



AMERICAN ACADEMY

EDUCATE | INNOVATE | EXPLORE

AMERICAN ACADEMY

K-8 Parent Handbook

TABLE OF CONTENTS

TABLE OF CONTENTS	2
OVERVIEW	6
About This Handbook	6
American Academy Mission.....	6
THE FIVE COMPONENTS OF THE AMERICAN ACADEMY MISSION	6
The Five Components of the American Academy Mission	6
Three Campuses, One School	6
SECTION 1: SCHOOL ORGANIZATION	7
American Academy Organization Structure	7
Board of Directors	7
Board of Directors Members	7
Board of Directors Meetings.....	7
Leadership Team	8
Teaching Staff	8
Student Support Services Team	8
Office and Support Staff	8
SECTION 2: SCHOOL OPERATIONS	9
Office Communication	9
Office Hours.....	9
Contact Information.....	9
Messages for Students	9
Early Student Pick-up	9
Late Student Pick-up.....	9
Change of Information	10
School Closures and Delays.....	10
Security Procedures	10
School Hours	10
K-8 Regular Daily Hours.....	10
Attendance Procedures	11
Attendance Line	11

Student Absence Due to Illness	11
Student Absences Due to Vacation or Travel	11
Carpool Procedures	11
Campus Policies and Procedures	11
Carpool Times.....	12
Weather-Related Concerns.....	12
Lunch	12
Hot Lunch.....	12
Packed Lunches.....	12
Free and Reduced Lunch	12
School Supplies	12
Fees	13
Textbooks and Instructional Resources	13
2018-2019 Student Fees	13
Birthdays	13
Snacks	13
Health Care	14
Allergies or Other Health Issues	14
Medication.....	14
Illness and Injury	14
Immunizations	14
casts and braces	14
Communicable Illness.....	15
Safety	15
Safety Drills	15
Crisis and Emergency Response Plan.....	15
Standard Response Protocol	15
The Parent Plan: Stay Home, Stay Informed and Be Ready!	15
Parent/Staff Communication	16
Parent Communication Policy	16
SECTION 3: ACADEMIC PROGRAM	17
General Curriculum Information	17
Curriculum Description	17
Curriculum Policy.....	17
STEM Program.....	17
PERFORMING ARTS PROGRAM	17
Ability Grouping	17
Homeroom Assignments	17
Grading and Report Cards	18

Infinite Campus	18
Report Cards	18
Grading Policy	19
Academic Eligibility	19
Classroom Communication	19
teacher responses (email or phone call)	19
Use of Classroom Email Addresses	19
Parent/Teacher Conferences	19
Checking Infinite Campus Parent Portal.....	20
Field Trips	20
Local Field Trips	20
Overnight Field Trips.....	20
Back-to-School Nights	20
Assessment Plan	20
Measures of Academic Progress (MAP) Testing	20
ELL/ESL testing	20
READ Act.....	21
CoGAT.....	21
Placement Testing.....	21
Mandatory State Testing.....	21
Student Support Services	21
Special Education.....	21
Retention and Acceleration	21
SECTION 4: SCHOOL RULES.....	22
Student Uniforms	22
Student Uniform Policy	22
Dress of Choice Days	22
Spirit Days	22
Discipline	23
Student Discipline Policy	23
Consequence Matrix.....	23
Recess and Playground Rules	23
Vandalism.....	23
SMoking, tobacco products and e-cigarette devices.....	24
American Academy Leadership Awards.....	24
Use of Electronic Devices.....	24
SECTION 5: PARENT RESPONSIBILITIES	25
Expectations of Family Support	25

Volunteering 25
Visitor and Volunteer Policy 25

OVERVIEW

ABOUT THIS HANDBOOK

This handbook is for American Academy K-8 students and their families. Much of the information found in this handbook has been hyperlinked to documents and information available online. For this reason, though the handbook may also be printed for quick reference, it is best referred to in its online electronic format for the most up-to-date information.

Although there are some similarities, this handbook does not cover the KindiePrep program. The [KindiePrep Handbook](#) is available online on the [KindiePrep website](#) or by downloading it [here](#).

AMERICAN ACADEMY MISSION

American Academy will achieve academic excellence through a challenging sequenced curriculum that emphasizes math, science, and technology, to provide our children with the tools to become the leaders of tomorrow. Together, our students, faculty, parents, and community will cultivate character, civic responsibility, and intellectual development.

American Academy will achieve academic excellence through a challenging, sequenced curriculum that emphasizes science, technology, engineering, arts, and math to provide our children with the tools to become the leaders of tomorrow. Together, our students, faculty, parents, and community will cultivate character, civic responsibility, and intellectual development.

