



## Student and Family Handbook 2025-2026

**Ascent Classical Academy of Northern Colorado**

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## **ACANC School Information**

### **School Mission**

Ascent Classical Academy exists to train the minds and improve the hearts of young people through a classical, content-rich education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue in an orderly and disciplined environment.

### **School Vision**

Ascent Classical Academy develops within its students the moral and intellectual skills, habits, and virtues upon which independent, responsible, and joyful lives are built, in the firm belief that such lives are the basis for a free and flourishing republic

### **School Pledge**

I will learn the true. I will do the good. I will love the beautiful.

### **Grammar School**

Our Grammar School houses Kindergarten through Sixth Grade, and builds the foundation for academic and personal success. The classical experience in Grammar School instills studious habits, decorum, and respect. It promotes the love of order, of precise and edifying language, and of objective standards of goodness, truth, and beauty. And, more than anything, it invites students to delight in the rich variety of the natural and human world. Parents can learn more about our Grammar School by clicking [here](#).

### **Upper School**

Our Upper School houses Seventh through Twelfth Grade. Upper School students follow a traditional liberal arts and sciences sequence, with the primary focus on literature, mathematics, history, science and foreign language. The Senior Thesis is the culmination of a student's classical education and a rite of passage to a life of virtue and self-government. A satisfactory performance on the writing and presentation of the thesis is required for graduation. Parents can learn more about our Upper School by clicking [here](#).

To view the High School Course Catalog [click here](#).

### **School Calendar**

ACANC 2025-2026 school calendar and bell schedule can be found [here](#).

### **Website**

To stay connected and informed, we encourage families to visit our [school website](#) regularly. Our website serves as a resource to ensure that families have the tools they need to support their child's academic success, including links to the calendar, faculty information, enrollment, and due diligence documents.

## **The Arrow Online**

[The Arrow Online](#) is a weekly newsletter emailed to families at ACANC. Information on The Arrow Online includes announcements, athletics information, resources for students and parents, and updates to events happening on campus. Parents/Guardians of students listed in PowerSchool are automatically enrolled to receive The Arrow Online. Additional family members may request to receive The Arrow Online through our [school website](#) or may email the front office with this request at [office@nc.ascentcolorado.org](mailto:office@nc.ascentcolorado.org).

## **Staff Contact Information**

Families can find a list of all faculty/staff, teacher websites, and email addresses [here](#).

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## **Parent Resources**

### **PowerSchool**

ACANC utilizes PowerSchool for parents to access grades and class schedules for their students. For assistance with PowerSchool, please connect with our [Registrar](#).

### **SchoolPass**

ACANC utilizes [SchoolPass](#) for all attendance and dismissal changes. Parents/Guardians can mark absences, late arrivals, after school activities, early dismissals, authorized drivers, and carpools through this system. For questions regarding SchoolPass, please connect with the [front office](#) or [view these tutorials](#).

### **Campus Cuisine**

ACANC utilizes [Campus Cuisine](#) for families to order school lunches for their students. For questions regarding Campus Cuisine, please connect with the [Hospitality Coordinator](#).

## **Uniform Guidelines**

Dress code is a vital part of our school culture. It serves as a daily acknowledgment of the importance of the work taking place in the classroom and we believe that outward appearance reflects inward habits of respect, discipline, and care. Our dress code is not meant to be a game of technicalities, loopholes, or exceptions. Rather, it provides a framework that helps students choose attire reflecting the dignity of our shared academic community. It is an expectation for both students and staff, and we are grateful for everyone's cooperation in upholding these standards.

Questions arising over particular aspects of the uniform should be decided according to this overarching intent. The most up-to-date uniform policy will be posted on the school's website. Temporary exceptions to the clothing requirements of this policy may be granted by the Head of School. Upon request,

reasonable adjustments in the uniform policy may be made for students with disabilities, religious convictions which conflict with the code, or other unique reasons.

For the most up-to-date information regarding uniforms, please review the [ACANC uniform guidelines](#).

### **Volunteers and Visitors**

At Ascent Classical Academy of Northern Colorado, we welcome parent involvement and encourage families to observe classrooms to better understand what their children are learning. To ensure visits are valuable and maintain decorum, all visits are requested to be scheduled in advance through the Front Office.

Photography or video is not permitted during visits, except at Opening Ceremonies when a parent's child is being recognized; at those times, photos should be limited to their student(s). Classroom visits are distinct from volunteering, and parents who wish to volunteer should contact the [Front Office](#) for guidance.

Volunteers and visitors should abide by the spirit of the student uniform policy and if possible, be consistent with faculty standards of appearance. Attire is expected to be neat, modest, and not distracting. For questions regarding volunteering, please connect with the Volunteer Coordinator or Front Office.

For the safety and security of our students, all individuals entering campus will be asked to provide a drivers license to the main office to check in. Volunteers will also be required to complete the [volunteer application](#) annually.

### **Ascent School Accountability Committee**

The state of Colorado requires each school to have a School Accountability Committee (SAC) consisting of parents, teachers, and community members charged with advising the administration on the improvement of the school. The Ascent Accountability Council (AAC) is tasked with informing, encouraging, and providing opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes.

For more information about joining the Ascent School Accountability, please see our [website](#).

### **After School Care**

Students must be picked up by 3:30 p.m. or after the carline ends, whichever is later. If a student has not been picked up by that time, the front office will contact parents or guardians and, if necessary, emergency contacts. In the event of an emergency or an extended delay, an administrator will remain with the student

until a parent or approved designee arrives. Repeated late pick-ups will be documented and may prompt follow-up from administration to discuss alternatives or supports.

For the safety and security of our students and to reduce congestion, families are strongly encouraged to avoid picking up children in the Main Lobby between 2:30 p.m. and 3:00 p.m. If you need to pick up a child before the end of the school day, please do so before 2:30 p.m. whenever possible. Early dismissals for Archers Athletics are exempt from this request and should follow the athletics dismissal process.

For after school care, ACANC has partnered with [After School Kindness](#).

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### **Student Fees and Materials Policy**

Ascent Classical Academy student fees help to cover the cost of consumable materials. For grammar school students, this includes all classroom supplies. For upper school students, this includes workbooks, literature, and lab science supplies.

#### 2025-2026 Student Fees:

- Grades K-6: \$120
- Grades 7-12: \$187.50
- Family Cap: \$400

#### 2025-2026 Homeschool Enrichment Fees:

- \$75 per student with a maximum of \$225 per family

Student fees are non-refundable and do not include the cost of extra-curricular activities, clubs, athletics, or yearbook.

