



Douglas County Campus

2016-2017 Parent-Student Handbook

18451 Ponderosa Drive

Parker, Colorado 80134

720-476-8044

Hours: 8:00am-3:30pm

School Office Hours

7:30 a.m. to 4:00 pm

www.gvaschools.org

August 17, 2016

Table of Contents

Welcome to GVA!	page 3
Mission and Vision of GVA	page 4
Enrollment and registration	page 4
Exceptional Student Services	page 5
Calendar, International Days, birthday celebrations, Materials Fees	page 5 and 30 page 6
Exceptional student services, technology Cell phones and electronic devices	page 7
Specials, Report cards, Uniforms	page 7
Homework	page 9
Attendance and use of GVA logo	page 10
Student pick up and drop off	page 12
After and before school care and ENCORE	page 15
Lunch program	page 17
Allergy procedures	page 18
Medications, visitors, volunteering	page 20
Parent Involvement Committee (PIC) and parent communication	page 21
Severe weather closures, safety and money in classroom, lost and found and communication	page 22
Governance and Board of Director's meetings	page 22
Harassment-racial and sexual	page 22
Annual notice to parents: Disability Discrimination	page 23
Protection of Pupil Rights Act (PPRA) Notice	
Colorado Open Records Act	page 24
Grievance procedure	page 27
Discipline, bullying and behavior matrix	page 28 and 31
Assessment	page 28
Colorado READ Act and access to student records	page 29

Hola! 你好! Bonjour!

Welcome to Global Village Academy!

Innovation in Education

Global Village Academy (GVA) Douglas County offers language immersion (50-50) in grades K-6, with the goal of expanding to 8th grade. GVA Douglas County currently offers 50-50 language immersion in Spanish, French and Mandarin. Some of the benefits of our program are:

- *Jumpstart your child's language literacy
- *Become fluent and literate in English and a second world language
- *Excel academically in core content subjects with new curriculum
- *Cultural competency with monthly international celebration days
- *Diverse and highly qualified faculty and diverse student population
- *After school activities include:
guitar, violin, hip hop, tae kwon do, Legos, chess, coding and more
- *Local, regional and international trips
- *Before and after care programs available on site

Our literacy program and state standards are supported by the Voices Reading Program which combines literacy with social awareness.

Our students develop a GLOBAL perspective by learning a second language; exploring diverse cultures to cultivate understanding and respect; and developing the skills to live and work with others internationally – all essential elements for life in the 21st century. This culminates in an international trip to integrate all that they have learned. With the world as the context for education, students need to find their place, their voice, and their dream. Our VILLAGE provides the support and the challenge to motivate students to excel in school and in life. Their success depends upon their own initiative and the support of peers, teachers, parents, and the wider community.



Vision Statement

Global Village Academy is a world-class school that supports P-16 education in English and a second world language, and promotes college and workforce readiness in a global economy, as well as 21st century skills, including the ability to work in cross-cultural situation

Mission Statement

Global Village Academy students will become fluent and literate in English and a second world language, excel academically in core content subjects, and develop 21st century skills, including cross-cultural understanding.

Enrollment

Enrollment is done through our website at: www.gvaschools.org. Go to www.gvaschools.org, and on our website you can get more information, complete the Intent to Enroll form and sign up for our newsletters and other important information.

Registration

Once the Intent to Enroll form has been completed, submitted, and you have received confirmation of enrollment (usually within two business days) the following documents are needed for registration:

GVA Douglas County Application

Photo ID of Parent (s) or Guardian

Documentation of Child's Birth/Birth Certificate

Proof of Address which includes one of the following: lease or purchase agreement, tax notice, warranty deed, mortgage statement or county assessors page. Utility bills are not acceptable.

Up to date Immunization Records

Previous School's Records (the GVA DC Registrar will request records from previous schools for you)

Free and Reduced Lunch Application (each year all families must fill out a new application to participate)

Other forms:

Student Pick-up Authorization: This parent consent form gives permission for designated adults to pick up your student.

Permission to Walk Home: This form authorizes students to walk home without adult supervision.

Student Withdrawal: This form authorizes the transfer of records between schools.