THE FIVE COMPONENTS OF THE AMERICAN ACADEMY MISSION

Academic excellence

A science, technology, engineering, arts, and mathematics (STEAM) emphasis

Consistent character development

A school culture of respect and responsibility

A challenge for every student

THE FIVE COMPONENTS OF THE AMERICAN ACADEMY MISSION

- Academic excellence
- A science, technology, engineering, and mathematics (STEM) emphasis
- Consistent character development
- A school culture of respect and responsibility
- A challenge for every student

THREE CAMPUSES, ONE SCHOOL

American Academy opened its first campus in the fall of 2005 at a temporary location in Lone Tree, Colorado. In 2009, the first permanent building was completed in the City of Castle Pines. In 2013 and 2017, the school opened second and third campuses, both located in Parker, Colorado, to accommodate a growing waitlist of students and

to bring the school's mission to a wider audience. Though they are in different buildings, the three campuses serve the same mission and employ the same academic strategies and, using the same policies and procedures and achieving the same goal of academic excellence. The two Parker campuses are also home to KindiePrep, American Academy's educational preschool program.

CASTLE PINES CAMPUS	MOTSENBOCKER CAMPUS	LINCOLN MEADOWS CAMPUS
6971 Mira Vista Lane Castle Pines, CO 80108 Phone: 720-292-5200 Fax: 303-660-5550 Attendance: 720-292-5252	11155 Motsenbocker Road Parker, CO 80134 Phone: 720-292-5600 Fax: 303-805-9901 Attendance: 720-292-5601	10260 Twenty Mile Road Parker, CO 80134 Phone: 720-292-5300 Fax: 303-841-9121 Attendance: 720-292-5359

SECTION 1: SCHOOL ORGANIZATION

American Academy Organization Structure

Visit the American Academy website to view the [American Academy Organization Chart](#).

Board of Directors

The Board of Directors (BOD) oversees the Executive Director of Schools, and is responsible for upholding the mission, vision, and policies of the school as well as oversight of financial matters. If you are interested in learning about the composition, regulations and limitations that govern the BOD, please download the [American Academy By-Laws](#).

BOARD OF DIRECTORS MEMBERS

Please visit the American Academy website for the [current list of directors](#).

BOARD OF DIRECTORS MEETINGS

The BOD holds regular meetings on each month at 7:30 pm at the school. Specific dates and agendas are posted on the [BOD Meetings](#) page of the school website at the beginning of each school year. Anyone is welcome to attend.

In order to get on the agenda for a Board meeting, a [Submission for Agenda Consideration Form](#) needs to be completed and [emailed to the BOD](#) (board@aak8.org) with all the appropriate attachments no later than 10:00 am the Monday before a BOD meeting. You will be notified within 24 hours if the agenda item is accepted. Please carefully consider the [American Academy Parent Communication Policy](#) before submitting a request for an agenda item.

If you would like to be personally notified about all regular and special board meetings, please email the [BOD](#) (board@aak8.org) to be added to our distribution list. For more specific information about the requirements and limitations of the Board, please review the [American Academy By-Laws](#).

Leadership Team

Please visit the [Leadership Team page](#) on the American Academy website.

Teaching Staff

Please visit the [Teaching Staff page](#) on the American Academy website.

Student Support Services Team

Please visit the [Student Support Staff page](#) on the American Academy website.

Office and Support Staff

Please visit the [Office and Support Staff page](#) on the American Academy website.

SECTION 2: SCHOOL OPERATIONS

Office Communication

OFFICE HOURS

Front office hours at American Academy are **from 7:30 am to 4:15 pm, Monday through Friday**. The school office is closed on all holidays listed on the school calendar and during weather-related school closures.

CONTACT INFORMATION

CASTLE PINES CAMPUS	MOTSENBOCKER CAMPUS	LINCOLN MEADOWS CAMPUS
K-8: 720-292-5200 K-8 Attendance: 720-292-5252 Fax: 303-660-5550 Email: frontoffice-cp@aak8.org	KindiePrep: 720-292-5700 K-8: 720-292-5600 K-8 Attendance: 720-292-5601 Fax: 303-805-9901 Email: frontoffice-mb@aak8.org	KindiePrep: 720-292-5400 K-8: 720-292-5300 K-8 Attendance: 720-292-5359 Fax: 303-841-9121 Email: frontoffice-lm@aak8.org
Email front office at your campus		

MESSAGES FOR STUDENTS

Messages for students must be called into the school office and should only be for emergencies. Parents are not allowed to call directly into the student's classroom to speak with their student. Students may use cell phones **after 3:35 pm to contact parents**. Messages received by the front office **after 3:15 pm** may not be delivered before the end of the school day.

