

# **PLATTE RIVER ACADEMY**

## **Family Handbook 2011-12**

*The mission of Platte River Academy  
is to provide a content-rich  
academically rigorous education  
with a well-defined, sequential  
curriculum in a safe, orderly and  
caring environment*

**Platte River Academy  
4085 Lark Sparrow Street  
Highlands Ranch, CO 80126**

**Main number: 303-221-1070  
Fax: 303-221-1069**

**Attendance Line: 303-243-5210**

**DCSD School Closure Line: 303-387-7669**

**Parent Website: [www.platteriveracademy.com](http://www.platteriveracademy.com)**

**Dr. Gary Stueven, Principal  
Becky Bonner, Assistant Principal**

**Platte River Academy**  
**Family Handbook**  
**2011-12**

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## **Educator Philosophy**

The Platte River Academy educator believes that each child can learn. Every child is a unique individual. As educators our greatest challenge is to recognize the ability level and learning style of each student and to provide an opportunity for the student to succeed. The Core Knowledge scope and sequence offers each student a well-defined, sequential education in which active participation is encouraged in a content-rich, academically rigorous environment.

The PRA educator believes that Platte River Academy is a caring community that teaches the building blocks for character development and informed citizenship and encourages responsibility, respect, integrity and compassion. Every effort is made by the educator to foster respect for personal, cultural and individual differences and to recognize each student as a valued member of the school community and global society.

## **The Establishment of Platte River Academy**

On June 3, 1993, Governor Roy Romer signed legislation known as the Charter School Act. It was designed to enable parents, teachers and community members to “take responsible risks and create new, innovative and more flexible ways of educating all children within the public school system” which results in “expanded choices” for parents and pupils. It was under this law that the Initiating Committee organized Platte River Academy in November, 1996. A detailed application was submitted to the Douglas County School Board on January 13, 1997, and approved on May 20, 1997. A charter school contract was then negotiated between the PRA governing board and the Douglas County School District. On September 9, 1997, Platte River Academy opened its doors to 280 students, grades K-6. Today we have 500 students in grades K-8.

## **Why Core Knowledge?**

The Core Knowledge Sequence is a detailed outline of specific content to be taught in language arts, history, geography, mathematics, science, and the fine arts. As the school’s curriculum, it can provide a solid, coherent foundation of learning, while allowing flexibility to meet local needs.

The Core Knowledge Sequence is distinguished by its specificity. The specific content in the Sequence provides a solid foundation on which to build skills instruction. Moreover, because the Sequence offers a coherent plan that builds year by year, it helps prevent the many repetitions and gaps in instruction that can result from vague curricular guidelines. For further information, please visit the official core knowledge website at:

[www.coreknowledge.org](http://www.coreknowledge.org)

## **Hours of Operation**

|                 |  |
|-----------------|--|
| 7:30am          | Office Opens   |
| 7:55am – 8:10am | Morning carpool drop-off                                 |
| 8:10am          | 7 <sup>th</sup> and 8 <sup>th</sup> Grade Classes Begins |
| 8:15am          | Classes begin for FDK*, K-AM, Grades 1-6                 |
| 11:00am         | AM Kindergarten dismissal - Tues/Thurs/Fri               |
| 11:30am         | AM Kindergarten dismissal – Specials Days on Mon/Wed     |
| 12:30pm         | PM Kindergarten begins – Mon/Wed/Fri                     |
| 12:00pm         | PM Kindergarten begins – Tues/Thurs (Specials Day)       |
| 3:15pm          | All School Dismissal/Carpool Begins                      |
| 4:00pm          | Office Closes  |

FDK = Full Day Kindergarten

## **Lunch Schedule**

| Grades | Time            | Location            |
|--------|-----------------|---------------------|
| K/1/2  | 11:25am-11:45am | Lunch - Gym         |
| K/1/2  | 11:45am-12:00pm | Recess - Playground |
| 3/4/5  | 11:50am-12:10pm | Lunch – Gym         |
| 3/4/5  | 12:10pm-12:25pm | Recess – Playground |
| 6/7/8  | 12:15pm-12:35pm | Lunch – Gym         |
| 6/7/8  | 12:35pm-12:50pm | Recess – Playground |

## **Before/After School Care Hours of Operation**

Before School Care is available from 7:00am – 7:55am.  
Cost is \$6 per student. Second child discount is available.

After School Care is available from 3:30pm – 6:00pm.  
Cost is \$10 per student. Second child discount is available.  
Additional cost for a late pick-up.

## Specials Schedule 2011-12

### Week 1

| Time                       | Art      | P.E.     | Music     |
|----------------------------|----------|----------|-----------|
| 8:25 – 9:05 (40 minutes)   | 6        | 6        | planning  |
| 9:25 – 10:05 (40 minutes)  | 5        | 5        | 3         |
| 10:10 – 10:50 (40 minutes) | 4        | 4        | 3         |
| 10:50 – 11:25 (35 minutes) | Lunch    | Lunch    | Lunch     |
| 11:30 – 12:10 (40 minutes) | 7/8      | 7/8      | 7/8       |
| 12:15 – 12:55 (40 minutes) | Planning | Planning | Planning  |
| 1:00 – 1:40 (40 minutes)   | 1        | 1        | 1         |
| 1:45 – 2:25 (40 minutes)   | 2        | 2        | K-all day |
| 2:25 – 3:10 (45 minutes)   | 7/8      | 7/8      | 7/8       |

### Week 2

| Time                       | Art       | P.E.     | Music    |
|----------------------------|-----------|----------|----------|
| 8:25 – 9:05 (40 minutes)   | planning  | 6        | 6        |
| 9:25 – 10:05 (40 minutes)  | 3         | 5        | 5        |
| 10:10 – 10:50 (40 minutes) | 3         | 4        | 4        |
| 10:50 – 11:25 (35 minutes) | Lunch     | Lunch    | Lunch    |
| 11:30 – 12:10 (40 minutes) | 7/8       | 7/8      | 7/8      |
| 12:15 – 12:55 (40 minutes) | Planning  | Planning | Planning |
| 1:00 – 1:40 (40 minutes)   | 1         | 1        | 1        |
| 1:45 – 2:25 (40 minutes)   | K-all day | 2        | 2        |
| 2:25 – 3:10 (45 minutes)   | 7/8       | 7/8      | 7/8      |

### Week 3

| Time                       | Art      | P.E.      | Music    |
|----------------------------|----------|-----------|----------|
| 8:25 – 9:05 (40 minutes)   | 6        | Planning  | 6        |
| 9:25 – 10:05 (40 minutes)  | 5        | 3         | 5        |
| 10:10 – 10:50 (40 minutes) | 4        | 3         | 4        |
| 10:50 – 11:25 (35 minutes) | Lunch    | Lunch     | Lunch    |
| 11:30 – 12:10 (40 minutes) | 7/8      | 7/8       | 7/8      |
| 12:15 – 12:55 (40 minutes) | Planning | Planning  | Planning |
| 1:00 – 1:40 (40 minutes)   | 1        | 1         | 1        |
| 1:45 – 2:25 (40 minutes)   | 2        | K-all day | 2        |
| 2:25 – 3:10 (45 minutes)   | 7/8      | 7/8       | 7/8      |