Ascent Classical Academy provides a classical education to all students regardless of income. We are therefore happy to waive student fees for indigent students, including students who are free-and-reduced-lunch eligible, homeless, or foster students. Please see apply [here](#).

All student fees, including student fees, club fees, athletic fees, etc. are collected through RevTrak. Parents can create their Revtrak accounts by [clicking here](#). Any questions regarding the payment system Revtrak can be directed to the [Finance Lead](#).

Field trips and extracurricular activities, such as athletics, clubs, or house events, may incur additional fees. Students will not be permitted to participate in such activities if required fees are unpaid and no waiver has



been granted. The school is committed to ensuring that all students have the opportunity to participate in enrichment activities regardless of economic status.

Ascent Classical Academy Charter Schools does not charge loss or damage deposits for nonexpendable supplies and materials. Students are responsible, however, for the appropriate care of these items. If materials are lost or damaged, the school may request repair or reimbursement, taking into account mitigating and extenuating circumstances, including the cost of the item, the extent of the damage, the age of the student, and any repeated instances of loss or damage.

Teachers may, at times, request that parents purchase items for specific class projects or activities. Such requests should be communicated to families approximately one week in advance.

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## **School Operations**

### **Carline**

ACANC utilizes a carline for student drop off and pick up. Please [click here](#) to view both our AM and PM carline procedures and information, including video tutorials.

We ask that in addition to our carline procedures, everyone obey all posted signage for traffic surrounding campus. ACANC is a closed campus, and students may only be in the building during school hours, or in an approved, staff supervised before/after school activity. No students may be dropped off in the parking lot.

- AM Carline begins at 7:20am and gates close at 7:45am.
- PM Carline begins at 3:00pm and gates close at 3:30pm.

Students are expected to be in their seats when school begins. Students arriving after carline gates have closed, or during the school day, must check in and out with the front office.

### **Student Drivers and Parking**

Students who wish to drive to school may apply for a parking pass through the Front Office. To be eligible, students must hold a valid Colorado driver's license, comply with all traffic laws, and park only in their assigned spot with a visible parking pass.

High school students are permitted to leave campus during the lunch hour with parental permission. Students who exercise this privilege are expected to return on time for class and to abide by all school and community rules while off campus.

During the school day, students are otherwise expected to remain on campus unless properly signed out through the Front Office and may not return to their vehicles without staff permission. Failure to follow the expectations outlined in the Parking Pass Agreement may result in the loss of driving privileges.

Vehicles are parked on campus at the student's own risk. The school is not responsible for damage, theft, or loss. Questions regarding student drivers or parking should be directed to the [Dean of Operations](#).

### **School Vans**

ACANC has purchased vans to facilitate the transportation of students to extracurricular events. Use of the vans is restricted to employed staff. Questions regarding use of the school vans should be directed to the [Dean of Operations](#).

### **School Closures**

Ascent Classical Academy of Northern Colorado (ACANC) has adopted the principled philosophy that schools should remain open so long as it is safe to do so. Weather conditions will be considered on a case-by-case basis, and the school will communicate any closures or delays as promptly as possible. Parents are always encouraged to make the decision they feel is best for their child when weather conditions create concern.

School closure and delay information will be sent to parents/guardians via messages through Bright Arrow to personal email accounts, and messages. Families can also contact the front office at 970-545-6650 or [office@nc.ascentcolorado.org](mailto:office@nc.ascentcolorado.org).

In the event of a facilities malfunction, the school will notify families as soon as possible. Every effort will be made to restore operations quickly and safely so that normal school functions can resume without unnecessary disruption.

### **Medical Policies**

Ascent Classical Academy of Northern Colorado (ACANC) is committed to maintaining a safe, healthy environment for all students. The following policies outline the school's approach to illness, immunizations, and student absences. Any questions regarding these policies, please reach out to the [School Nurse](#) or [Health Tech](#).

### **Communicable Illness and Health Notifications**

The school will notify families if contagious conditions are reported in a class or grade level. For privacy reasons, the identity of affected students and their families will not be shared.

When cases of illness arise, the school implements elevated cleaning and sanitation protocols, including increased disinfection of classrooms, shared surfaces, and common areas. Teachers and staff reinforce good hygiene practices such as frequent handwashing and covering coughs.

If a student develops symptoms of illness while at school, they will be referred to the Health Office for assessment. Parents will be contacted if a child needs to go home, and arrangements should be made for pickup within 30-45 minutes.

### **Sick-Child Guidelines**

To protect the well-being of all students and staff, students should remain home if they exhibit any of the following:

- Fever of 100.0°F or higher, or feeling feverish/chills. Students may return after being fever-free for 24 hours without medication, unless otherwise directed by a healthcare provider.
- Diarrhea that is new and unrelated to a chronic condition. Students may return once symptom-free for 24 hours.
- Vomiting that is unrelated to a chronic condition. Students may return 24 hours after their last episode.
- Persistent and debilitating cough not related to a chronic condition.
- Strep throat or other highly contagious illnesses. Students must remain home until cleared to return by a healthcare provider.

### **Immunizations of Students**

All Ascent Classical Academy Charter Schools students are required to be in compliance with state law governing immunization against specific diseases, which law includes potential exemptions that are documented by (1) a certificate of medical exemption; or (2) a certificate of non-medical exemption due to a religious or personal belief that is opposed to immunizations, certified by a health care professional.

Failure to comply with the state requirements will result in a student being unable to attend classes, and receiving unexcused absences, until proof of compliance is provided. Schools will provide state-required immunization information to parents and guardians annually.

### **Required Immunizations and Exemptions**

As part of annual registration, families must submit updated immunization records. Colorado law requires the following immunizations: Diphtheria, tetanus, and pertussis (DTap/DTP/Tdap); Hepatitis B (HepB);

Measles, mumps, and rubella (MMR); Polio (IPV); and Varicella (chickenpox). Please note: the COVID-19 vaccine is not included in Colorado's required immunization schedule for 2022–2023.

Parents may claim an exemption under Colorado law and Department of Public Health and Environment (CDPHE) regulations:

- Medical Exemptions must be signed by a physician, physician assistant, or advanced practice nurse. This form only needs to be submitted once unless the student's information changes. Nonmedical Exemptions (Religious or Personal Belief) must be renewed annually. Parents may either:
  - Submit a nonmedical exemption form signed by a healthcare provider authorized to administer vaccines, or
  - Complete CDPHE's 20-minute online education module and submit the generated certificate.