EARLY STUDENT PICK-UP

Early pick-up of students must be no later than **2:45 pm**, which is right before the last class period of the day in order to minimize classroom disruptions. Parents must sign students out from the American Academy front office. The student will be called by the front office to come down for dismissal. For the safety and security of all students, parents must wait in the lobby for their child. No dismissals will occur through the front office **after 2:45 pm**. All parents will be directed to the carpool line to pick up their students **after 2:45 pm**.

LATE STUDENT PICK-UP

Carpool takes place from **3:35 pm - 4:00 pm**, and all parents are expected to pick up their children during this time. Students not picked up by the end of carpool will be sent to Homework Club and parents will be charged at the current Homework Club rate. Students not picked up from Homework Club or any other extracurricular activity **by the designated pick-up time for that activity** will be sent to Crash Club and parents will be charged at the current Crash Club rate. Students not picked up from Crash Club or any other late-afternoon ECA **by 6:00 pm** will be charged a late fee rate according to the [Extracurricular Activities Policy](#).

CHANGE OF INFORMATION

Please [notify the registrar](#) of any change in contact information including phone numbers, address, email and emergency contacts.

SCHOOL CLOSURES AND DELAYS

If any feeder area of the Douglas County School District closes, American Academy will close. American Academy reserves the right to close, even if the school district remains open. Closures will be posted on the American Academy website and broadcast on local television and radio stations. This includes school delays (late start) or complete closure of the school. Should there be an early release due to weather, parents will be notified to pick up their students, and the carpool process for an early pick-up will run as usual.

SECURITY PROCEDURES

For security purposes, American Academy's exterior doors will be locked at all times. Additionally, the interior doors leading from the reception area into the school will remain locked at all times. In order to enter the building, all visitors must ring the doorbell outside the front doors and present themselves to the camera.

Once inside the front lobby, all parents and visitors must check in with the front office staff before being admitted further into the building and provide a valid driver's license. Once the driver's license has been scanned, the visitor will be issued a visitor's badge and lanyard.

If you are volunteering, arrangements must be made in advance per the [Visitor and Volunteer Policy](#). For the safety of your children, only authorized, badge-wearing personnel, visitors or volunteers are allowed beyond the security door.

School Hours

The following is a list of our daily school hours of operation. For KindiePrep hours, please refer to the [KindiePrep eHandbook](#).

K-8 REGULAR DAILY HOURS

Regular School hours: 8:05 am - 3:35 pm

Morning Kindergarten: 8:05 am - 11:05 am

Afternoon Kindergarten: 12:35 pm - 3:35 pm

Attendance Procedures

ATTENDANCE LINE

Please call this number to report an excused absence:

CASTLE PINES CAMPUS	MOTSENBOCKER CAMPUS	LINCOLN MEADOWS CAMPUS
K-8: 720-292-5200 K-8 Attendance: 720-292-5252 Fax: 303-660-5550 Email: frontoffice-cp@aak8.org	KindiePrep: 720-292-5700 K-8: 720-292-5600 K-8 Attendance: 720-292-5601 Fax: 303-805-9901 Email: frontoffice-mb@aak8.org	KindiePrep: 720-292-5400 K-8: 720-292-5300 K-8 Attendance: 720-292-5359 Fax: 303-841-9121 Email: frontoffice-lm@aak8.org

STUDENT ABSENCE DUE TO ILLNESS

Parents must contact American Academy via email or phone the Attendance Line (see [Attendance Line](#) section for phone and email addresses), **before 8:05 am** each day a child is not attending school.

Please refer to the [Attendance Policy](#) for specifics around when and how students will be allowed to make up work due to absences as well as tardiness.

STUDENT ABSENCES DUE TO VACATION OR TRAVEL

Please refer to the [Attendance Policy](#) for specifics around when and how the school must be notified in advance and how students will be allowed to make up work due to absences as well as tardiness.

Carpool Procedures

CAMPUS POLICIES AND PROCEDURES

[American Academy Carpool Policy](#)

[Castle Pines Carpool Map](#)

[Motsenbocker Carpool Map](#)

[Lincoln Meadows Carpool Map](#)

CARPOOL TIMES

K-8 Morning Drop-Off: 7:35 am - 8:00 am

K-8 Afternoon Pick-Up: starts at 3:35 pm

Half-Day Kindergarten Drop-Off and Pick-Up

Morning drop-off: 7:35 am - 8:00 am

Morning pick-up: 11:05 am

Afternoon drop-off: 12:35 pm

Afternoon pick-up: starts at 3:35 pm

WEATHER-RELATED CONCERNS

Please refer to the [Alternate Dismissal Procedures](#) web pages for information and instructions related to carpool procedures during bad weather.