Permission to Dispense Medication: This form allows both prescription and over-the-counter medication to be administered during school hours. GVA cannot dispense medication without this signed consent from your doctor.

Change of Address: This form is needed to update your student's demographic and emergency information.

Request for Extended Absence: Non-medical absences in excess of 3 days need administration approval.

Calendar

GVA Douglas County generally follows the Douglas County Public Schools calendar. In addition, GVA DC hosts International Days once a month. Please see the 2016-17 calendar at the back of this handbook.

International Days

A big part of GVA DC's mission is for our students to be culturally competent. International Days are designed to engage and excite our students in learning the history and cultural aspects of other countries..

Free Dress is allowed on International Days

- Students learn facts about the "country" of the month during the International Day presentation.
- Selected classes perform for their classmates and parents through song, dance and short skits.
- We encourage students to dress in cultural clothing
- Parents are encouraged to attend the International Day assemblies.

September 30, 2016 Mexico

October 28, 2016 Italy

November 18, 2016 Ethiopia

December 16, 2016 Russia

January 27, 2017 France

February 24, 2017 China

March 29, 2017 Lebanon

April 28, 2017 Costa Rica

Classroom birthday celebrations

Students can bring in birthday treats on International Days (please see above). Healthy treats are encouraged and please supply enough treats so all students can share equally. Please check with the classroom teacher to see if students with allergies have food restrictions (nuts, milk, wheat products, etc.).

Dress Down Days

Dress down days are on all half days and International Days. Students are not required to wear GVA logo wear and blue or khaki pants/shorts. Students still need to follow the rest of the dress code as stated on page 7 of this handbook.

Materials Fee

GVA DC asks that material fees be paid prior to the start of the school year, or by the first week of school at the latest. Material fee is \$30 for your first child & \$15 for each sibling. This fee is separate from the school supplies required for each student by grade.

Discounts for School Fees

Student Fees:

- **Regular Rate:** Full price (\$30.00)
- **Reduced Rate:** For students qualifying for Reduced Price Lunches as defined by Federal Guidelines- 1/2 of our regular rate (\$15.00)
- **Free Rate:** For students qualifying for Free Price Lunches as defined by Federal Guidelines-- FREE (\$.00)

School Uniforms:

- The Academy offers deeply discounted rates for school uniforms for families that qualify for Free Lunches or who qualify for Reduced price lunches. See the [uniforms web page](#) for specific rates.

Exceptional Student Services

GVA Parker shall comply with all Douglas County School Board of Education approved policies and regulations, and the requirements of federal and state laws concerning the education of students with special needs. GVA Parker is also in full compliance with the American with Disabilities Act. Please make sure a transition meeting with the current school takes place before determining final enrollment at GVA.

Technology

GVA DC has two mobile carts of 30 Chrome Books, 5 Chrome Books for each classroom, iPads for reading assessments, and 6th graders and future 7th and 8th graders have school issued Chrome Books. Classrooms are equipped with Mimeo projectors, speakers, and document cameras.

Students have access to online curriculum including Rosetta Stone, RAZ Kids, Brainpop, Brainpop, Jr., enVision math and Pearson My World social studies

GVA DC has a Technology Committee that meets quarterly. This team provides guidance and oversight of GVA DC's technology infrastructure and use of instructional technology. This year, the Technology Committee will meet on the following dates and times: October 12, January 11 and April 12, all meetings at 4:30pm in the Main Office Conference Room.

GVA DC maintains private and public WIFI networks. Parents and students can use the public WIFI by signing as a guest using the password: gvaguest

Cell Phones and other Electronic Devices

Student cell phones must be turned off and kept in their backpacks. Exceptions to this rule require prior approval from the Administrator. Other electronic devices such as hand-held game consoles are not allowed at school. The school will not be held responsible for lost or stolen property. The school does not allow the use of these devices during the school day. Parents with important messages for their student should call the Front Desk to leave a message. Many students have been very disappointed to find their IPOD's, PSP's and Nintendo DS have gone missing.

Specials

This year, GVA DC has Physical Education and Art for Specials. Students rotate PE and Art throughout the year. The rotation is daily, for example: your student will have PE on Monday, Art on Tuesday, PE on Wednesday, Art on Thursday, PE on Friday, Art on Monday, etc. Classes are 45 minutes long, with the exception of half days, when students only attend Immersion and English classes.