Forms and the education module are available at [cdphe.colorado.gov/vaccine-exemptions](https://cdphe.colorado.gov/vaccine-exemptions). By law, CDPHE's "Letter to Parents" is distributed annually.

### **Medicine Administration**

For those students who require medications, the parents and their health care provider must complete a [medication form](#). All medication must be administered according to school procedures. All prescription and over-the-counter medications require written authorization from both a parent/guardian and the student's healthcare provider.

Medications will be administered in the Health Office by the school nurse or trained staff and logged in the daily medication record. Herbal and homeopathic remedies may not be administered by school personnel. Students with asthma, severe allergies, or related life-threatening conditions may self-carry and self-administer medication as outlined in an approved health plan.

### **Medically Necessary Treatment/Administering Medications**

Ascent Classical Academy of Northern Colorado (ACANC) is committed to maintaining a safe, healthy environment for all students. The following policies outline the school's approach to illness, immunizations, absences, medication, and access to medically necessary services.

### **Access to Medically Necessary Services**

In compliance with HB 22-1260 and the *Access to Medically Necessary Services for Students* requirements, ACANC has adopted procedures for reviewing requests for medically necessary treatment at school.

- Families may submit requests for medically necessary services.

- Requests will be considered in accordance with state law and CSI's *Access to Medically Necessary Treatment at School Policy* (updated November 2024).
- Approved treatment plans will be documented and implemented in partnership with families, school staff, and healthcare providers.
- As required, the school submits an annual Access to Medically Necessary Treatment Data Collection Form to CSI by early June. CSI aggregates this information and reports to the Colorado Department of Education (CDE) by July.

Parents seeking access to medically necessary services for their student should contact the [Health Office](#) for guidance on the request process and required documentation.

### **Sports Participation Requirements**

All students participating in athletics must have:

- A current physical exam (within the last 12 months) on file with the school.
- A completed liability waiver, including emergency contact information and disclosure of relevant medical history.

### **Coach Training and Certification**

All coaches are required to maintain current CPR/First Aid/AED certification and comply with CHSAA regulations. The school provides training opportunities on a rotating basis to ensure compliance and readiness.

### **Concussion Management**

The safety and well-being of our students is our highest priority. Any student suspected of having a concussion will be removed from play or activity immediately and may not return until evaluated and cleared by a licensed healthcare professional. Parents will be notified promptly, and teachers and coaches will monitor students closely. Return to school and athletics will follow a gradual, step-by-step process in line with medical recommendations and CHSAA guidelines.

The health and safety of our students is a shared responsibility. ACANC is committed to supporting parents as they make decisions best suited to their child's needs, while ensuring the well-being of the entire school community. For health-related questions, please contact the [Health Office](#). For attendance-related questions, please contact the [front office](#).

## **Science Safety**

All science instruction follows the school's Chemical Hygiene Plan, with careful procedures for the safe acquisition, handling, and disposal of chemicals.

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## **Safety and Security Procedures**

Ascent Classical Academy of Northern Colorado recognizes that the foundation of education rests upon the safety and security of students. We live in a world where the presence of evil and violence cannot be ignored. While we hope never to face such circumstances, our responsibility compels us to prepare diligently and respond with resolve.

## **Security Philosophy**

Evil is a tragic reality of the human condition, and schools must prepare for potential threats with prudence and clarity. ACANC does not rely on wishful thinking or reactionary responses but instead adopts a posture of readiness, vigilance, and courage.

## **Security Measures**

1. Trained Security Team: The school employs a highly trained and armed security team prepared to assess and, if necessary, eliminate threats to the safety of students.
2. Facility Security: Buildings remain secured, and safety protocols, including locks, controlled access, and emergency procedures, are enforced at all times.
3. Emergency Drills: Regularly scheduled drills prepare students and staff for potential emergencies, conducted with care and seriousness.
4. Partnership with Law Enforcement: ACANC works closely with local law enforcement and first responders to strengthen prevention, preparedness, and response efforts

## **Commitment**

In the event of an emergency, ACANC staff and security personnel will act without hesitation to protect students. The safety of children under our care is our highest duty, and we are prepared to meet force with force if necessary.

While it is sorrowful that such precautions are required, we choose to face reality with resolve. ACANC will remain steadfast in its mission to safeguard students, enabling their moral and intellectual development in a secure environment.

In the event of an emergency, our priority is to keep all students safe to reunite students with their families as quickly and safely as possible. As soon as we are able, we will communicate instructions and updates. Please be aware that phone calls and additional traffic may delay this process, and impede access for emergency responders.

### **Surveillance Cameras**

To ensure the health, welfare, and safety of all staff, students, and visitors, ACANC may use video and audio surveillance to ensure student, staff, and visitor safety. Monitoring may occur on school grounds and school-sponsored events, except in areas where monitoring would violate a student's right to privacy (e.g., bathrooms).

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### **Academics**

#### **Missed and Makeup Work**

Classical education is highly interactive and depends on consistent and punctual attendance. Because this approach relies heavily on classroom discussion between students and teachers, much of the work and learning that occurs in class cannot be replicated or made up if a student is absent.

For this reason, parents are expected to exercise prudence and make every effort to ensure students do not miss class, including reserving family trips and extended absences for scheduled school breaks. In the spirit of partnership, families should communicate well in advance regarding any planned absences.

Parents may excuse any student absence for any reason through [SchoolPass](#). Absences not communicated to the school will be recorded as unexcused.

Board policy gives discretion to each school to set procedures regarding missing and make-up work. In general, teachers will not provide advance work ahead of a planned absence. Students may take their usual learning materials home with them, but will not be given any assessments or classwork in advance. It is recommended that parents and students follow along on their teacher's website and in the online gradebook to track assignments while absent, and follow up with teachers at an appropriate time to discuss the absence.

Upon returning to school, students may expect the following:

- Students have a one day extension for every day missed to complete assessments, projects or other summative projects, up to seven school days. The Head of School will make final decisions regarding extensions for extenuating circumstances.