Lunch

HOT LUNCH

Students may choose to purchase hot lunch options offered at American Academy by [DCSD Nutrition Services](#). The menu and nutritional information may be found on the [DCSD hot lunch menu site](#), as well as access to [DCSD's hot lunch payment portal](#). Any concerns or questions about the hot lunch program should be directed to [DCSD Nutrition Services](#).

PACKED LUNCHES

Students not purchasing a hot lunch are responsible for bringing a lunch to school every day as needed. Please do not send soft drinks or colored drinks in your child's lunch. Please pack healthy lunches for your children so their bodies will be well-equipped for learning! Milk is also available for purchase through DCSD Nutrition Services online ordering service.

FREE AND REDUCED LUNCH

Families in need may apply to qualify for Free and Reduced Lunch status through [DCSD Nutrition Services](#). Once qualified, the family may also qualify for some additional benefits through American Academy. Confirmation of qualification for Free and Reduced Lunch will be sent to American Academy from the district, and families will be notified of any additional American Academy benefits at that time.

School Supplies

We use [School Tool Box](#) for school supplies. School Tool Box online supply lists will be available for purchase in the late spring of each school year and throughout the summer months. The supplies are delivered directly to parents at home just before the beginning of the next school year.

It is always an option to purchase school supplies from local supply outlets, and for this reason the school supply lists will also be made available for download on the [School Tool Box](#).

Fees

TEXTBOOKS AND INSTRUCTIONAL RESOURCES

All textbooks and instructional media are the property of American Academy and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and must maintain them in good condition. Textbooks must be covered as instructed by the teacher. At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Excessive damage will be noted at this time and students may be charged for damages beyond typical wear and tear. Students/parents will be responsible for the replacement cost of textbooks that are damaged beyond repair or not returned for any reason. If a textbook is lost during the school year, a duplicate textbook will not be issued until the cost of replacing the lost textbook is paid. All replacement textbooks will be purchased by American Academy.

If a parent pays for a book and that book is later returned, a full refund will be made only if the book is returned within two weeks after the end of the academic school year in which it was checked out. An overdue fine will be charged for all books returned after this time.

See the [Comprehensive Fee Policy](#) for details on fee collection.

2018-2019 STUDENT FEES

Grades K-4 = \$275.00 per student

Grade 5 = \$275.00 (fees) + \$75.00 (One-to-One) = \$350.00 per student

Grades 6-8 = \$305.00 (fees) + \$75.00 (One-to-One) = \$380.00 per student

All AA staff members receive a 20% discount on student fees. See the [Comprehensive Fee Policy](#) for details on fee collection.

Birthdays

In light of the increasing national concern over sugar in the classroom, the almost daily occurrence of student birthdays, and the large number of student allergies and health concerns, American Academy does not allow students to bring food treats into school for birthdays. Instead, students wishing to share something with the classroom may bring in **non-food** trinkets, favors, or small toys to be distributed at the discretion of the teacher. Students with to share must take care to bring enough to share with all students in the classroom.

Invitations to birthday parties must be extended at a time outside school hours.

Snacks

Student snacks may NOT contain nuts, nut butters or nut products of any kind. Parents are asked to read nutritional labels before sending in pre-packaged items for snacks.

Health Care

ALLERGIES OR OTHER HEALTH ISSUES

If your student has an allergy or other serious health issue, please contact the front office and the school nurse. If necessary, American Academy office staff, school nurse, and your child's teacher(s) will meet with you to discuss a plan.

MEDICATION

Grades K-6

If medication must be administered to a student by American Academy staff during the school day, the parent must download the [DCSD Medication Authorization Form](#), complete with physician signature, and turn in to the front office. Medication will be kept in the front office and will be administered by American Academy office staff.

Grades 7-8

If students in 7th grade and older wish to carry and administer their own medication, the parent must download the [DCSD Permission to Carry & Administer Medication Form](#), complete with physician signature, and turn in to the front office.

ILLNESS AND INJURY

Students who verbalize symptoms of illness will be sent to the school's health room. It is the policy of the school district to send children home that have a temperature of 100 degrees or more, who have vomited, or had diarrhea. If your child's temperature is less than 100 degrees, but s/he appears unable to participate in classroom instruction, you will be contacted.

Use the following guidelines for determining whether a sick student is ready to return to school:

- The student must be fever-free for 24 hours WITHOUT medication
- The student must stay home for 48 hours after last episode of vomiting UNLESS cleared to return by the school nurse or designee.
- The student must stay home for 48 hours after last episode of diarrhea

Most injuries that occur at school require minimal assistance administered in the school's health room. In the event of more serious illness or accidents, we will first attempt to reach you at home or work. If we are unable to reach you, we will call the emergency numbers listed on your child's enrollment form. If neither you nor your emergency contacts can be reached within a reasonable amount of time, school authorities will take the necessary steps to ensure the welfare of your child.