### Weekly Rotation Calendar

| Dates in 2011 | Week           | Dates in 2012 | Week      |
|---------------|----------------|---------------|-----------|
| Aug. 15       | 1              | Jan. 2        | 2         |
| Aug. 22       | 2              | Jan. 9        | 3         |
| Aug. 29       | 3              | Jan. 16       | 1         |
| Sept. 5       | 1              | Jan. 23       | 2         |
| Sept. 12      | 2              | Jan. 30       | 3         |
| Sept. 19      | 3              | Feb. 6        | 1         |
| Sept. 26      | 1              | Feb. 13       | 2         |
| Oct. 3        | 2              | Feb. 20       | 3         |
| Oct. 10       | 3              | Feb. 27       | 1         |
| Oct. 17       | No School      | March 5       | 2         |
| Oct. 24       | 1              | March 12      | 3         |
| Oct. 31       | 2              | March 19      | 1         |
| Nov. 7        | 3              | March 26      | No School |
| Nov. 14       | 1              | April 2       | 2         |
| Nov. 21       | 2 (real short) | April 9       | 3         |
| Nov. 28       | 2              | April 16      | 1         |
| Dec. 5        | 3              | April 23      | 2         |
| Dec. 12       | 1              | April 30      | 3         |
| Dec. 19       | No School      | May 7         | 1         |
| Dec. 26       | No School      | May 14        | 2         |
|               |                | May 21        | 3         |

K-AM specials: 11:00am-11:25am on Mondays and Wednesdays  
*(Note: K-AM time on these Specials days is 8:15am – 11:25am)*  
 K-PM specials: 12:15pm-12:40pm on Tuesdays and Thursdays

(Note: K-PM time on these specials days is 12 noon – 3:15pm)

### Spanish / Instructional Technology 2011-12

| DePinto<br>(K-2 Spanish) |   | Pearson<br>(3-8 Spanish) |       | Taylor<br>(3-8 Technology) |       |
|--------------------------|---|--------------------------|-------|----------------------------|-------|
| 8:30-9:00                | K |                          |       |                            |       |
| 9:10-9:40                | 1 |                          |       |                            |       |
| 9:45-10:15               | 2 |                          |       |                            |       |
|                          |   | 10:15-10:55              | 6     | 10:15-10:55                | 6     |
|                          |   | 10:55-11:30              | Lunch | 10:55-11:30                | Lunch |
|                          |   | 11:30-12:10              | 7/8   | 11:30-12:10                | 7/8   |
|                          |   | 12:25-1:05               | 5     | 12:25-1:05                 | 5     |
|                          |   | 1:10-1:50                | 4     | 1:10-1:50                  | 4     |
|                          |   | 1:55-2:25                | 3     | 1:55-2:25                  | 3     |
|                          |   | 2:30-3:10                | 7/8   | 2:30-3:10                  | 7/8   |

### Middle School Schedule 2011-12

| Time                          | Monday    | Tuesday   | Wednesday  | Thursday  | Friday    |
|-------------------------------|-----------|-----------|------------|-----------|-----------|
| 8:15 – 9:20<br>(65 minutes)   | Core 1    | Core 4    | Core 3     | Core 2    | Core 3    |
| 9:20 – 10:25<br>(65 minutes)  | Core 2    | Core 1    | Core 4     | Core 3    | Core 4    |
| 10:25 – 11:30<br>(65 minutes) | Core 3    | Core 2    | Core 1     | Core 4    | Core 1    |
| 11:30 – 12:10<br>(40 minutes) | Electives | Electives | Electives  | Electives | Electives |
| 12:15 – 12:50<br>(35 minutes) | Lunch     | Lunch     | Lunch      | Lunch     | Lunch     |
| 12:55 – 2:00<br>(65 minutes)  | Core 4    | Core 3    | Core 2     | Core 1    | Core 2    |
| 2:00 – 2:25<br>(25 minutes)   | Core 4    | Core 3    | Study Hall | Core 1    | Core 2    |
| 2:30 – 3:10<br>(40 minutes)   | Specials  | Specials  | Specials   | Specials  | Specials  |
| 3:10 – 3:15<br>(5 minutes)    | Homeroom  | Homeroom  | Homeroom   | Homeroom  | Homeroom  |

## **2011-12 PRA School Calendar**

**To view the entire calendar, please go to PRA website.**

### Important Dates

|                   |  |
|-------------------|--|
| August 10, 2011   | School Begins                            |
| September 5       | Labor Day Holiday                        |
| September 23      | Teacher Inservice Day                    |
| October 14-23     | Fall Break                               |
| November 23-25    | Thanksgiving Day Holiday                 |
| December 19-31    | Winter Break                             |
| January 1-2, 2012 | New Year's Holiday                       |
| January 16        | Martin Luther King Day Holiday           |
| February 17-20    | Presidents' Day Weekend Holiday          |
| March 5           | Teacher Inservice Day                    |
| March 26-30       | Spring Break                             |
| April 20          | Teacher Plan Day for 2012-13             |
| May 24            | Last Day for Students (1:00pm Dismissal) |