- This extension policy does not change the original due date of long-term assignments. Instead, it provides additional time only if a student misses in-class work time that their peers received. For example, if a student is absent on a day when class time was provided for project work, they will be given an equivalent amount of additional time.
- Students will receive full credit for tests, quizzes, papers, and major projects that they miss during excused absences if those assessments are completed within the designated time frame.
- Students are encouraged to complete missed homework and missed classwork to master material (and will be granted access to this material upon request), but these assignments will be exempted and not collected or graded.
- Students are responsible for collecting missed notes and handouts upon their return by checking teacher websites, getting notes/classwork from a friend, speaking to teachers directly (outside of active instructional time), and arranging for tutoring. Please note that tutoring is not a full replacement for missed instructional time.
- Especially in middle school grades, student-supplied notes may not be sufficient or accurate. It is acceptable to supply the absent student with prepared notes, such as those prepared for students with accommodations or a stripped down version of teacher's notes.

The policy for late work is as follows:

- Homework submitted one day late will receive 75% credit.
- Homework submitted two days late will receive 50% credit.
- Homework submitted more than two days late will not receive credit.

This policy is designed to encourage timely submission of assignments while allowing some flexibility for unforeseen circumstances. Students who miss part of a class due to early dismissal or illness will be exempted from classwork missed after their departure. As above, students should understand their role in their own learning, and take ownership of missed content by seeking out resources and notes.

School-related absences, such as being pulled for testing or sporting events should be managed in the same manner as excused absences. Especially with regard to student athletes and theatre performers, sports and theatre, while important, come secondary to academics and our students should be held to a high standard of accountability and responsibility. Communication with coaches and directors is strongly encouraged for students with chronically missing work and behavior problems in class.

We recognize the individual nature of extended excused absences, or consistently repeated absences, including but not limited to situations such as illness or medical conditions. Families can expect to be informed by the Head of School or designee of the general expectations related to the completion of assignments or course work in extenuating circumstances in accordance with House Bill 22-1260 (Student Access to Medically Necessary Instruction).



## **Upper School Course Catalog**

Find detailed descriptions of Upper School courses offered at ACANC [here](#).

## **Upper School Final Examinations**

Upper School students are expected to complete final examinations in their core courses at the end of each semester and are expected to be present in person to complete them. Final exams may not be taken early, per board policy.

In the event of illness, a final exam may be made-up upon the student's return if the absence is substantiated with a doctor's note. For students with extenuating circumstances, determined at the discretion of the [Head of School](#), we allow make-up exams to be taken during the testing window or at a pre-arranged later date. Students should not attempt to coordinate directly with their teachers regarding make-up final exams. Faculty will be notified of these exceptions once the decision is made.

## **Tutoring**

For Upper School, teachers offer tutoring at a minimum 2 days a week. Grammar School tutoring is set up at the discretion of each department. Tutoring must be prearranged with the teacher, and once it is confirmed by the teacher, parents need to note "Tutoring" in [SchoolPass](#).

## **Cheating and Plagiarism**

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating.

In the event of cheating the following process will be followed:

1. The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the dishonest work. The teacher will also write a brief description of the instance of academic dishonesty. These materials will be placed in the student's permanent record.
2. The teacher will inform the Head of School of the incident.
3. Either the teacher or the Head of School will inform the student's parents of the incident.
4. The student will receive an F on the assignment if it is the first offense.

5. For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.

## **Assessments and Testing**

The full [ACANC Assessment Calendar](#) can be found on our website.

### **State Assessments**

As publicly funded charter schools, Ascent Classical Academy Charter Schools is required to offer and administer several assessments, to include the Colorado Measures of Academic Success (CMAS), the Scholastic Aptitude Test (SAT), the Pre-SAT (PSAT), and WIDA ACCESS. In accordance with H.B. 25-1278, state assessments will be administered online, unless a student's IEP or 504 plan allows for paper-based accommodations.

Parents or guardians may opt their children out CMAS, SAT, and PSAT. The school will provide opt-out instructions. Students will not be subject to negative consequences based on not taking these assessments, such as prohibiting such students from in-school or extracurricular activities or requiring them to remain at home during testing. Schools will not engage in any activities that discourage a student from taking a state assessment or encourage parents or guardians to excuse students from testing.

### **Interim Assessments**

- DIBELS 8: Administered three times in a school year. Measures reading comprehension and fluency (benchmark screener) for all students grades K-3. : Schools may assess new students and returning students grades 4-6 score below benchmark the previous year.
- CLT: The Classic Learning Test (CLT) is administered to students in grades 3–12 as part of Ascent Classical Academy's assessment program. The CLT evaluates reading, grammar, and mathematical reasoning through content drawn from classic literature, historical texts, and foundational works of Western thought, aligning closely with a classical education. Administered online in a secure environment, the CLT provides timely, detailed reports to guide academic planning while also giving students practice with digital testing platforms they will encounter on state and national exams. Students are expected to approach the CLT with focus and effort, and parents are encouraged to support their child in preparing for testing days.

## **Grading Scale**

Grades are not the be-all and end-all of education. Nonetheless, grades are a useful tool to evaluate and communicate a student's mastery of the curriculum. Teachers will assign grades in order to reflect

accurately the range between true mastery and insufficient knowledge of a subject. To this end, the following letter grades have these meanings:

A – Mastery

B – Proficiency

C – Sufficiency (Competence)

D – Insufficiency

F – Failing

In addition to these general parameters, ACANC applies a 4.0 grading scale. The following grading scale will be used for all grades K-12:

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

### Weighted GPA

Ascent Classical Academy Charter Schools do not inflate student grades, since doing so poorly prepares students to lead independent, responsible, and productive lives. Nevertheless, the larger academic world does not share our view, and to ignore this would do a disservice to our students as they apply for some colleges and scholarships.

In order to maintain the integrity of our classrooms while recognizing the pressures of the broader academic world, Ascent Classical Academy Charter Schools adopts the following weighted grading policy.

For purposes of official high school transcripts only, honors courses and courses that count for both high school and college credit will be weighted on a 5-point scale as follows:

| Letter Grade | GPA Value | Letter Grade | GPA Value |
|--------------|-----------|--------------|-----------|
|--------------|-----------|--------------|-----------|

|    |     |    |     |
|----|-----|----|-----|
| A  | 5.0 | C  | 3.0 |
| A- | 4.7 | C- | 2.7 |
| B+ | 4.3 | D+ | 2.3 |
| B  | 4.0 | D  | 2.0 |
| B- | 3.7 | D- | 1.7 |
| C+ | 3.3 | F  | 0.0 |

## Graduation Requirements

To graduate from Ascent Classical Academy Charter Schools, students must fulfill both the statutory requirements set by the State of Colorado and the academic requirements established by the Board.