IMMUNIZATIONS

American Academy follows the Colorado state recommendations for immunization requirements. For *personal or religious* exemptions, please download, complete and turn in the non-[medical exemption form](#). For *medical* exemptions from immunizations, please download and complete the [medical exemption form](#).

CASTS AND BRACES

Parents of students attending school in a cast or brace should notify the school nurse when the student returns to school. Students in casts and braces will receive reasonable accommodations during physical education classes and recess at the discretion of administration and the school nurse.

COMMUNICABLE ILLNESS

If your child has a communicable illness, please notify the American Academy front office.

Safety

SAFETY DRILLS

As recommended by the South Metro Fire Department and law enforcement personnel, American Academy holds regular monthly safety drills, including evacuation, lockout, lockdown and shelter drills.

CRISIS AND EMERGENCY RESPONSE PLAN

The administration and staff of American Academy have taken significant steps to ensure the safety and wellbeing of the children while at school. The school has created a School Crisis and Emergency Plan in accordance with Douglas County School District (DCSD) and Federal Emergency Management Agency (FEMA). This plan takes into consideration a variety of situations that could potentially arise in our school or our neighborhood and plans have been created should such an emergency or crisis arise.

STANDARD RESPONSE PROTOCOL

American Academy uses the **Standard Response Protocol** terminology in practice throughout the Douglas County School District and Douglas County to quickly communicate emergencies among school staff and multiple outside agencies, and to determine the appropriate response. That SRP identifies emergency responses using four categories. Parents are advised to learn these categories so you understand the nature of the emergency if and when we have to communicate with you. You can also watch these [short but very informative DCSD videos on SRP](#) that show what each response looks like inside a school during one of these drills or emergencies.

Lock Out

Potential situation OUTSIDE the school building or nearby; usually precautionary.

EXAMPLES: Animals, strangers, police activity, etc. in the neighborhood or near the school

Students and staff are all brought inside the building; doors are locked and business is as usual.

Evacuate

Danger INSIDE the school building, usually associated with the building itself; often precautionary.

EXAMPLES: Gas leak, smoke, fire

Students and staff are moved quickly outside and away from the building.

Shelter

Danger OUTSIDE the school building; often precautionary.

EXAMPLES: Tornadoes, severe storms, or bad air conditions in the area

Students and staff are located away from windows and doors.

Lock Down

Danger INSIDE the school building

EXAMPLES: Intruder, active shooter

Students and staff are locked inside darkened rooms, quiet and out of sight.

THE PARENT PLAN: STAY HOME, STAY INFORMED AND BE READY!

Throughout the school year, students and staff walk and talk through many security drills to make sure protocols are working and that everyone is safe during an emergency. The school Emergency Management Team (EMT) constantly monitors and reviews these drills, and meets regularly to evaluate and adjust protocols where necessary and to make sure that staff and students are ready.

But parents also need to know what to expect and what to do (or not do) during a school emergency! You can download the [DCSD emergency protocol reference guide](#) to keep at home or in your car, and read this summary of DCSD's important parent emergency instructions below:

Stay home.

The best thing for you to do to keep yourself and your child safe is to stay home and away from the school building. **During an emergency:**

- **Your students will either be locked inside the building or removed from the building;**
- **The staff will be busy managing the situation and communicating with law enforcement;**
- **Law enforcement vehicles will be arriving and needing close and unimpeded access to the building.**

Stay informed (but don't call).

Though it's hard to wait for information, calling the school or calling/texting a student during an emergency can actually put your student in *greater* danger by alerting an intruder to his or her location. Instead, please stay near your own phone and computer so the school and district can communicate with you as soon as we have accurate information or instructions to share. Information will be shared with families as soon as possible. Please know, in some situations, accurate information may take some time to verify and to share.

Be ready (the reunification plan).

In the event that students must be removed from the building during a school emergency (a "reunification event"), they will be bussed to another nearby DCSD location and parents will be notified of the location as soon as possible. Once notified, ONE parent or guardian will need to come to the reunification center with a photo ID. The reunification process is designed to make sure students are released safely to parents and guardians and can take time, so please be patient!

Parent/Staff Communication

PARENT COMMUNICATION POLICY

Please refer to the [Parent Communication Policy](#) for expectations and procedures for communication between parents and teachers or staff members at American Academy.

SECTION 3: ACADEMIC PROGRAM

General Curriculum Information

For detailed information on American Academy's curriculum, please visit the [Curriculum web page on the school website](#), or click on one of the following links.