**Administration**

303-221-1070

Principal: Dr. Gary Stueven

Assistant Principal: Becky Bonner

Business Manager: Jackie Cote

Office Manager: Heidy Tomic

Registrar: Judy Poulliot

Financial/Enrollment Assistant: Marika Miller

Clinic Aides: Arlene Bena

Volunteer Coordinator: Rochelle Monahan

Front Desk Receptionists: Rachel Daws &amp; Cheryl Tiedgen

**TEACHING STAFF**

| Grade/Class               | Teacher   |               | Instructional Aides           | Educational Aides |
|---------------------------|---|---------------|-------------------------------|-------------------|
| Kindergarten AM & PM      | Brandy Brocka   |               | Sue Foley,<br>Michelle Enos   | Neeta Khatri      |
| Kindergarten Full Day     | Hilary Price  |               |                               |                   |
| First Grade               | Jessica Martinez  |               | Yvette Arnold<br>Angie McNair |                   |
|                           | Kim Barstad   | Kathy Kaze    |                               |                   |
| Second Grade              | Kim Young   |               | Cindy Stubbs                  |                   |
|                           | Jenny Gambill   |               |                               |                   |
| Third Grade               | Kirstin Halpert<br>Laurie Knapp   |               | Ellen Cain                    |                   |
|                           | Wendy Hyndman   |               |                               |                   |
| Fourth Grade              | Jim Barstad   |               | Barb LaMotte                  |                   |
|                           | Kelli Boyd  |               |                               |                   |
| Fifth Grade               | Becky Erickson  | Annie Byrd    | Laura Ghia                    |                   |
| Sixth Grade               | Armando Duque   | Desiree Dizon | Gabby Vail                    |                   |
| Middle School             | Scharlotte Bowles   |               | Briana Dunn<br>Nava Far       |                   |
|                           | Seth Young  |               |                               |                   |
|                           | John Hettich  |               |                               |                   |
|                           | Mike Willsea  |               |                               |                   |
| Special Education         | Paige Stecker (Learning Specialist); Sue Thompson (T/Th) (Speech Pathologist) |               |                               |                   |
| Special Ed. Para educator | Cindy Benn  |               |                               |                   |
| Psychologist              | Jocelyn Suttie (M & Tu)   |               |                               |                   |
| Occupational Therapist    | Sharon Groeling (Tu )   |               |                               |                   |
| Reading Teacher           | Erica Hildebrand, Kristin Snow  |               |                               |                   |
| Art Teacher               | Christopher Hecker  |               |                               |                   |
| Physical Education        | Amy Borger  |               |                               |                   |
| Spanish Language          | Diane DePinto (K-2), (3-8) Chad Pearson                                       |               |                               |                   |
| Music/Choir Director      | Lisa Cole   |               |                               |                   |
| Technology                | Austin Taylor   |               |                               |                   |
| Library                   | Ute Meyer and Jennifer McCullum   |               |                               |                   |
| Facilities Manager        | Janet Williams  |               |                               |                   |
| Hot Lunch Supervisor      | Cheryl Tiedgen, Kathy Johnson   |               |                               |                   |
| Home School               | Arlene Bena, Michelle Albury, Sarah Anderson                                  |               |                               |                   |

# **Platte River Academy Policies and Procedures**

## **ABILITY GROUPING (Differentiated Instruction)**

All students attending Platte River Academy will be instructed according to ability in math and reading. Students will be assigned to homogenous groups according to their achievement level for instructional purposes. Ability grouping enhances individual student performance. Questions about placement and the instructional level of your student should be initially directed to the teacher.

## **ANIMALS AS VISITORS**

If a student would like to bring an animal to school for educational purposes, prior arrangements must be made with the teacher. Douglas County's policy regarding animals in the classroom must be followed to ensure the health and welfare of both children and adults. We must have on file parent permission from each student because so many students have severe allergies to animals. Parents may bring the animal to school and then return home with it as soon as the presentation is over. All animals must be on a leash or in a cage. Please do not bring dogs to school at arrival or dismissal times in order to ensure the safety of our students.

## **ANNUAL PRA COMMUNITY SURVEY**

The purpose of the survey is to gain input from PRA families, teachers and staff to identify opportunities for our school community to maximize the educational experience for all PRA students, in keeping with our school's mission statement and Core Knowledge Charter. Survey data will be collected annually, reviewed and results disseminated to the PRA community in a positive and constructive manner by the School Advisory Committee (SAC). Additional needs and/or trends, if identified, will be presented to the PRA Governing Board and considered by the SAC for incorporation into the annual School Improvement Plan (SIP).

## **ARRIVAL TO SCHOOL**

Students should arrive at school between 7:55 a.m.– 8:10 a.m. No adult supervision is available before this time unless the before school care program is utilized.

## **ASSEMBLIES**

Assemblies at Platte River Academy are an important aspect of the school curriculum. During assemblies, students acquire knowledge, skills and attitudes related to the subject of the assembly. Students are expected to display appropriate audience behavior at all times.

## **ATTENDANCE**

Student attendance is compulsory under Colorado state law for every child between the ages of seven and sixteen years and for any six-year old child who has been enrolled in a public school in the first or higher grade level, unless the parent or guardian chooses to withdraw the child. As such, parents, guardians, and legal custodians are obligated by state law to ensure the child's attendance. Attendance is the responsibility of the student, the parents/guardians and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher/instructor are vital to this purpose.

### Absences

An absence occurs when the student fails to attend school and classes for part or all of a day that Platte River Academy is scheduled to be in session per the approved school calendar. This would include approved off-site school activities and field trips.

Absences are recorded as either half-day or full-day. A student arriving more than two hours after school has started will be counted as a half-day absence.

It is an expectation that parents will notify the school office of any absence no later than 8:00 a.m. of that day. Notification is made by calling the PRA attendance line at 303-243-5210. In the interest of student safety, office personnel will make every effort to contact the parent if a student is marked absent by the teacher but the school has not received notification by the parent.

### Unexcused Absences

Unexcused absences may subject the student to appropriate penalties that may include disciplinary measures and/or the imposition of academic sanctions. Unexcused absences include those resulting from an out-of-school suspension.

### Make-up Work

Students are expected to make up class work missed during any absence or because of tardiness. Any missed assignments due to being tardy are due the next school day as if the student had been at class or on-time. Students will be given two days for each day absent to complete and turn-in to the teacher the assignments that have been missed. The two days allotted for make-up work will begin the day following the student's return to school. Weekends and holidays count towards this 2-day allotment. For any absence that is for five or more consecutive days, it will be required that the teacher, parent and student work out a specific timeline for completion of the make up work.

A request for makeup work cannot be made on the same day that the student is absent. It is expected that the child will use the time to rest and to regain his/her health sufficiently to return to school. For a preplanned or prearranged absence to take a vacation or to participate in a non-school related activity, makeup work cannot be requested in advance of the absence unless the class absence is due to tardiness. The exception to this would be for a student whose absence is or will be the result of a medical procedure requiring time at home for recovery and it has been determined that the child is able to devote time at home to complete class work and/or homework.

### Habitually Truant Students

Habitually truant students are those that have four or more unexcused absences from school within a one-month period or ten or more unexcused absences from school in a year. Once a student is determined to be habitually truant, the school administration shall notify the student's parent/guardian in writing of the unexcused absences and that the student is considered under state law to be habitually truant. A copy of this letter will become part of the student's permanent school record. The administration and the student's teacher in cooperation with the parents will develop a plan to prevent any further unexcused absences. As a last resort, court action may be initiated by school administration when deemed necessary to enforce school attendance requirements.

### Tardies

It is expected that students will arrive at school on time to begin the instructional day. The late arrival of students into the classroom is disruptive to the teacher and the instructional process. A late student misses important morning announcements and the initial directions for the day.

Tardiness is the failure of the student to appear to school/class on time and is considered a form of absence. The school day officially begins at 8:15 a.m. or 9:15 a.m. for the delayed start schedule. It is expected that students will be inside their assigned homeroom by that time and will meet any other grade level expectations regarding the start of the day. On bad weather days tardies will not be recorded until 8:30 a.m. which is 15 minutes after the school day normally begins. Five or more tardies in any one quarter will be considered excessive which will subject the student to either disciplinary and/or academic sanctions for the cumulative class time that has been missed. Disciplinary action could be (but not limited to) detention, loss of recess or Saturday school. Academic sanctions could be (but not limited to) reduction in percentage-grade of the missed work or the quarter course grade. Excessive tardiness will result in a conference between the school administration, the teacher and the parent/guardian to develop a plan of action to prevent continued tardiness.