### Core Graduation Requirements

| Subject Area                                                                                                                                             | Credits Required |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>English</b>                                                                                                                                           |                  |
| Core courses: Classical Literature (2 semesters), British Literature (2 semesters), American Literature (2 semesters), Modern Literature (2 semesters).  | <b>4</b>         |
| <b>Math</b>                                                                                                                                              |                  |
| Within the credit requirement, students must successfully complete: Geometry (2 semesters) and Algebra II (2 semesters).                                 | <b>4</b>         |
| <b>Science</b>                                                                                                                                           |                  |
| Within the credit requirement, students must successfully complete Biology (2 semesters), Chemistry (2 semesters), and Physics (2 semesters).            | <b>4</b>         |
| <b>History</b>                                                                                                                                           |                  |
| Core courses: Western Civilization I (2 semesters), Western Civilization II (2 semesters), American History (2 semesters), Modern History (2 semesters). | <b>4</b>         |
| <b>Government</b>                                                                                                                                        |                  |
| Core course: American Government (2 semesters) This course meets the state requirement for civics.                                                       | <b>1</b>         |
| <b>Economics</b>                                                                                                                                         |                  |
| Core course: Economics (1 semester)                                                                                                                      | <b>0.5</b>       |
| <b>Latin/Foreign Language</b>                                                                                                                            |                  |

|                                                                                                                                                                                                               |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Within the credit requirement, students must complete a full year of Latin. Students may choose to complete the remaining two years in Latin or another foreign language.                                     | <b>3</b>   |
| <b>Logic and Rhetoric</b>                                                                                                                                                                                     |            |
| Core course: Logic (1 semester) and Rhetoric (1 semester). Depending upon readiness, a student may be required to complete as a prerequisite a basic Composition course, that will be counted as an elective. | <b>1</b>   |
| <b>Moral and Political Philosophy</b>                                                                                                                                                                         |            |
| Core courses: Moral Philosophy (1 semester), Political Philosophy (1 semester)                                                                                                                                | <b>1</b>   |
| <b>Other</b>                                                                                                                                                                                                  |            |
| Senior Thesis (Capstone)                                                                                                                                                                                      | <b>0.5</b> |
| Fine Arts                                                                                                                                                                                                     | <b>1</b>   |
| Physical Education/Health                                                                                                                                                                                     | <b>1</b>   |
| Electives                                                                                                                                                                                                     | <b>2</b>   |
| <b>Total</b>                                                                                                                                                                                                  | <b>27</b>  |

In order to graduate, all students are required to:

1. Minimum Credits: Completion of credit requirements as defined above.
2. Individual Career and Academic Plan (ICAP): Successful completion of ICAP, demonstrating postsecondary planning and readiness.
3. Career and College Readiness Demonstrations: Evidence of competency in English Language Arts and Mathematics, in alignment with state-approved measures.
4. Civics Requirement: Successful completion of coursework in Civil Government of the United States. At ACANC, this requirement is met by successful completion of *Political Philosophy* and *American Government*.
5. Genocide and Holocaust Standards: Completion of coursework explicitly aligned with the Colorado Genocide & Holocaust Standards. At ACANC, this requirement is met by successful completion of *Modern History*.
6. Senior Thesis: Completion of a senior thesis with a grade of C- or higher.
7. Math Proficiency: Demonstrated by one of the following:
  - a. A score of at least 500 on the Math section of the SAT,
  - b. A score of at least 50 on the AFQT (Armed Services Vocational Aptitude Battery), or
  - c. Successful completion of a math capstone course.

### Special Provisions

- Remedial Coursework: At the discretion of the Head of School, a student may be required to complete remedial courses in order to graduate.

- Waivers: The Head of School may waive graduation requirements except those mandated by state law.
- Transfer of Credit: Once enrolled full-time, a student may not receive credit from another institution without prior approval from the Head of School.
- Part-Time to Full-Time Students: Any student who attends the school part-time before becoming a full-time student must obtain Head of School approval to graduate.

### **Early Graduation**

Students approved for early graduation under Board Policy AP-12 must meet all requirements listed above, including:

- ICAP completion;
- Career and College Readiness demonstrations in English Language Arts and Mathematics;
- Successful completion of Political Philosophy and American Government;
- Successful completion of Modern History to meet the Genocide & Holocaust Standards;
- Minimum credits as outlined in Board Policy AP-9.0

### **ICAP**

As required by the Colorado Department of Education, all students in grades 9–12 must create and annually update an Individual Career and Academic Plan (ICAP). The ICAP is a multi-year, student-driven planning process designed to help students connect their academic work in high school to their future goals.

The ICAP serves as both a planning tool and a graduation requirement. At Ascent Classical Academy of Northern Colorado, it reflects our commitment to preparing students for a life of virtue, leadership, and service, whether in higher education, the workforce, the military, or other pursuits.

The ICAP process ensures that students graduate college and career ready, with a clear sense of purpose and direction. By connecting classroom learning to future aspirations, students gain ownership of their education and begin to take meaningful steps toward adulthood.

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### **Student Services**

Ascent Classical Academy provides Special Education services in compliance with federal and state law, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

Students identified with disabilities will receive appropriate support through an Individualized Education Program (IEP) or Section 504 Plan. These plans outline accommodations, modifications, and services designed to ensure access to the general education curriculum and to support student success.

Our school partners with families, teachers, and service providers to create and implement these plans. Eligibility determinations and service decisions are made through a formal team process and are reviewed regularly to ensure ongoing appropriateness.

Parents who have questions about their child's eligibility or services should contact the [Special Education Director](#).

## **Section 504**

Section 504 is part of the federal Rehabilitation Act of 1973. It protects students with disabilities from discrimination and ensures equal access to school programs. A student may qualify if a physical or mental impairment substantially limits one or more major life activities (such as learning, concentrating, walking, breathing, or communicating). Conditions can be permanent, episodic (like epilepsy), or temporary (such as recovery from surgery).

A medical diagnosis alone does not guarantee a 504 Plan. Eligibility depends on how the condition limits major life activities in the school setting. Each case is reviewed individually by a school team with parent input.

504 Plans provide adjustments to remove barriers to learning without changing the curriculum. Examples include:

- Extended time on tests or assignments
- Small group or quiet testing spaces
- Preferential seating near the teacher
- Use of audio books, calculators, or assistive technology
- Breaks for medical or emotional needs
- Modified physical education or flexible attendance for health reasons

Many teaching practices in the classical model, such as clear instruction, structured routines, and study skills support, benefit all students. A formal 504 Plan is created only when a disability substantially limits a student's access to education beyond these universal supports.