Report Cards

GVA DC provides formal Report Cards three times a year. GVA DC uses standards based grading. GVA DC reports student progress on Colorado State Content Standards and the ACTFL Standards.

GVA Uniform Policy

Rationale for Uniforms: Before GVA first opened its doors, the Founding Families voted in favor of a mandatory school uniform dress code. These families wanted the best for their children: high academic standards, global citizenship and a safe, learning environment for every student. Research has shown that schools which require school uniforms increase safety by identifying trespassers, reduce social and economic status by promoting equality and improve academic performance by increasing student's attention towards their studies. The current uniform was chosen because it struck a balance between being simple and affordable. GVA understands and is aware of families who have financial difficulties. We would like to ask our wonderful GVA families to donate outgrown uniforms to help support other students in need. Such donations will be available through the Front Desk.

NEW Uniform Vendor and Options:

We're excited to announce that our uniform program this year with Excel is going to offer parents improved customer service, higher quality, more colorful uniforms, and will soon feature a wider selection of products, including backpacks, sportswear, caps, logo items, and more.

For the first time, GVA parents will also be able to come to their local school for scheduled "Uniform Sales Days" to review and inspect the new uniforms and purchase them at the school.

We're confident that giving parents the opportunity to review sizes and colors before ordering will dramatically reduce the need for returns or exchanges. These Uniform Sales Days will also include limited quantities of discounted clearance items from the prior vendor.

- **Each school will have at least two sale dates before school** starts and three sale dates during the upcoming school year.
- Parents will still be able to order all uniforms and related items online.
- All items will either be delivered to parents at the on-site sales event or shipped directly to the parent's home. Shipping is free for orders over \$50.

- **New colors for T Shirts are: Candy Pink, Athletic Maroon and Sapphire**
- Cost of items will remain the same as this past year except that the discounts for free and reduced qualified students will be one price rather than two separate prices.
- Refunds and returns will be handled directly between the parent and Excel, our new uniform vendor.
- **Watch the newsletter for the scheduled times and dates.**

GVCC has selected the Excel company to provide our school uniforms and additional logo wear this year. You can still purchase Land's End uniforms but they are very limited to what colors you can order. Our local vendor, Excel, has our proprietary logo and it cannot be copied or used by any other vendor. Their link is on our website. Our school colors are Kelly Green, Red, Royal Blue, Purple, Gold, and Orange in T-shirts and in Polo shirts the colors are Red, White, Blue, and Gold.

- T-shirts may be worn in the colors available on the GVA website and must have the GVA Logo on them.
- Polo shirts may be worn in the colors available on the GVA website and must have the GVA Logo on them.
- T-shirts and Polos need to be long enough to be tucked in.
- Students may wear the long sleeve Polos available on the GVA's website in these colors only or they may wear a long sleeve shirt underneath their GVA Logo T-Shirts and Polos on colder days. Long sleeve shirts worn underneath GVA Logo T-shirts and Polos must be a solid color. Neon colors are NOT permitted.
- All students may wear shorts or pants. Female students may also wear skirts, skorts and jumpers. All of which must abide by the 'finger-tip length rule.' All bottoms must be Navy Blue or Khaki colored and must be Khaki or dress pant material. Denim jeans are unacceptable. Pants and shorts cannot have cargo pockets or designs.
- Leggings or tights may be worn under skirts, skorts and jumpers. Leggings cannot be worn as pants. Tights and leggings can be any solid color, but neon colors and design prints are NOT allowed.
- Students must wear shoes that are closed toe to school every day. Please no shoes with wheels, lights or neon colors. Students must look clean-cut and well-groomed. The following items are NOT permitted: hats/sunglasses (only for recess and lunchtime outside only) baggy pants/shorts ripped/torn clothing low-cut, midriff shirts/blouses one-shoulder baring shirts/blouses off-the shoulder shirts/blouses, spaghetti strap shirts/blouses, denim jeans, corduroy pants, sweat pants, stretch pants/leggings (unless being worn under uniform skirt), open-toed and open-backed shoes (ex: sandals, flip flops, crocs, etc.), and facial hair (no beards)

Dress Code Violations

- First Offense: Student will receive a warning and Parent/Guardian will be notified. Student will be loaned a gently used uniform for the day if one is available.
- Second Offense: Student will be sent home to change.
- Third Offense: Student will receive detention.
- Fourth Offense: Student will receive a 1 day suspension.