A copy of the complete *Student Attendance Policy* may be viewed by accessing the parent website at: [www.platteriveracademy.com](http://www.platteriveracademy.com).

### **BEFORE and AFTER SCHOOL CARE**

PRA is pleased to offer a before and after care program for the 2011-12 school year. The club is open to K-8 students enrolled at PRA. The morning session is available from 7:00 a.m. until 7:55 a.m. and costs \$6 for the first child and \$4 for each additional child. The afternoon session is available from 3:30 p.m. until 6:00 p.m. and costs \$10 for the first child and \$7 for each additional child. The cost remains the same whether your child is there for 5 minutes of the entire time. The homework club is supervised by PRA employees. There may be an additional cost for an “unregistered” drop-in.

The staff member for the day will always be the last to leave. Please respect the fact that they are scheduled until 6:00 p.m. There will be an additional fee assessed to parents for picking up their child(ren) up after 6:00 p.m. A \$1 per minute late fee will be charged to cover costs of keeping the staff here longer.

Services will not be provided when the school is closed, whether it is due to a holiday or due to weather. Services will be provided during delayed-starts mornings. However, the start time will be 8:00 a.m. instead of 7:00 a.m. Please refer to the school calendar for scheduled times when the school will be closed.

### **BEHAVIOR EXPECTATIONS**

The objective of maintaining discipline is to ensure a learning environment that is free of disruption and safe for all students. Platte River Academy community upholds the standards set forth in the Douglas County School District’s Code of Conduct and Discipline. Additionally, students, parents and staff are expected to adhere to Platte River Academy’s Student Code of Conduct.

The Platte River Academy discipline policy is based on the principle of supporting a positive learning environment for all students. Teachers use the principles of positive

discipline in the classroom. Positive reinforcement and negative consequences are employed in an effort to teach students good behavior. Minor infraction slips may be given to students when they are not following the school rules. Minor discipline issues will generally be handled at the classroom level. Severe infractions will result in an immediate conference with administration and may result in a parent/staff/administration conference.

### **BUILDING SECURITY**

In order to ensure that no unauthorized persons enter the building with wrongful intent and that the educational process or other school operations are not disrupted, all visitors to the school must sign in at the front desk. All visitors must wear a name badge in order to be in the school. Everyone entering the school is expected to enter the school through the main entrance near the office.

### **CALCULATORS**

Technology, which includes, but is not limited to calculators and computers, is a valuable tool for teaching, learning and performing mathematical concepts, applications and calculations.

At PRA math is a core instructional area and the way it is taught demonstrates a commitment to our mission of providing a rigorous academic environment for our students. Accordingly, the general availability and use of calculators during and in support of mathematics instruction will be limited to higher levels of mathematics unless such use is included as an instructional tool in a student's IEP or 504 plan.

These higher levels of mathematics will be defined as coursework and instruction in Algebra, Geometry and Algebra II and to include Algebra ½ beginning the second semester. In all of these courses it will be the responsibility of the teacher to make clear to the students and parents the purpose and value of calculators for the course of study.

A copy of the complete *Calculator Policy* may be viewed by accessing the parent website at: [www.platteriveracademy.com](http://www.platteriveracademy.com).

### **CARPOOL**

Transportation to and from PRA must be provided by the parents. Bus transportation is not provided. Carpooling is encouraged to alleviate long parking lot lines and congestion.

Parent volunteers are required to help in the mornings and afternoons during drop-off and pick-up times. To facilitate the shared responsibility of this duty, the volunteer coordinator will contact parents for carpool duty. All families are expected to volunteer for this important duty at least four times during school year per student enrolled.

Each family is assigned a carpool number which is used for more than just carpooling. It serves as a family identification number for ordering hot lunch, recording volunteer hours, distributing the parent satisfaction survey and voting.

A copy of the carpool map and general carpool information can be found in Appendix A.

## **CLASS COMPOSITION**

Students are assigned to classes so varied learning levels and personalities are represented in each classroom. Our goal is to place your child in a comfortable, stimulating and productive learning environment. Academic capabilities, gender, learning styles, personality and emotional needs are among the components considered when developing balanced classes. The vast majority of students will be successful in every classroom at Platte River Academy; therefore specific teacher requests are not taken. If you believe your child has special needs, which should be given extra consideration, please write a letter to the administration indicating these.

## **CODE OF CONDUCT**

Platte River Academy's code of conduct is based on the premise that all students are capable of behaving in the school setting. Each student has the right to the school environment as a means of self-improvement and intellectual growth. It is, therefore, expected that all students will conduct themselves in a manner compatible with the school's function as an educational facility.

Discipline is an interaction with the student, both from school personnel as well as parents. Students must learn that there are consequences for their actions or inactions. Rules are established to serve a reasonable purpose, be practical and within the child's capability and be consistent and clearly defined. Our goal is to help each student learn self-control, self-direction and responsibility for their behavior.

Discipline is only as effective as the support we get from the parents. Please discuss any discipline referral that is sent home with your child and use it as a learning opportunity for your child and to reinforce the school's code of conduct.

A copy of the Platte River Academy's Code of Conduct is attached in Appendix B.

## **COMMUNICATION**

### **Advertising on school grounds**

All materials posted or distributed on school grounds must be submitted to the office for approval. Any unapproved materials will be removed.

### **Thursday Folders and E-Folder**

Usually every Thursday, teachers (Grades K-5) send home a "Thursday Folder". This folder will generally contain only student work, communication specific to the teacher and/or garde level, and special announcements form the office. Additional school information and appropriate flyers will be accessible via the E-folder which is sent out at the same time as the electronic PRA newsletter for the week. The work in the Thursday folder only represents a sample of the student's work. Please take time to review the contents of the Thursday folder.

### **Official Posting Place for Communications**

Meeting times and agendas, school activities and before/after school information will be posted on the glass windows in the main entrance.

## **CONFERENCES**

Parent/teacher conferences will occur in the fall and spring of each school year. If you feel the need to conference with a teacher outside of these dates please contact the teacher to set up an appointment. Check the school calendar for the specific fall and spring dates.

## **DELAYED START**

In the event of inclement weather, the start of school may be delayed. Announcements regarding late starts or closings are made on radio, TV and the Douglas County School District Weather Hotline (303-387-7669). A delayed start means that PRA will start at 9:15 a.m. instead of 8:15 a.m. Please do not call the school for further information on delayed start days as the phone lines may be needed for emergencies. Platte River Academy must adhere to the Douglas County School District procedures for delayed starts and closings,

## **DISMISSAL**

### **Normal Dismissal**

Afternoon dismissal begins promptly at 3:15 p.m. Students will be called from their classroom by carpool numbers between 3:15 and 3:30 p.m. All students should know their carpool number.