[CURRICULUM DESCRIPTION](#)

[CURRICULUM POLICY](#)

[STEM PROGRAM](#)

[PERFORMING ARTS PROGRAM](#)

Ability Grouping

Instruction methods at American Academy focus on the idea that not all students start at the same level, learn in the same way, or master skills at the same pace. Flexible ability grouping is used to address the needs of all students, and to challenge them to stretch their abilities and master new skills.

Every student at American Academy is assessed in several subjects throughout the school year including mathematics, reading, writing, and science. The students are divided into groups based on academic ability, learning style and other factors. Each group is challenged with concepts and skills appropriate to their readiness level. Each and every group raises the bar for kids, requiring them to stretch themselves to meet expectations. Continuing assessments throughout the year are used to validate or change placement.

For detailed information on American Academy's Ability Grouping system, please visit the [Ability Grouping Information page on the school website](#).

Homeroom Assignments

Homeroom assignments will be posted to Infinite Campus prior to the first day of school. The school does not take requests for specific teachers unless there are extenuating circumstances.

Grading and Report Cards

INFINITE CAMPUS

American Academy uses Infinite Campus (IC) to store student data, the same data system used by the Douglas County School District. The school uses IC to report absences, gather enrollment information and track fees, etc., and teachers use it as a gradebook.

Infinite Campus Parent Portal

Parents and students (Grades 5 and up) also have online access to student information with the **IC Campus Portal**. With IC Campus Portal access, parents and students may monitor in real time grades, assignments and their due dates, attendance, district news, and other important information about student classes. For both parents and students, there is a [link to the IC Campus Portal login screen](#) on the front page of American Academy website.

For information on how to set up or access your IC Parent Portal account, please visit the [IC Campus Portal Info page](#) on the school website. The **To-Do list** feature in the IC Parent Portal is an especially wonderful tool for tracking daily student assignments and their due dates. However, it should be noted that the To-Do list is only a simple list of assignments; assignment *descriptions* can be found under **Schedule > Class > Assignment**.

For your convenience, IC Parent Portal has a mobile app for Apple and Android mobile device users. The app is easy to use and a great way for parents to quickly check in on grades and student daily schedules when you are on the go.

Instructions for Setting Up Your Infinite Campus Portal Mobile Application

1. **Download the app:**
 - [Click here for the Apple device IC app.](#)
 - [Click here for the Android device IC app.](#)
2. **Launch the IC app on your mobile device and enter the district ID: QKKYJL.**
3. **Enter your IC Parent Portal to sign in, just as you would on your computer.**

If you need more help, please review your mobile device requirements, or submit a request for support on the [IC Mobile Home](#) and [IC More Info](#) pages

REPORT CARDS

This traditional method of reporting to parents will be issued to all students at all grade levels each trimester via the [Infinite Campus Parent Portal](#). Grades for all students will be reported as a letter grade (see grading scale below). The level of instruction that the student is receiving will be noted on the report card.

Parents may access their student's grades at any time using the [Infinite Campus Parent Portal](#). Your Infinite Campus Parent Portal username and password will remain the same from year to year.

GRADING POLICY

The [Grading Policy](#) includes American Academy's grading scale and specifies the rules around late and missing homework. American Academy averages the percentage earned across assignments within each category (and categories are then weighted to reflect an emphasis in each course). American Academy does not calculate grades using Total Points Earned/Total Points Possible.

A+	99 - 100%	C+	80 - 81%
A	94 - 98%	C	74 - 79%
A-	92 - 93%	C-	72 - 73%
B+	90 - 91%	D+	70 - 71%
B	84 - 89%	D	65 - 69%
B-	82 - 83%	F	Below 65%

ACADEMIC ELIGIBILITY

At American Academy, success in academics takes priority over participation in extracurricular activities and for this reason, participation in extracurricular activities depends on academic eligibility. Please review the [Extracurricular Activities Policy](#) more information on academy eligibility.

Classroom Communication

Please reference the [Parent Communication Policy](#) for guidelines on communication with your students' teachers.

TEACHER RESPONSES (EMAIL OR PHONE CALL)

While teachers will make every effort to respond to parent emails and voice messages in a timely manner, due to the high volume of parent (and student) communications in a classroom setting, we ask parents to allow two business days for responses.

USE OF CLASSROOM EMAIL ADDRESSES

Parents may not use the email addresses of other families in the classroom to send mass messages to parents. These addresses may only be used if authorized by the teacher to send information about class parties, field trips, etc. In order to protect the privacy of all American Academy families, these emails must be sent through the Room Parent using the blind copy feature of email.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are a critical vehicle for communication between the parent and teacher. This allows an opportunity to discuss your child's strengths as well as areas of concern. Conference dates are scheduled and published well in advance in order to give parents ample opportunity to plan ahead. For this reason, we ask that parents not reschedule conferences with a teacher unless there is a true emergency.