## **Attendance**

### **Attendance**

In the Upper School, absences are calculated by course. A student will be marked absent for the full class period if they miss 15 minutes or more of the scheduled class.

In the Grammar School, students who miss half or more of the designated attendance period (as determined by the school) will be marked absent for that full period.

In accordance with Colorado law, all absences must be categorized as excused or unexcused:

- Excused absences are those reported by a parent/guardian in accordance with school procedures. The school may require suitable proof to excuse an absence, including written verification from a medical provider.
- Unexcused absences occur when a student leaves school or a class without permission from authorized school staff, or when a parent/guardian fails to report the absence to the school as required.

### **Chronic Absenteeism**

In the state of Colorado, a student is declared chronically absent when they have missed 10% or more of the entire school year. At Ascent Classical Academy, with a school year of approximately 165 days, this means that a student who misses 16 or more days of school is considered chronically absent. All absences, tardies, and early releases from school are included in the calculation of chronic absenteeism, regardless of whether the absence/tardy is excused or unexcused.

Per school attendance policy, three tardies or early releases are considered a single absence for attendance calculation purposes. Absences calculated from tardies and early releases are included with excused and unexcused absences to generate the number of school days a student has missed.

At Ascent, students who are declared chronically absent are rendered ineligible for participation in extracurricular activities. They are also at risk of losing course credit or being retained.

### **Habitual Truancy**

A student having more than four unexcused absences in one month or ten days in any year may be classified as “habitually truant” under Colorado statute.

### **Tardy/Early Release**

Each tardy or early release prevents students from engaging their classes fully. In order to get the most from class, students must begin and end on time. Students are considered tardy if they are not in their seats



ready to learn when the instructional period begins. Three (3) tardies or early releases equal one (1) absence.

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## **Student Experiences**

### **Student Council**

Student Council is composed of an elected student from the high school for four seats: President, Vice President, Secretary, and Treasure. Two additional representatives are elected from each grade level. The goal of the student council is to provide opportunities to develop leadership skills through organization of student events and dances which also build camaraderie and a sense of ownership through the upper school. The Student Council also works with the school leadership team to create a more unified approach to problem solving areas for school growth. Student voices are heard and ideas are implemented while maintaining fidelity to the school's mission and vision.

### **House System**

During the school year, six assemblies are scheduled for students to compete with one another to build a sense of healthy competition within the upper school. Teams for the competitions are by grade level. Each grade level is a House and work together in an effort to win the yearly honor of receiving the trophy, The Wonder Cup.

### **Field Trips**

Field trips enrich classroom learning through cultural, academic, service, or competitive experiences. Organized by teachers and approved by administration, trips may require parent volunteers to serve as chaperones or drivers. Transportation is usually provided by parents, with school vans used for smaller groups, and all safety regulations must be followed. Some trips may include a small fee, though the school works to keep costs minimal and ensure all students can participate.

Students are expected to represent the school with integrity, respect, and responsibility. All school rules, including dress code and behavior policies, apply during field trips. Failure to comply with school expectations may result in disciplinary action and/or loss of future field trip privileges.

### **Wonder Days**

Each year, Grammar School students participate in Wonder Day, a celebration of learning where each grade level presents a themed focus connected to their studies. Students are encouraged, though not required, to wear costumes that reflect their grade-level theme; those not in costume should wear their regular uniform. Families are invited to attend the Wonder Day Parade, which begins promptly in the morning. For costumes, please keep the spirit of the school uniform in mind (no short or sleeveless items), and we

recommend students wear their uniform underneath in case a change is needed. Parking and viewing procedures will be directed by staff to ensure safety and order.

### **Clubs/Extracurriculars**

Ascent Classical Academy encourages students to participate in as many extra-curricular activities as they can reasonably manage, knowing that academics comes first. Every member of a club or team has a responsibility to his or her teammates to show up on time ready to participate, and to remain in good academic standing, and to display Ascent Classical Academy's core virtues as ambassadors for the school.

Extracurricular activities will support the spirit of the Mission and Vision of the School.

Extracurricular activities may charge a participation fee and athletic events may charge a gate fee for matches. These funds will be used to pay for uniforms, equipment, instruments, fees for invitationals, and other miscellaneous items.

Each coach or club leader will set rules by which each student must abide in order to participate.

### **School Athletics**

Ascent Classical Academy Charter Schools will make every effort to develop an athletics program that focuses on sportsmanship and the school's core virtues. The school will consider adding new sports by weighing student interest, the number of potential participants, the school's general capacity to support new sports and teams, and the likelihood of a sport's longevity in the culture of the school.

For questions regarding ACANC Athletics please reach out to the [Athletic Director](#).

### **Limited Off-Campus Privileges**

ACANC has adopted a limited open campus policy as a privilege for high school students during lunch time with parental permission. Students must be aware that, when they leave school grounds, they are required to abide by the rules of the community, including all driving laws and passenger restrictions, and return to school in time for their next class.

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### **Discipline**

The main purpose of all discipline is to foster a child's desire to be morally and intellectually virtuous. Where that desire does not exist, self-discipline will not arise, and a child will falter when laws and rules are silent. The secondary purpose is to foster an orderly and disciplined environment in which all students can

learn and present their ideas in a prudent way. Any departure from proper decorum is liable to disciplinary action. For questions regarding student discipline, please reach out to the [Dean of Students](#).

## **Suspension and Expulsion**

The Head of School or designee has the authority to suspend or expel students in accordance with C.R.S. 22-33-105, -106, and -106.1. The duration of suspension, including whether it is served in-school or out-of-school, is at the discretion of the Head of School or designee. Bringing or possessing a firearm at school will result in mandatory expulsion as required by federal law.

All suspensions require a parent meeting prior to re-entry, during which a remedial student discipline plan will be developed. The school may also require parents to attend class with their student for a day upon return, or to complete a risk assessment if warranted.

Before suspending or recommending expulsion, the Head of School or designee will consider the age of the student, disciplinary history, disability status, the seriousness of the violation, whether the violation threatened the safety of others, and whether a lesser intervention may be effective. Suspension and expulsion of students with disabilities will comply fully with the Individuals with Disabilities Education Act (IDEA) and Section 504.