Afternoon carpool ends at 3:30 p.m. or when the carpool lane is clear, whichever comes later. Students who have not been picked up by this time will be taken to the after school care program and parents will be charged accordingly. No exceptions will be made. No students will be left unattended on the school grounds.

### **Severe Weather Dismissal**

When the Colorado weather throws us a curve ball in the form of severe weather normal carpool dismissal is impossible. In the event of severe weather when conditions are unsafe to release the students we will fly an **orange flag** on our flag pole indicating we are initiating a severe weather dismissal procedure. When you see this flag students will only be released to parents who come in to the school to pick up their child or released to carpool immediately in front of the school. All other students will be required to remain in the school until weather conditions are safe and normal carpool dismissal can proceed. **Please be patient during a severe weather dismissal as the safety of everyone is our primary concern.**

## **DRESS CODE**

A dress standard at Platte River Academy has been adopted to further enhance the learning environment of our students. It reflects the seriousness and importance of learning and our pride in being members of this school community. Parents are expected to monitor student dress to ensure compliance with the required uniform.

The dress code is mandatory for all students enrolled at PRA. The purpose of this dress code is to maximize learning by reducing distractions for teachers and students. The principal or assistant principal may approve any special need as an exception to the dress standard.

### **Cold Weather Dress**

During periods of inclement weather, please be sure your child comes to school with appropriate clothing, including boots, hat, gloves and a coat. Children will have outdoor recess except in cases of severe weather.

### **Dress of Choice Days**

2011 Dates: August 26; September 22; October 13; November 22; December 16

2012 Dates: January 13; February 16; March 23; April 6 (Picture Day); May 24

A full copy of the Platte River Academy dress standards is attached in Appendix C.

An explanation of the enforcement procedures is attached in Appendix D.

### **EARLY RELEASE PROCEDURES**

Parents are asked to arrange medical and dental appointments after school or during vacation periods. No student may leave the grounds at any time during the school day without prior written permission from the administration and with the expressed authorization of a parent/guardian. The child reports to the office and waits there until the authorized person comes into the office, not the classroom. The child must check into with the office upon returning.

### **EARLY DISMISSAL DUE TO BAD WEATHER**

When school is dismissed early due to bad weather, it is extremely difficult to notify parents. Therefore, an alternative plan for sending students home or to another location should be made in advance. In addition, students should be made aware of any alternative arrangements so there will be less confusion.

### **ELECTRONICS AT SCHOOL**

CD/DVD players, video games, iPods, MP3 players and related items are not allowed at school. These items interfere with the learning process and can create problems among the students. They may get damaged or lost which can cause tension within the family.

### **EMERGENCIES**

We strive to prevent emergencies, but some do occur. It is very important that parents leave updated emergency numbers on file at the school. In the event of an emergency, we will call the emergency number and/or doctor if we are not able to locate either parent or guardian. If we cannot reach anyone, we may call 911.

### **FIELD TRIPS**

A field trip can be a valuable extension of the classroom experience. Only field trips that have a specific goal clearly related to the curriculum and a significant educational value will be considered. The principal must give approval and sanction arrangements for all field trips.

Written parental approval for all field trips must be obtained by the school. Students who do not have the signed permission form will be excluded from the field trip. Verbal permission is not accepted. Students must be to school on time for the trip; it is unfair to the rest of the class to delay a field trip for a late classmate.

If you wish to serve as a chaperone please do not bring siblings along. Chaperone duty requires parents to actively supervise a small group of PRA students and bringing along a sibling detracts from this responsibility.

Students are expected to ride the school bus when one is provided for a school-sponsored field trip.

## **GOVERNING BOARD**

The overall tasks of the governing board are to make policy decisions that uphold, interpret, and clarify the school philosophy and vision, approve curriculum and textbooks, maintain relations and communications with the Douglas County School District, and to take appropriate action to comply with applicable laws and district policies. On behalf of the school, the governing board contracts for goods and services, prepares the operating budget, selects, terminates, and evaluates the principal and determines employee compensation, and determines the educational program. Implementation of the policies and procedures, as well as daily operations, is the responsibility of the school personnel.

All governing board meetings are open to the public and everyone is welcome with the exception of executive sessions. Meeting agendas are posted in advance.

## **HEALTH/MEDICATIONS AT SCHOOL**

Students should be free of fever and/or flu-like symptoms for 24 hours before returning to school. If your child is at school and has a fever of 100 degrees or more, you will be called to take him/her home. Please pick your child up within 30 minutes of this call.

It is recommended that, if possible, students take medication before and after school rather than during the school day. Most medications are available in long acting form and parents are encouraged to administer such medication at home to avoid administration at school. If prescription medication must be administered at school, it must be done so in our Health room in the office. All prescription medication must be furnished in the original pharmacy labeled package or container. No medications, including acetaminophen, cough syrup, or other over the counter drugs may be administered by staff without consent forms on file.

## **HOMEWORK**

Homework is essential to the learning experience and is assigned for the following reasons:

- To reinforce concepts and skills that have been presented in class
- To foster creativity and discipline through enrichment projects and research
- To train students to work independently and to accept responsibility for completing a task.

Please refer to Appendix E for a detailed version of Platte River Academy's Homework Procedures.

## **IMMUNIZATIONS**

In order for your student to attend school in the 2011-12 school year, Colorado state law requires that all required immunizations be up to date or a signed waiver must be on record. If you have questions regarding immunization requirements please contact one of the school health aides.

## **IMPORTANT ITEMS TO NOTIFY THE OFFICE ABOUT**

Please notify the office of any and all changes of information regarding your child's address, phone number, emergency number, parent work numbers, e-mail addresses, etc; as soon as possible. It is essential that the office keep this information up to date and your prompt notification regarding any changes is greatly appreciated.

### **INDIVIDUALIZED LITERACY PLAN (ILP)**

Children who are not on grade level in reading at the end of the year will be placed on an Individualized Literacy Plan as mandated by the State of Colorado. Teachers invite parents to join them in a meeting to set goals for the student and to generate ideas for both school and home support. Follow up meetings are planned annually until the child reaches grade level.

### **LOCKERS**

Lockers are provided for students in grades 6, 7 and 8. Students are expected to maintain their lockers. Students will be issued a school lock at the beginning of the year and are encouraged to keep it on their locker at all times. Students are responsible for their own locks. Students will be charged \$5 for lost or damaged locks.

### **LOST AND FOUND**

Every effort is made to return lost articles to the rightful owner. All children's clothing and lunch boxes should be marked. In the event of loss, the marked items can be quickly identified and returned. Parents and children are encouraged to search the lost and found area for misplaced items. Unclaimed items will periodically be donated to a charitable organization.

### **LUNCH**

If you do not sign up for hot lunch your child should bring a sack lunch to school. Please put the student's name on all lunch containers. Students bringing soda/glass is not permitted.