Uniform Price List (through website)

Use of GVA Logo

GVA's logo is property of Global Village Academy. This logo may not be used for any reason without written permission from the school's administration.

Homework

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

Student's Responsibilities:

- * To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- *To gather all materials necessary to complete assignments before leaving school.
- *To complete all assignments to the best of his/her ability
- * To return materials and assignments on time
- *To make up any missed homework that the teacher requires

Family responsibilities:

- *To provide a routine and environment that is conducive to doing homework (i.e. quiet and consistent place and time, necessary materials, etc.)
- *To offer assistance to the student, but not do the actual homework
- *To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation,
- * To notify the teacher when homework presents a problem
- *To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's RED Friday folder. Regular backpack clean-ups can be useful in helping students to organize their materials.
- *Homework will be sent home in Friday folders each week. Homework is to be returned in red Friday folder by the following Friday.

Teacher's Responsibilities:

- *To provide purposeful homework
- *To provide clear directions and instructions
- *To implement a system for routinely checking homework
- *To communicate to the student and family what is expected for completing homework successfully
- * To communicate with families when students are not consistently completing

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, and long-term projects. In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

Recommended Time Allotments for Homework

At Global Village Academy, we know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to spend on homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining the situation. If this is an on-going problem, please make arrangements to talk to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, extra reading or writing in a Writers Notebook, or additional practice with Mathematics skills is recommended. The allotted times below are the total for both classes combined (Immersion and

Grade	Reading	Written	Total
Kindergarten	15 minutes	none	15
First	15	15	30
Second	20	15	35
Third	20	20	40
Fourth	20-25	20	40-45
Fifth & sixth	25-30	25	45-50

Attendance

Parents/Guardian must call the school (720-476-8044, extension 1) before 8:00 a.m. to report absences. The following absences shall be considered EXCUSED:

- Illness/Injury up to 10 days. After 10 days, a doctor’s note will be required for the absence to be excused.
- Medical/Dental appointments (with a medical excuse)
- Appointments/ Serious Circumstances (must be approved by the school)
- Extracurricular activities (must be approved by the school). The student must be in good academic standing with no unexcused absences and 9 or fewer absences for the year
- Family vacation (must be pre-approved by the school). The student must be in good academic standing with no unexcused absences and 7 or fewer absences for the year. This absence is not to exceed 3 days per year.
- Funerals (must be approved by the school). This absence shall not exceed 3 days. Additional time may be requested on a case-by case approval.

All other attendance that is not covered in the above excused section will be unexcused.

If your student is going to be absent for more than three days, please stop by the Front Desk and complete a Request for Extended Absence form. If you anticipated only one day's absence and it turns out to be longer, you need to call the school each successive day.

Tardies

Students will be marked tardy at 8:05 a.m. Students arriving after 8:05 am MUST be signed in by a parent or guardian at the Front Desk. Cumulative attendance will be reported on report cards. Please note that GVA-Douglas County follows the Charter School Institute and Colorado Department of Education Policy regarding attendance

4-10 Tardies- Parent will be contacted by the teacher to discuss the student's developing attendance concern and the impact of academic performance. 11-15 Tardies - Parent will be contacted by administration via written letter of concern 16-20 Tardies - A conference with the parents, teachers and administration is necessary. A contract for school attendance will be signed by the parent. During the attendance contract meeting, parents should be given information on how their student's attendance is impacting academic performance. Cumulative attendance will be reported on report cards. Please note that GVA Douglas County follows the Douglas County District policies for absences/tardies.