Grades K-5

Three official elementary school parent/teacher conferences are scheduled each school year, one per trimester.

Grades 6-8

Two official middle school conferences are scheduled during each trimester for a total of six conference opportunities per school year. The middle school conferences are held arena-style and do not require advance sign-up.

CHECKING INFINITE CAMPUS PARENT PORTAL

American Academy parents are required to check the [Infinite Campus Parent Portal](#) regularly for updates on grades, assignments and homework-specific news. Students in 5th grade and older are asked to be responsible for checking their own [Infinite Campus](#) Student Portal for assignments and homework-specific information.

Field Trips

LOCAL FIELD TRIPS

Non-overnight, local field trip fees are paid via American Academy's online [School Store](#). Because American Academy is required to make advance, non-refundable payments for field trips costs, fees cannot be refunded to students who are unable to attend. Students should plan to dress in school uniform for any field trip unless instructed differently by the organizing teacher. Behavioral expectations for everyone are greater during field trips. Please refer to the American Academy [Field Trip Policy](#) for more details.

OVERNIGHT FIELD TRIPS

American Academy students in Grades 5-8 will have the opportunity to go on *optional* overnight field trips. Some field trips involve airline or charter bus travel and staying overnight in hotels, campgrounds or other student accommodations. As with the local field trips, overnight field trip fees must be paid for with advance, non-refundable fees. Please refer to the American Academy [Field Trip Policy](#) for more details.

Though the field trips and the prices may vary over time depending on the cost of travel and accommodations and field trip programming, parents may budget around \$1,200.00 per student (domestic) and \$2,600.00 per student (international).

Back-to-School Nights

American Academy offers a series of Back-to-School nights for parents at the beginning of each school year. This will be the time for your students' teachers to discuss specific information about our curriculum, their classroom requirements and other important information, as well as to answer parent questions. It is very important for parents to attend the Back-to-School Night for each of their students.

Assessment Plan

MEASURES OF ACADEMIC PROGRESS (MAP) TESTING

[Measures of Academic Progress](#) (MAP) is an online, norm-referenced assessment program used in the fall and spring to assess K-8 students' progress in reading, language usage, mathematics, and science. This program maintains student assessment data over time to obtain an accurate measure of a student's academic growth. By providing immediate feedback, MAP testing gives teachers (and parents) the use of current and specific data to inform and drive student instruction. Reports are sent to parents shortly after the testing.

ELL/ESL TESTING

Students for whom a second language has been indicated on their registration form are required by state law to be assessed in order to determine the level of English proficiency.

READ ACT

The READ Act requires students in grades K-3 to be literacy-tested a minimum of three times during the academic school year.

COGAT

The State of Colorado requires this assessment for students in grades 3 & 6 to identify gifted potential.

PLACEMENT TESTING

Math and Reading assessments are used at the beginning of the school year as necessary and on an ongoing basis to determine student placement for flexible grouping.

MANDATORY STATE TESTING

State legislation has identified model content standards for students in Colorado and has stipulated mandatory state testing of students in several grades and content areas. Grade 3-8 students at American Academy will participate in mathematics and literacy testing. Students in grades 5 and 8 only will participate in testing for science. Students in grades 4 and 7 will participate in social studies testing every three years.

The statewide assessment compares all students in Colorado. In late summer or fall, the state reports assessment results at the school, district, and state levels. Individual students will receive a score report around that time.

Student Support Services

For more details and links to important resources, please visit [Student Support Services](#) on the American Academy website.

SPECIAL EDUCATION

American Academy Student Support Services typically provides special education services for Specific Learning Disability, Speech or Language Impairment, and other mild to moderate disabilities.

RETENTION AND ACCELERATION

For information on student retention and acceleration at American Academy, please read download and read our [Student Retention Policy](#).

SECTION 4: SCHOOL RULES

Student Uniforms

STUDENT UNIFORM POLICY

For detailed information on American Academy student uniforms, please download our [Student Uniform Policy](#) or visit the [School Uniform page on the school website](#).

DRESS OF CHOICE DAYS

Dress of Choice Days take place on the last Friday of each month that school is in session – exceptions or changes are scheduled by school administration only.

The guidelines for allowable dress for these days are consistent with the general standards, style of dress, and grooming sections of the [Student Uniform Policy](#). Casual clothing should always be in good repair. The length of shorts and skirts will be the same for Dress of Choice Days as it is for any other day. Good taste is always an issue and parents should monitor students' clothing selections on these days to ensure their children are within the spirit of the school policy.

