in the dispute within two business days. Students and other children will not be included in such a meeting. The immediate supervisor will notify all parties of the resolution within two business days of meeting. If the supervisor deems a meeting is not necessary, the supervisor will update all parties within two business days of receiving the dispute form. If a resolution is not achieved, the issue will be referred to the next immediate supervisor until it has reached the level of the Executive Director. When the Executive Director receives a dispute, he/she will review the dispute and contact the parent with either a resolution or update on the progress of his/her investigation within two business days. Each time a new supervisor is involved, a new resolution form must be sent to the parent and compiled with the preceding documentation.

### *Stage 4*

If a resolution is not achieved in Stage 3, the dispute may be submitted in writing to the LCS' board of directors (BOD) along with the dispute form. The board can be contacted at [board@lovelandclassical.org](mailto:board@lovelandclassical.org). The president of the board will contact the parent to confirm receiving the dispute. The BOD will review the summary and investigate if deemed necessary. The BOD will then notify all parties in an appropriate manner. It is always required that individuals inform involved parties when progressing along the chain of command.

### *Concerns Regarding Policy*

Disputes regarding policy should be directed to the board via the email listed above.

In accordance with our charter all grievances must be resolved at the school. Though we are chartered through Thompson School District (TSD), the district does not have general oversight of LCS operations. Only violations of the amended charter should be reported to TSD.

### *General Concerns/Questions/Suggestions*

Please use the locked suggestion box in the office. The PIE will review the issue at their next regularly scheduled meeting.

In the event that resolution is not achieved through the process outlined above, it is possible you may need to consider another educational option for you and your child.

The BOD and PIE will not entertain anonymous complaints nor can they hold information in confidence when it is not in the best interest of the school. The BOD is not the first point of contact and therefore will refer communications that seek response or action to the appropriate individual(s).

### *Concerns Related to Special Education or Section 504 Process*

The course of action for a parent or staff member of Loveland Classical Schools to express a concern related to the implementation of the Special Education process or Section 504 process.

For concerns regarding Special Education:

1. The first step is to contact your student's case manager. For grades K-5 email Leslie McFarling at [lmcfarling@lovelandclassical.org](mailto:lmcfarling@lovelandclassical.org), for grades 6-12 email Alyssa Hirsch at [ahirsch@lovelandclassical.org](mailto:ahirsch@lovelandclassical.org) or call (970) 541-1507. If you wish, please feel free to include the school's Executive Director, Ian Stout, onto the email correspondence at [istout@lovelandclassical.org](mailto:istout@lovelandclassical.org).
2. If your concern is not able to be addressed by your student's case manager the next step is to contact the school's Executive Director at [istout@lovelandclassical.org](mailto:istout@lovelandclassical.org) or call (970) 541-1507 ext. 101.
3. If your concern is unable to find resolve or to be addressed after following the previous two steps of communicating to your student's case manager and then the school's Executive Director, the next step is to contact Thompson School District's Executive Director of Student Support Services, Charlie Carter, at [charlie.carter@thompsonschoools.org](mailto:charlie.carter@thompsonschoools.org) to communicate your concerns or call (970) 613-5092.

For concerns regarding the 504 process:

1. The first step is to contact the school's 504 coordinators, Allison Bryson (Lyceum) at [abryson@lovelandclassical.org](mailto:abryson@lovelandclassical.org) or Gloria Katers (Academy) at [gkaters@lovelandclassical.org](mailto:gkaters@lovelandclassical.org) or call (970) 541-1507. If you wish, please feel free to include the school's Executive Director, Ian Stout, onto the email correspondence at [istout@lovelandclassical.org](mailto:istout@lovelandclassical.org).
2. If your concern is not able to be addressed by the 504 coordinator the next step is to contact the school's Executive Director at [istout@lovelandclassical.org](mailto:istout@lovelandclassical.org) and explain the situation or call (970) 541-1507 ext. 5104.
3. If your concern is unable to find resolve or to be addressed after following the previous two steps of communicating to the 504 coordinator and then the school's Executive Director, the next step is to contact Thompson School District's Executive Director of Student Support Services, Charlie Carter, at [charlie.carter@thompsonschoools.org](mailto:charlie.carter@thompsonschoools.org) to communicate your concerns or call (970) 613-5092.

At any time, a concern related to SPED or Section 504 at LCS may be brought directly to the Executive Director of Student Support Services at [charlie.carter@thompsonschoools.org](mailto:charlie.carter@thompsonschoools.org) or (970) 613-5092, or to the following state agencies:

For parents who have concerns with ADA/Section 504:

Office of Civil Rights 303-844-5695  
1244 Speer Blvd.  
Suite 310  
Denver, CO 80204-3582

For parents who have concerns related to Special Education:

Candace Hawkins, Esq., State Complaints Officer

[hawkins\\_c@cde.state.co.us](mailto:hawkins_c@cde.state.co.us)

303-866-6311

Lisa Weiss, Esq., State Complaints Officer

[weiss\\_l@cde.state.co.us](mailto:weiss_l@cde.state.co.us)

303-866-6685

-or-

Jennifer Rodriguez, Mediation Coordinator

[rodriguez\\_j@cde.state.co.us](mailto:rodriguez_j@cde.state.co.us)

303-866-6889

Exceptional Student Services Unit

1560 Broadway, Suite 1175

Denver, CO 80202

303-866-6694

Fax: 303-866-6767

### **Reporting Concerns Regarding a Safe School Climate and Safe2Tell**

Students, staff, and parents need to report concerns and threats to the safety of individuals or the school at large to school officials immediately; Ian Stout, Executive Director at [istout@lovelandclassical.org](mailto:istout@lovelandclassical.org), Pete Boylan, Lyceum Principal at [pboylan@lovelandclassical.org](mailto:pboylan@lovelandclassical.org) or Kathy Miller, Academy Principal at [kmiller@lovelandclassical.org](mailto:kmiller@lovelandclassical.org).

For anonymous reporting regarding concerns or threats to individuals or the school at large, the Safe2Tell Colorado program can be reached at 1877-542-7233 or visiting [safe2tell.org](http://safe2tell.org). Reporting is anonymous and is provided immediately to school officials and law enforcement.

The anonymity of all Safe2Tell Colorado reports is protected by C.R.S. 07-197. This means the reporting party remains UNKNOWN by Colorado State Law.