The PTO sponsors a hot-lunch program for the students. Information regarding the hot lunch program can be viewed on the parent website at: [www.platteriveracademy.com](http://www.platteriveracademy.com).

### **LOSS OR DAMAGE TO SCHOOL PROPERTY**

Students are expected to accept responsibility for books and other instructional materials issued to them. If such items are lost or damaged, the student will be charged the current replacement price.

### **PARENTAL COMPLAINTS AND CONCERNS**

Platte River Academy believes parent concerns, complaints, or grievances should be addressed in a timely manner. Platte River Academy welcomes constructive criticism of the school whenever it is motivated by keeping the best welfare of the children first, through a sincere desire to improve the quality of the educational program. Whenever a complaint is made directly to the Governing Board as a whole or to a Governing Board member as an individual, the complaint will in all circumstances be referred back through the proper channels or to the school administration for appropriate processing.

The proper order of steps to resolve complaints is as follows:

- Level 1 – Teacher
- Level 2 – Principal/Assistant Principal
- Level 3 – Governing Board
- Level 4 – Douglas County School District

A full version of the *Parental Complaint and Concerns Policy* may be viewed through the parent website at: [www.platteriveracademy.com](http://www.platteriveracademy.com).

### **PARTIES (SCHOOLWIDE AND BIRTHDAY)**

Each classroom has a designated classroom party coordinator. Classroom parties are kept short and simple. Four school-wide celebrations are observed during the school year: Fall Celebration, Winter Celebration, Valentine's Day Celebration and End of Year Celebration.

To celebrate a birthday, students are allowed to bring simple treats for the entire class; individually wrapped treats are preferred. Birthday parties may not be held at school. Birthday invitations may be distributed at school only if all students in the class, or all boys or all girls, are invited. Birthday surprises, such as balloon or floral arrangements, should not be delivered to school. Please, no red juice.

An excellent and approved way for your child's birthday to be recognized at school is to sign-up (and pay) for the "Birthday Surprise" done by our 8<sup>th</sup> graders.

### **PARENT TEACHER ORGANIZATION (PTO)**

The objectives of the PTO are as follows: 1) Build a strong school spirit by working to enhance the quality of our student's education; 2) Support the school administration by serving as a volunteer resource; 3) Promote communication with the PRA community. Every parent is a member of the PTO. The PTO has a board, elected each year by parent vote, which oversees the activities of the PTO.

### **PHONE USE/CELL PHONES**

Student cell phones at school are discouraged. If your child carries a cell phone, remind them that they should not be seen or used at any time during the school day. School personnel have been directed to secure any cell phones seen or used. Should a legitimate need arise, phones are available for student use with permission from a teacher or staff member.

### **REPORT CARDS**

Quarter grades will be sent home via the Thursday folder after the completion of each quarter. Progress marks for Grades 1-6 in Specials and Spanish are given by semester and on a separate report.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The state of Colorado requires each school to have a School Advisory Committee consisting of parents and teachers charged with advising the administration on the improvement of the school. SAC also serves as a sounding board for community concerns. All meetings are open to the public and publicized beforehand. We encourage parents and other community members to attend. Look on the PRA website for more information.

### **STUDENT WITHDRAWAL FROM SCHOOL**

Please let the office and your child's teacher know as soon as possible if you will be moving or changing schools. It is imperative that your child returns all school owned books and materials and pay all charge. Early notification will enable your child's new school to receive his/her records promptly.

## **TEXTBOOKS**

All basic texts are on loan to students for their use during the school year. Textbooks are to be covered in order to keep them clean and in good condition. Students/parents will be charged for damaged textbooks. Textbooks lost and/or damaged during the school year will be assessed the full cost of a new book.

## **THURSDAY FOLDERS / E-FOLDER**

On most Thursdays teachers in Grades K-5 send home a “Thursday Folder”. This folder contains student work, information specific to the teacher and/or garde level, and important/timely information from the school office. Additionally, other school news and event flyers are sent out via an “E-folder” along with the PRA newsletter. The work in the Thursday folder only represents a sample of the student’s work. Please take time to review the contents of the Thursday folder. For parents with children in Grades 6-8 it is especially important to monitor student work/progress by accessing Teacher Ease and reviewing the PRA newsletter and E-folder.

## **VOLUNTEERS**

Platte River Academy would not exist without active parent participation. The opportunities for your involvement in the school are abundant as well as diverse. Committing time at the school or at home benefits the school. A minimum of 40 hours per year is required for a two-parent family and 20 hours per year for a single-parent family. Each family is required to assist four with carpool duty for each student enrolled in school – carpool duty does not count towards volunteer hours.

Parents are asked to input their volunteer hours by accessing the parent website at: [www.platteriveracademy.com](http://www.platteriveracademy.com) and clicking on “enter hours” which can be found under the “volunteer” icon.

In order to give your full attention to your volunteer duties, we ask that you do not bring small children while you volunteer. We suggest that you find a sitter or another PRA parent with which to trade babysitting time. Volunteer hours may be earned by babysitting children for another PRA parent while they volunteer at school. Volunteers are required to dress appropriately for a school setting.

## **VOLUNTEER WORK DAYS**

Family Workdays are scheduled for parent volunteers to perform various tasks around the school, such as touch-up painting, cleaning and other projects. There are seven scheduled for this year. This work is supervised by and done with Janet Williams, PRA Facilities Manager. The time is 8am – noon. Each family is asked to participate in at least one work day per school year. The scheduled work days are as follows:

2011: September 10, 2011                      October 8, 2011                      November 12, 2011

2012: January 14, 2012              February 11, 2012              April 14, 2012              May 12, 2012

## **ZZZ’s**

Sleeping is discouraged during class; therefore, it is highly recommended that your child receive plenty of sleep at home.

**APPENDIX A  
(Carpool Map)**



**Acrobat Document**

## **Appendix B**

### **PROACTIVE DISCIPLINE**

The staff at PRA, the students and their parents must realize that discipline is an important aspect of our school. The objective is to provide a learning environment that is safe, caring and orderly, where everyone is treated with courtesy and respect.

Our educational objectives are aimed at the development of the whole child. Students are provided the opportunity to reach their full potential intellectually, physically, and ethically.

The foundation of this program is a list of rights and responsibilities for teachers, students and parents. Each has an entitlement to receive the benefits of these rights and responsibilities.

#### **Be Respectful, Be Responsible, Be Safe**

Our discipline supports the learning environment at PRA by using stringent, but consistent and fair Discipline Plan. All students will abide by the same system. If a rule is broken, consequences will be consistently applied without exception.

#### **Each student will be accountable for his or her actions.**

Study and review the Discipline Plan with your child. The understanding of these rules is very important and will affect your child. We are confident that with your support our students will enjoy a learning environment where a high level of academic achievement can take place. When you review and reinforce these concepts at home, you are doing your part to increase your child's overall success.