Truancy

Unexcused absence/tardy includes, but is not limited to:

Late carpool

Oversleeping

Attending sporting events

2. If a student reaches more than four (4) unexcused absences in one month or ten (10) days in any year, the student may be classified as "habitually truant" according to Colorado School Law. The Principal along with relevant Global Village staff will address such truancy in the following manner:

a) Send a letter to the parent(s)/guardian(s) to inform them that their student has been truant and request a return phone call to discuss the absences.

b) If there is no response from the parent(s)/guardian(s) within two (2) business days, another letter will be sent to the parent(s)/guardian(s) requesting a conference with Counselor to discuss strategies to assist students in improving attendance.

c) If there is no response from the parent(s)/guardian(s) within two (2) more business days, parent(s)/guardian(s) will be informed via letter that a truancy case may be filed with the courts. The actions of the court could include:

*Community service for parent(s) and students

*Jail time for parents

* Parents may be ordered to accompany students to classes all day

* Fines

3. If the parent(s)/guardian(s) do not sufficiently explain the reason for unexcused absences, the Department of Human Services will be notified. A parent(s)/guardian(s) conference will be required, and academic credit may be withheld.
4. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions.
5. Each unexcused absence will be entered on the student's record with Douglas County Schools.
6. In the case of an unexcused absence, make-up tests/quizzes and adjustments to assignment due dates may or may not be allowed at the discretion of the teacher in dialogue with the Principal.
7. Recurring or routine absences from school are discouraged; however, individual cases may be allowed at the discretion of the Principal.

Illness/Appointments

1. If your child is absent because of illness or an appointment for which we have not been notified previously, please call the school's Absence Line and inform the Front Office.
2. In order to reasonably ensure student safety, it is critical that Global Village Academy know where all students are on scheduled school days.
3. Parent(s)/Guardian(s) must notify the Front Office each day your child is to be away from school.

Arrival and dismissal procedures

Morning drop off instructions for parents and caregivers:

1. Students should arrive between 7:45am and 8:00am. Students should go directly to their first class.
2. For the **safety** of our students and staff, **please no cell phone usage** while dropping off and picking up your student(s)
3. Please use the curbside lane in front of the school to drop off your student(s). We would prefer for students to exit cars on the right side, or curb side and for parents to stay in their cars. Staff will be available to assist students.
4. Please use the crosswalk when going from the parking lot to the school.
5. Parents entering the school for drop off and pick up must check in at the Main Office and sign in as a visitor.

Afternoon pick up instructions for parents and caregivers:

1. The school day ends at 3:30pm. **Please pick your child up by 4pm.** Students not picked up by 4pm will go to the Cafeteria, sign in, and wait for their ride. Please pick up your child by 4PM so that staff can focus on preparing for the next day of instruction. Students picked up after 4:05pm 3 times in a quarter will be charged \$1 per minute and or a referral to Douglas County Human Services.
2. For the safety of our students and staff, **please no cell phone usage** while dropping off and picking up your student(s)
3. **All grades** including Kindergarten **will release at 3:30PM**

4. Please enter the campus from Ponderosa Drive and proceed toward the school in the two right lanes (the left lane is staff parking). Families will be given a placard with a number on it to display. Each GVA DC family will be assigned a number. When you pull in, staff will see your number and they will call on a radio to the Main Office. A staff member will enter the family's number on a Google doc for all classrooms to see. When students and teachers see their family's number, they will leave the classroom and go to the Safety Box directly in front of the main doors.

5. From the Safety Box, students will load into their cars on the right side, or curb side.

6. For parents wishing to walk to the school to pick up their child, there will be a Walk Up Parent Line in front of the school. Please line up in the walk up pickup line with your family number placard. Please sign in at the clipboards with your printed name, family name and number. If no family number placard, please present ID, and a temporary family number badge will be issued. Please show your family number placard to your child's teacher, pick up your child, and leave via the east or west doors. This will help with congestion at the main doors. Please use the crosswalk to access the parking lot.

7. Students attending YMCA after care or ENCORE enrichment classes will be dismissed directly from their last class to their YMCA or ENCORE class.

8. Thank you for helping us be safe and efficient!

GVA DC Drop Off & Pick Up Map

10 MPH
on
campus



Enter/ exit here: off
Ponderosa Drive

AM Drop Off
7:45am-8:00am

Tardy @ 8:05 am

All grades PM pick up
at 3:30PM

AM arrival starts at 7:45am:

*2 lanes between parking lot & street: use two right lanes for drive through, and drop off on the school side curb directly in front of the school.