## **Detaining Students**

School officials will detain a student if there is a reasonable suspicion that a student has drugs, narcotics, weapons, explosives, or other dangerous contraband in his possession, and if such possession constitutes a clear and imminent danger to the safety and welfare of the student, other persons, or school property. Further, school officials will notify parents and the appropriate law enforcement agency of illegal possession of such materials.

## **Electronic Device Policy**

Electronic devices must be powered off and may not be used during the academic school day, including drop-off and pick-up, without express staff permission. Students may not keep electronic devices on their person during the academic school day.

Prohibited devices include, but are not limited to: cell phones, smart watches, wireless earbuds, laptops, tablets, portable audio devices, handheld video games, or any device with wireless or cellular capability. Exceptions are granted for medically necessary devices and at the discretion of the Head of School.

Any student who is using a phone or other electronic device during the day will have that device confiscated until the end of the day. If there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched.

- 1st Confiscation: The device will be held until the end of the school day and can be picked up by the student when school is dismissed.
- 2nd Confiscation: The device will be held until the end of the school day and can be picked up by the student or parent when school is dismissed.

Ascent Classical Academy is not responsible for the damage, loss, or theft of these items. Students can contact parents through the student phone in the office, and parents can contact the office to connect with their students as well.

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### **Nondiscrimination, Harassment and Student Privacy**

Ascent Classical Academy Charter Schools (ACACS) admit students of any race, creed, color, sex, national origin, religion, sexual orientation, or ancestry, and without regard to a student's disability or need for special education services, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Further, ACACS does not discriminate on any such basis in administration of its educational or admissions policies, scholarship or athletic programs, other school-administered programs, or in its employment practices.

### **Title IX Procedures**

Ascent Classical Academy of Northern Colorado ("School") is committed to providing a safe and inclusive learning and working environment for its community members. Sexual Harassment is strictly prohibited in all of the School's Educational Programs and Activities.

Ascent Classical Academy Charter Schools ("ACACS") does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

ACACS has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations. Discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 C.F.R. § 106.44(f)(1)(v).

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that ACACS investigate and make a determination about alleged discrimination under Title IX:

A “complainant,” which includes:

- a student or employee of ACACS who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- a person other than a student or employee of ACACS who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in ACACS’s education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- ACACS’s Title IX Coordinator.<sup>1</sup>

Title IX Coordinator:

[David Yu](#)

6402 South County Rd. 5

Windsor, CO

970-545-6640

ACACS’s full TitleIX and Non-Discrimination Policies can be found [here](#).

## **Bullying and Harassment**

Bullying includes any pattern of written or verbal expression, physical or electronic act or gesture, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm. Bullying is prohibited on school property, at school-sanctioned events, when students are being transported to or from school or a school-sanctioned event, and off-campus when it is reasonably foreseeable that the bullying conduct may cause a substantial disruption in the educational mission of the school or interfere with the ability of other school students to learn or be secure.

All students are encouraged to think of their own behavior in terms of the habits of thought and action that lead to happy, responsible, independent, and productive lives. The school recognizes that there is a range of behaviors that begins with the mean and nasty and extends all the way to felonious. Bullying is a term that can be overused and misapplied to include behavior that is less serious, spontaneous, or otherwise unsystematic, and underapplied when behavior is more serious. Ascent Classical Academy Charter Schools faculty and staff will take this into account when determining the character of any pattern or incident of bullying.

## **Nondiscrimination**

Ascent Classical Academy Charter Schools prohibit discrimination, harassment, and retaliation against students. All students and staff are expected to uphold a safe, respectful learning environment.

Harassment is unwelcome conduct that is objectively offensive and interferes with a student's ability to learn, access school programs, or creates a hostile environment.

Reporting a Complaint:

### Harassment/ADA Complaints:

[David Yu](#), Dean of Students and Compliance Officer

6402 South County Rd. 5

Windsor, CO

970-545-6640

### Section 504 Complaints:

Heather Candelaria, 504 Coordinator

6402 South County Rd. 5

Windsor, CO

970-545-6640

Reports may be made by phone, email, in person, or online. Retaliation against anyone who makes or participates in a complaint is prohibited.

Investigations will be conducted in a fair, impartial, and timely manner. The Compliance Officer or 504 Coordinator will meet with all parties involved, offer supportive measures such as schedule changes, counseling, or academic adjustments, and provide written updates throughout the process. At the conclusion of the investigation, the Compliance Officer or 504 Coordinator will determine appropriate corrective or disciplinary action.

Harassment and Discrimination Investigation Procedures can be found [here](#).

## **Student Data Privacy**

Ascent Classical Academy Charter Schools is committed to protecting the privacy and security of student information in compliance with applicable federal and Colorado laws. The School will collect student data only as necessary for educational purposes, to meet reporting requirements, and to support student academic success. Collection practices shall comply with FERPA and C.R.S. § 22-16-107. The School will maintain administrative, logical, and physical security measures to protect against data breaches or unauthorized disclosures, including but not limited to:

- Annual staff training on student data privacy.

- Secure storage and transmission of student data.
- Password-protected access to digital systems.
- Locked filing cabinets or rooms for physical records.

The School may designate certain student information as “directory information” in accordance with FERPA. Directory information may include name, grade level, participation in activities, and honors received. Parents will be notified annually of their right to opt out of the disclosure of directory information.

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

1. The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child’s or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Among other exceptions, FERPA permits disclosure without consent to school officials with legitimate educational interests.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

### **Photography/Media Release**

During the enrollment process, parents/guardians will be given the option to grant or deny consent to ACACS for the student to participate in public or social media, publications, and for the student’s photograph, voice, and/or name to be used in public or school media projects, including but not limited to the school yearbook. Consent can be revoked at any time by submitting a written request to the [Registrar](#).

## **Interviews by the Department of Human Services**

Ascent will cooperate fully with the Colorado Department of Human Services (DHS) in its investigations to the extent required by law. In general, DHS interviews of students should not occur at school.

Exceptions which would permit DHS's interview of a student at school include:

- A court order authorizing a student interview to be conducted at school;
- Parental consent has been obtained for the interview; or
- Exigent circumstances.

While all aspects of a child abuse investigation are confidential, including the fact that a law enforcement official or DHS caseworker has conducted an interview, Ascent staff shall make a written record when DHS interviews or attempts to interview a student on school property. The record shall include the following: the name of the DHS employee, the name of the Ascent staff that asked the questions to DHS, the answers provided, and, if applicable, a copy of the written proof of parental consent or court order.