## Appendix C

### 2011-12 PLATTE RIVER ACADEMY DRESS CODE

Following are the general and specific guidelines for approved clothing items. All articles of clothing should be neat, clean and in good condition. Items with a waistband are to be worn at the waist with shirts and blouses appropriately tucked into shorts, pants, skirts, and skorts. Undergarments, including boxer shorts, and bra straps shall not be visible while in a normal standing posture. Cargo pockets or buckles are not permitted on uniform pants or shorts or buckles on pockets on any uniform clothing. Colors: The blue is Navy Blue. The green is Forest Green. Color swatches are available in the office to ensure color matches. Short sleeve is defined as having at least two (2) inches of material beyond the shoulder seam line. Appropriate athletic shoes should be worn on PE days.

**Unacceptable items include, but are not limited to:** Oversized, baggy, tight-fitting, revealing, low-riding, or suggestive clothing; temporary or permanent tattoos, bare midriffs, body piercing other than ear lobes (see jewelry below).

#### **Exceptions:**

- 1) Teachers may designate specific color shirts for field trips.
- 2) Students may wear official school club or team shirts on Spirit Day, tucked in and belted.
- 3) PRA team jerseys may be worn on game day (limit twice a week).

**Following are the general and specific guidelines for approved clothing items. All articles of clothing should be neat, clean and in good condition. Items with a waistband are to be worn at the waist with shirts and blouses appropriately tucked into shorts, pants, skirts, and skorts. Undergarments, including boxer shorts, and bra straps shall not be visible while in a normal standing posture. Cargo pockets or buckles are not permitted on uniform pants or shorts or buckles on pockets on any uniform clothing. Colors: The blue is Navy Blue. The green is Forest Green. Color swatches are available in the office to ensure color matches. Short sleeve is defined as having at least two (2) inches of material beyond the shoulder seam line. Appropriate athletic shoes should be worn on PE days.**

**Unacceptable items include, but are not limited to: Oversized, baggy, tight-fitting, revealing, low-riding, or suggestive clothing; temporary or permanent tattoos, bare midriffs, body piercing other than ear lobes (see jewelry below). Spirit shirts allowed on Fridays only.**

### 2011-12 General Dress Code Guidelines:

| Uniform                | Standard  | Uniform will <b>NOT have/will NOT be:</b>   |
|------------------------|---|---|
| Polo Shirts            | Solid white, navy, green long/short sleeve knit w/out emblem. Loose fit w/ buttons, tucked in at all times. <b>MS allowed to be worn, un-tucked, at mid-hip or tucked into pants (belt required if tucked in).</b> Light blue PRA logo polo's (special purchase through school) may be worn only by MS students.                                  | Tight, form-fitted or oversized. Rolled or cuffed sleeves, pockets or logos other than PRA. Long sleeve t-shirt underneath short sleeve polos.            |
| Belt                   | Unadorned black, brown, navy, dark green or khaki with plain buckles (required for 4 <sup>th</sup> -6 <sup>th</sup> grade).   | Studded, flowered or any other decoration or cut-out.   |
| Pants                  | Navy, khaki or stone. Straight-leg or slight flare. Waistband w/ belt loops (K-3 with or without elastic). Twill or corduroy.   | Frayed hems, touching ground. Cargo or patch pockets. No Capris or denim fabric. No rivets on pockets   |
| Shorts                 | Navy, khaki or stone. Twill. Inset pockets. Waistband with belt loops for grades 4-8, with/without elastic for grades K-3. No shorter than 4" above knee and not extending below the knee.  | See pant guidelines.  |
| Turtleneck             | Solid white, navy or green, rolled or mock neck w/o emblem.   | Textured or ribbed knit. Prints.  |
| Sweatshirt             | Solid white, navy or green crewneck with PRA emblem or no emblem. Hooded sweatshirts (zippered & pullover style) purchased from PRA PTO. A collared shirt must be worn underneath sweatshirts.  | Anything other than a plain sweatshirt  |
| Vest                   | Solid navy or green flat knit, V-neck pullover. Approved PTO fleece vest (can be worn inside)   |   |
| Jacket                 | Approved PTO fleece jacket(can be worn inside)  |   |
| Cardigan               | Solid navy, green or white flat knit or cabled, button down, long sleeve.   | Zippered or ornamented.   |
| Blazer                 | Solid navy without emblem.  |   |
| Shoes                  | Athletic, leather or boot style shoes and laces in one of following colors: white, navy blue, black, gray, dark green, tan or brown. Laces will be one solid color listed above. Shoe accent may be any <u>one</u> color. Boots higher than top of ankle must be covered by pant. Heel & toe must be enclosed. Shoes must have non marking soles. | Boots that don't have the top covered by pants. Characters, lights, charms or wheels. Heels higher than 2". Mismatched laces. Flip flops are not allowed. |
| Hats                   | No hats worn inside the school building   |   |
| Undergarments          | Plain white undershirts may be worn under school shirts. Girls may wear inconspicuous shorts under skirts and jumpers.  | Colored T-shirts other than white. Will not hang lower than outer uniform shirt.  |
| Outerwear              | Worn to & from school and at outdoor recess   | Not to be worn inside building except for the PTO approved fleece vest/jacket or Athletic Dept approved track jacket                                      |
| Scout uniform          | Brownie & Girl/Boy Scout uniforms may be worn on day of scout meetings.   |   |
| <b>DRESS OF CHOICE</b> | <b>DRESS OF CHOICE GUIDELINES:</b>  | Uniform will <b>NOT have/will NOT BE:</b>   |
| T-shirts               | Clean and in correct size.  | No designs incorporating vulgarity, gangs, profanity, violence, drugs, alcohol, or negative messages. No cutaway armholes.                                |
| Jeans                  | Clean and in correct size   | No holes allowed.   |