*By school: form single lane along curb to unload.

*Park on right, pass on left

*Limited short term parking is available in the parking lot

*Please use crosswalk to go from parking lot to school

PM Pick Up:

* Please enter the campus from Ponderosa Drive and proceed toward the school in the two right lanes (the left lane is staff parking). Families will be given a placard with a number on it to display. Each GVA DC family will be assigned a number. When you pull in, staff will see your number and they will call on a radio to the Main Office. A staff member will enter the family's number on a Google doc for all classrooms to see. When students and teachers see their family's number, they will leave the classroom and go to the Safety Box directly in front of the main doors.

* From the Safety Box, students will load into their cars on the right side, or curb side.

*For parents wishing to walk to the school to pick up their child, there will be a Walk Up Parent Line in front of the school. Please enter and leave the parking lot from the West side of the lot. Staff will not be parking in the main parking lot, so there should be more room for parents this year. Please enter the line and tell the staff member your family number. The staff person will radio family numbers to the main office. A staff member will enter the family's number on a Google doc for all classrooms to see. When a student sees their family's number, they will leave the classroom and go to the Safety Box directly in front of the main doors.

* Parents wishing to enter the school will need to sign in the main office as a visitor.

*Please use crosswalk to go from parking lot to school

*Students attending YMCA after care or ENCORE enrichment classes will be dismissed directly from their last class to their YMCA or ENCORE class.

ENCORE is Global Village Academy's after school enrichment program.

- Classes take place for one hour immediately following school from **3:45 PM to 4:45 PM**. Students can participate in a wide variety of classes. Examples of ENCORE classes include: Tae Kwon Do, guitar, hip hop, software coding, ballet, chess, and violin
- Twice a year, an Encore Recital is held so that parents can see what their students have learned.

FAQ's

- Classes fill up quickly so register early!
- If you register for a class and it is dropped due to low enrollment please contact ENCORE program Director, Angela Krauss at akrauss@gvaschools.org to process your refund.
- All registration and payment for classes must be made ONLINE.
- Students are not considered registered and may not participate in class until payment is received.
- **Parents will pick up students at 4:30 PM from the ENCORE classroom.**

Before and After School Care

GVA DC partners with the YMCA to provide before and after school care for GVA DC students. For complete information including costs, please visit www.gvaschools.org.

YMCA is a fee-based program that provides childcare before and after school and on non-pupil contact days.

Contact YMCA of Metropolitan Denver

- **Program Director: Tanise Dixon**
- **Phone: 720.810.7258**
- **Email: tdixon@denverymca.org**

Ages Accepted

- Village Square YMCA is open to all students in grades K-6 or ages 5-11.
- We are unable to accept children before they are enrolled in kindergarten.
- All participants must be age 5 by October 1 of the current school year.

Hours of Operation

Monday-Friday on regular school days:

- 6:30 AM – 7:45 AM
- 3:30 PM -6:00 PM

School holidays and non-pupil contact days:

- 6:30 AM -6:00 PM

Payments:

- **All Payments will be given to site director.**
- **Make checks out to: YMCA**
- **Cash not accepted.**
- **Credit Card/debit card drafts can be set up your student's first week of care.**

Before and After Care Plans

- **Please select from Plan A or Plan B**
- If Plan A is chosen by the family and a parent would like to change to Plan B, it may only be done if space is available. If a family does change from Plan A to Plan B during any given month, a rate adjustment will occur.
- **Registration fee is \$50 per family**
- **As of October 1st, you will not be able to switch plans.**
- **Rates are per child**

Plan A-Monthly Rates

- The Plan A option gives you the flexibility for choosing before school care, after school care or both before and after school care.
- ***Plan A offers care on full days out due to teacher in-service days and Flex days.***
- Plan A is available to families who need part-time care (2-3 days a week) or full-time care (4-5 days a week).