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## **Open Records Requests Policy**

Ascent Classical Academy is committed to transparency and open government. Ascent complies with Colorado's Open Records Act ("CORA"). Ascent applies this policy in a uniform and reliable manner to ensure it satisfies both the letter and spirit of CORA. This policy is not intended to be duplicative of CORA or to supersede state law. It applies solely to records requests where Ascent has custody and control of the public records in question. For more information can be found [here](#).

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## **Financial Assistance**

### **Free and Reduced Lunch**

Ascent Classical Academy of Northern Colorado is committed to ensuring that financial need does not prevent students from accessing a classical education. The school provides financial assistance for student fees, uniforms, lunches and school supply kits to eligible families.

Families must complete the Colorado Department of Education Family Economic Data Survey (FEDS form) to determine eligibility. Families that qualify for direct certification are not required to fill out the FEDS form, but are eligible to participate.

Eligibility is determined based on two tiers:

- Tier 1 (Free Guidelines) → Full financial assistance



- Tier 2 (Reduced Guidelines) → Partial financial assistance

| <b>Expense Category</b>                 | <b>Cost Coverage</b>                                                                |
|-----------------------------------------|-------------------------------------------------------------------------------------|
| <b>Student Fees:</b>                    | Waived for both Tier 1 and Tier 2 families.                                         |
| <b>Uniforms, Lunches:</b>               | Tier 1: The school covers 100% of costs.<br>Tier 2: The school covers 75% of costs. |
| <b>Upper School Supplies:</b>           | School will provide student supply kits                                             |
| <b>Field Trips and Extracurriculars</b> | Waived for both Tier 1 and Tier 2 families (upon request)                           |

### **McKinney-Vento Assistance Program**

The McKinney-Vento Assistance Program provides support for students experiencing housing instability, including those living with others or without a fixed, regular place to live. The program ensures that students have access to resources that enable consistent school attendance and full participation in school activities.

Families may complete the CSI McKinney-Vento form (available in English or Spanish) or request a paper copy from the school office. Completed forms should be submitted to the front office.

### **Enrollment/Lottery**

Enrollment takes place without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, language, religion, ancestry, need for special education services, or any other protected class.

### **Enrollment**

Parents of currently enrolled students may submit an application for their child during the enrollment period for the appropriate grade level for their child and only for the upcoming school year.

It is the sole responsibility of the parent or guardian to keep his or her e-mail and phone numbers updated as well as follow the enrollment process and meet the required deadlines. If a parent or guardian fails to make the deadline and fails to notify the admissions director, the seat will be offered to the next person on the wait list. The parent or guardian may choose to have the student's name added to the bottom of the wait list.

The school will only accept new students after October 1st with approval of the Head of School.

### **Lottery**

In the event interest in a grade exceeds its capacity, enrollment is determined by a random lottery system. All completed applications turned in by the deadline will be eligible for the lottery. All applicants are randomly selected during the lottery. Should there be more lottery applicants than available seats, students are randomly assigned waitlist numbers. Ascent Classical Academy Charter Schools does not carry its enrollment list over from year to year and students not selected in the lottery will be invited to reapply the following year.

All applications for the lottery must be filled out completely and legibly. Applications received after the deadline, usually at the end of January, will be added to the end of the waitlist in the order they are received. The lottery will be held no later than the second Monday of February.

Once a name is drawn, the parent(s) will be notified by email and given 72 hours to accept or decline the seat. This offer is only for the grade level the parent applied to for their child. If the parents(s) cannot be contacted because they failed to make notification of changes in their email or phone number, they shall be removed from the lottery pool.

If the parent declines an opening offered to their child, that child's name is withdrawn from the application pool and the parent(s) may choose to reapply at a later date.

### **Student Withdrawal**

If a family decides to withdraw their student from Ascent Classical Academy, at any time after completing enrollment, it is the families responsibility to notify the Registrar and complete all paperwork required.

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### **Concerns, Complaints, and Grievances**

The school firmly believes that adults must be models of good character even when there are disagreements or misunderstandings. Should a parent or member of the community have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher is most likely to have the most direct knowledge of the student and the situation.

1. The teacher. Parents should schedule a meeting with the teacher through the office. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including the parent's children.

2. The assistant Head of School or dean. If the grievance cannot be resolved with the teacher, and the matter regards discipline, the parent should schedule a meeting with the assistant Head of School or dean, who will respond to a grievance within three (3) days.
3. The Head of School. If the grievance cannot be resolved with the teacher and the matter regards academics or teaching, the grievant should schedule a meeting with the Head of School. The Head of School will respond to a grievance within three (3) days.

### **Appeals to the Ascent Classical Academy Charter Schools Governing Board**

If resolution is not achieved by the foregoing process two other options are available:

The grievance can be submitted to the Ascent Classical Academy Charter Schools Governing Board, through the Grievance form on the school's website.

The Governing Board or Board Chair may appoint members, to not comprise a quorum, to review the grievance and/or may review and make one of the following determinations:

1. support the previous decision;
2. appoint up to two Board members to address the issue that may take up to 15 business days;
3. address the issue in an open regularly scheduled Board session, which may take up to 30 business days during a scheduled Board meeting; or
4. address the issue in an executive session, in accordance with the Colorado Open Meetings Law.

### **Public Comment**

Concerns may also be raised during the public comment portion of a meeting of the Governing Board. The comment may be submitted in writing to [board.chair@ascentcolorado.org](mailto:board.chair@ascentcolorado.org) or presented verbally during the meeting. No more than three minutes will be granted for each comment. Grievances or discussions involving specific personnel will not be entertained. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option.

Grievances regarding policy should be directed to the Head of School first. Grievances regarding an administrator should be directed to the individual first, then in writing according to this policy.

### **Authorizer Review**

As an independent public body, decisions on grievances and appeals by the Governing Board are considered final. Should a grievant wish to have a decision reviewed by the Colorado Charter School Institute (CSI), he or she may submit a request to the CSI Executive Director via phone (303.866.3299) or email ([CSI\\_Info@CSI.state.co.us](mailto:CSI_Info@CSI.state.co.us)).

**General Concerns/Questions/Suggestions**

In the unfortunate event that resolution is not achieved through the process outlined above, it is unlikely that Ascent Classical Academy is the best educational option for your family. The Governing Board will not entertain anonymous complaints, nor can they hold information in confidence when it is not in the best interest of the school.