|                              |   |  |
|------------------------------|---|--|
| Earrings(girls)              | One pair of conservative earrings   | Not worn on PE days.   |
| Tank tops(girls)             | Straps must be at least 2" in width.  | Low-cut tops, halters, tube tops or midriff top  |
| Uniform:<br>(Boys Specific)  | Standard  | Uniform will <b>NOT have/will NOT be:</b>  |
| Jewelry                      | One of each of the following: small necklace, bracelet, ring or watch   | More than one of each named item. Any body piercing.   |
| Hair                         | Clean, uncolored, except for light natural highlighting if desired, no bleaching. Cut no longer than the center of the collar in the back with a clear, unobstructed view of both eyes at all times.                            | Mohawks or "buzz" cuts with shaved patterns. No bleaching or ornamentation.  |
| Dress Shirt                  | Solid white, navy, or green. Collared, button down. Long or short sleeve.   | Tight, form-fitted or oversized. Rolled or cuffed sleeves, logos other than PRA.   |
| Nails                        | Clean, short and neatly trimmed.  | No nail color or ornamentation.  |
| Socks                        | Any style solid white, navy, dark green, black or khaki socks. Must be worn and visible at all times.   | Shoes with no socks. Socks that are not the approved dress code sock colors. No trim color   |
| Uniform:<br>(Girls Specific) | Standard  | Uniform will <b>NOT have/will NOT be:</b>  |
| Nails                        | Clean, neatly trimmed, nail polish in a single light color on all fingers.  | Brightly colored nail polish or ornamentation. Dark colors.  |
| Make up                      | Grades 6-8 may wear lightly applied mascara, blush and lip gloss.   | Make up of any kind on students grades K-5. Sparkly shadows & eyeliner.  |
| Socks and Tights             | Solid color, unadorned white, navy, dark green, black or khaki socks or opaque flat knit tights. Must be worn and visible at all times.   | Shoes with no socks. Unapproved sock color or tights with patterns or textured surface. Footless leggings.   |
| Jewelry                      | One of each of the following may be worn: small necklace, bracelet, ring or watch. One pierced post or small (1/2 inch) hoop earring per ear.   | More than one of each named item. Any other body piercing. Dangling or large earrings.   |
| Skirt                        | Dennis Uniform brand or Educational Outfitters Blackwatch plaid. Solid navy, khaki, or stone. Must be pleated.  | Tight, form fitting, straight, without pleats. Any type of slit. May not be shorter than 4" above the knee. Leggings under skirts.                         |
| Jumper                       | Dennis Uniform brand or Educational Outfitters Blackwatch plaid. Solid navy, khaki or stone.  | Tight or form fitting. Any type of slit. May not be shorter than 4" above the knee.  |
| Skort                        | Dennis Uniform brand or Educational Outfitters Blackwatch plaid. Solid navy, khaki or stone.  | Tight or form fitting. Any type of slit. May not be shorter than 4" above the knee.  |
| Shorts                       | In addition to General Dress Code: Dennis Uniform brand or Educational Outfitters Blackwatch plaid walking shorts.  | May not be shorter than 4" above the knee. May not extend below the knee. Capri's are not allowed. Rolled up cuffs and sewn cuffs over 1-2". Tight fitting |
| Hair                         | Clean, conservatively styled, evenly cut, Uncolored except for light natural highlighting if desired, no bleaching. Clear, unobstructed view of both eyes at all times. Hair accessories must be PRA uniform colors or neutral. | May not have beads, yarn, fabric, flowers, or other items braided into the hair. May not be colored, bleached or distracting.                              |
| Blouse                       | Unadorned, white, long or short sleeve with collar  | Tight, form fitting, or oversized. Rolled or cuffed sleeves. Logos other than PRA.   |

- Exceptions:** 1) Teachers may designate specific color shirts for field trips.  
2) Students may wear official school club or team shirts on Spirit Day, tucked in and belted.  
3) PRA team jerseys may be worn on game day (limit twice a week).

**Revised 6/15/11**

## Appendix D

### Platte River Academy Dress Code Enforcement Procedures

#### Dress Standard Enforcement – Kindergarten through Third grade

Parents have the primary responsibility to ensure that their child meets the dress standard in the primary grades. Students wearing inappropriate dress may be required to call home and have a change of clothes brought to them. These students may also be required to remain in the office until they can change in order to reduce distractions in the classroom.

#### Dress Standard Enforcement – Fourth grade through Eighth grade

Students in the intermediate and middle school grades must take primary responsibility to ensure that they meet the dress standard while they are at Platte River Academy. Students must be in compliance with the dress standard in order to remain in class. If a student does not meet the dress standard they will be sent to the office in order to correct the problem. If an item is available that will put them in compliance the student may borrow it and return to class. If the student borrows a belt it must be returned to the office before they leave for the day. If the item needs washing it must be returned clean within three days. If an item is not available in the office the student will be required to call home and have that item brought to school. The student will not be allowed to return to class until they meet the dress standard.

#### Dress Standard Violation Consequences – Kindergarten through eighth grade

- 1<sup>st</sup> Violation:**
- (K-3) Student is given a written warning of the violation  
Student may be required to change an item if it causes a distraction
  - (4-8) Student is given a written warning of the violation  
Student will be sent to the office to get in compliance
- 2<sup>nd</sup> Violation:**
- (K-3) The teacher will call the parents and discuss the violation  
Student may be required to change an item if it causes a distraction  
Student loses the next dress of choice day
  - (4-8) The teacher will call the parents and discuss the violation  
Student will be sent to the office to get in compliance  
Student loses the next dress of choice day
- 3<sup>rd</sup> Violation:**
- (K-3) Student will be sent to the office to get in compliance  
Student will receive a before or after school detention  
Parent will be notified  
A dress standard contract will be developed
  - (4-8) Student will be sent to the office to get in compliance  
Student will receive a Saturday detention  
Parent will be notified  
A dress standard contract will be developed

*Revised August 3, 2006*

## Appendix E

### Platte River Academy Homework Procedures

#### HOMEWORK GUIDELINES

Homework is usually not assigned on weekends or vacations, with the exception of long-range projects or other special assignments. Students vary in their ability to complete homework, so time allotments *must be flexible*. However, **as a general rule of thumb**, children should generally not be assigned homework in excess of:

- \* Grade K – 3: 30 minutes per night
- \* Grade 4 – 6: 30 to 60 minutes per night
- \* Grade 7 – 8: 45 to 90 minutes per night

If a child's homework consistently exceeds these guidelines, parents are asked to contact their child's teacher(s). Parents are encouraged to participate in the homework process, but **assignments must be completed by the student and reflect his/her own ability**. It is helpful for students to be provided with a quiet area to complete homework and a scheduled homework time.

#### ABSENTEE HOMEWORK REQUESTS

Homework may be requested on the second day of an absence. The initial day of absence should be used for the student to rest and recover from their illness. Please call in the request on the second day no later than 11:30 in order to give the teachers time to provide the work requested.

#### HOMEWORK EXPECTATIONS

- Math will generally be every night
- All assignments must be neatly completed
- Homework is due on the date it is assigned to be completed
- Long term projects are always due on the original due date
- Students need to keep the same homework time and amount each day. If it is a light homework evening, the student should use the time to work on projects and to read.

#### GRADING SCALE (Grades 1 – 8)

|              |           |           |                 |
|--------------|-----------|-----------|-----------------|
| A+ 97% -100% | B+ 87-89% | C+ 77-79% | D+ 67-69%       |
| A 93-96%     | B 83-86%  | C 73-76%  | D 63-66%        |
| A- 90-92%    | B- 80-82% | C- 70-72% | D- 60-62%       |
|              |           |           | F 59% and below |

#### LATE OR MISSING HOMEWORK

Please refer to the guidelines presented by each teacher regarding late or missing homework.

#### EXTRA CREDIT

Extra credit must receive prior approval by instructor to be given a point count or grade.