Dress of Choice Days are always optional; if a student would prefer to do so, they may wear a regular uniform instead. Dress of Choice Days are a school privilege and they may be eliminated at the discretion of the administration if casual dress becomes distracting to the learning environment.

SPIRIT DAYS

At the discretion of the EDS and/or designee, American Academy Spirit Days may be occasionally allowed. The purpose of Spirit Days is to promote school pride. On Spirit Days, students may wear any school-appropriate American Academy spirit top from any American Academy club, sport or activity such as Field Day, a STEM trip, a musical or play, etc. These spirit tops must be worn with a regular uniform bottom (skirts, skorts, pants, shorts, etc.).

American Academy Spirit Days are optional; students not wishing to participate in a spirit day may wear a regular uniform instead. Students not adhering to Spirit Day guidelines will face the consequences described in the American Academy Consequence Matrix.

American Academy Spirit Days are a school privilege and they may be eliminated at the discretion of the administration if they become distracting to the learning environment.

Discipline

STUDENT DISCIPLINE POLICY

Please read the American Academy [Student Discipline Policy](#) to find out how to address any questions or concerns regarding student discipline.

CONSEQUENCE MATRIX

Please read the American Academy [Consequence Matrix](#) for a list of violations and consequences.

RECESS AND PLAYGROUND RULES

Recess

- Students will receive a 20-minute recess during the lunch period.
- Additional recesses may also be scheduled on an individual classroom basis.
- Outdoor recess will be held every day unless it is raining, snowing, or below 20 degrees. Students should come prepared with appropriate coats, hats and gloves for the variable Colorado weather.
- If students wear snow boots to school, they need to bring shoes that conform to the Uniform Policy to wear in the classroom.

Playground Rules

Students are expected to:

- Obey directions given by all playground supervisors.
- Stay within playground boundaries and away from off-limit areas.
- Use school equipment; do not bring toys and equipment from home.
- Leave dirt, sawdust, stones, sticks, snowballs, rocks or other objects alone.
- Respect others' space. Keep your hands and feet to yourself.
- Not use threatening/harassing behavior or gestures such as simulated weapon play.
- Do not play sports that involve tackling and knocking to the ground.
- Be courteous and a good sport.
- Speak respectfully to each other.
- Pulling and tugging at clothing, fighting (even "play fighting"), wrestling and karate are not allowed.
- Pick up after themselves.
- Not climb the equipment poles.
- Contact an adult immediately, if a student is hurt.
- Do not create play "lock-outs;" students should play fairly and allow for others to rotate into the game.
- Take turns; no one can "hold" a place for a friend and there are no "cuts."
- Try to solve problems before going to an adult.

VANDALISM

Per DCSD policy ECAC, students who willfully destroy American Academy property through vandalism or arson, or who create a hazard to the safety of other people on American Academy property, may be referred to law enforcement authorities. Students who are caught vandalizing American Academy property may be suspended or expelled, and a parent conference will be arranged. Each employee of American Academy shall report to a principal or the Executive Director of Schools every incident of vandalism known to him/her, and, if known, the

names of those responsible. The law states that parents are liable for any willful destruction of American Academy property by a minor in their custody or control.

SMOKING, TOBACCO PRODUCTS AND E-CIGARETTE DEVICES

No smoking is allowed on school property by parents or students at any time. Tobacco products and e-cigarette devices are NOT allowed on American Academy property at any time. Per DCSD policy JICG, students found in possession of tobacco or e-cigarette device will be disciplined according to the DCSD Code of Conduct. Minor possession of tobacco or e-cigarette devices is a felony. Selling of tobacco products or e-cigarette devices to a minor is considered contributing to the delinquency of a minor and is also a felony.

AMERICAN ACADEMY LEADERSHIP AWARDS

The American Academy Leadership Awards are given once each trimester to recognize exceptional character in students of all grades. Awards are presented at an assembly at the end of each trimester. Each Leadership Award student is also invited to participate in a special celebration with administration

Use of Electronic Devices

Permitted use of electronic devices is determined by the American Academy [Electronic Device Policy](#).

SECTION 5: PARENT RESPONSIBILITIES

Expectations of Family Support

The American Academy [Expectations of Family Support Acknowledgement Form](#) is a contract between the parents, the student, the teacher, and the administration, committing each to the mission of the school and to a partnership for the student's education. Parents and students signed the Agreement as part of registration.

Volunteering

VISITOR AND VOLUNTEER POLICY

If you plan to volunteer at school, please read the American Academy [Visitor and Volunteer Policy](#). Parents are responsible for completing the family volunteer hour commitment of 40 hours per year and for logging that time in the American Academy [Volunteer Tracking system](#). There will be multiple opportunities throughout the year to get involved. Please contact the PTO for details.