Full-Time (4-5 days a week)

- Before Only: \$145
- After Only: \$195
- Before & After: \$255

Part-Time (3 days a week)

- Before Only: \$135
- After Only: \$165
- Before & After: \$225

Part-Time (2 days a week)

- Before Only: \$120
- After Only: \$150
- Before & After: \$205

Plan B-Monthly Rates

- **The Plan B option offers all the perks of Plan A, *in addition to full day-care during several holidays and school breaks.***
- These days vary per location, but typically include Fall Break, the two weeks of Holiday Break, the week of Spring Break as well as New Year's Eve, Martin Luther King Jr. Day, Presidents Day and Furlough days.
- Plan B is available to families who need part-time care (2-3 days a week) or full-time care (4-5 days a week).

- ***Plan B is for families that know in advance that they need full day care when school is not in session.***
- The monthly rate is based off the number of non-contact days throughout the school year.

Full-Time (4-5 days a week)

- Before Only: \$150
- After Only: \$230
- Before & After: \$300

Part-Time (3 days a week)

- Before Only: \$140
- After Only: \$180
- Before & After: \$250

Part-Time (2 days a week)

- Before Only: \$135
- After Only: \$160
- Before & After: \$235

Drop In for Before or After Care

- \$15 per day drop in
- Full Day out is \$45

Students must be registered with the YMCA before they can attend the YMCA before and after school care program.

Payments

- Payments are due in full by the 25th of the prior month
- Should full payment be received after the 5th, a late fee of \$15.00 will apply
- If payment is not received by the 15th of the month, another \$15.00 late fee will apply and child is considered un-registered for child care at the YMCA for the month that payment is due.

Holiday Camps

- Throughout the year a variety of days out occur-typically around the Thanksgiving holiday, winter break and spring break.
- During these times we offer a wide array of day camps for children.
- Holiday camps are offered at a daily rate or a weekly rate.

Lunch Program and Menus

GVA DC partners with Douglas County School District for food services. The GVA DC Kitchen Manager is Judy Nelson. She can be reached at 720-476-8044, extension 1029. Her email is judy.nelson@DCSDk12.org

Page 29 has information about purchasing a la carte items and permission for the cafeteria to serve “seconds.”

Douglas County School District Nutrition Services is excited to have the opportunity to work with the Global Village Academy community! We are committed to providing the highest quality meals for your child. We also work to create an environment where your child can learn to make healthy decisions that lead to a healthy life.

- [Lunch Menu](#) can be found at www.GVAschools.org
- We provide approximately 30,000 nutritious meals every day to students and staff.
- We participate in the [National School Lunch Program](#) .
- **School meals are important to your child because they help develop sound nutritional habits by exposing students to a variety of foods.**
- We offer many food choices and provide healthful fruits and vegetables daily.
- In addition, the well-nourished student has better attendance, is more attentive, better behaved and has an increased energy level.
- All of these elements are tied to academic success.

School Meals are Safe

Food safety is our first and foremost concern. We have implemented a Hazard Analysis Critical Control Point (HACCP) Program throughout the District to reduce the chance of a food-borne illness event. Temperatures of all food products are monitored throughout production and service.

School Meals are Nutritious

- School meals contain 30 percent or less of total calories from fat, less than 10 percent total calories from saturated fat, and 35 percent or less of total calories from sugar.

School Meals are Balanced

- Every day, students choose their meals from a variety of fresh fruits and fresh vegetables, whole-grain breads and cereals, lean meats, and low-fat dairy products.
- Each school has a Harvest Bar which features a variety of fresh produce in season.

Parents are welcome!

We invite our parents and families to come and see how school lunch has changed.

- Parents are always welcome!
- We are proud of our program and our hard-working employees and we encourage you to eat with your child.
- DCSD Nutrition Services invites all parents to have lunch with their children at any time during the school year.
- The cost is just \$3.50 for an adult meal without milk; with milk the price is \$4.25.
- We hope to see you soon!

Payment Options

- [Myschoolbucks](#) is an online payment portal especially designed to allow parents to make quick and easy online payments to their children's school accounts.
- The system allows parents to manage their children's lunch accounts quickly and easily.
- **School lunch price for students is \$2.85.**
- Pay with a Credit Card
- Check Your Child's Account Balance
- See What Your Child is Eating

- Receive Account Balance Alerts
- Much More...Sign up today!

Checks

- Nutrition Services will also accept checks. Please be sure your student's name and ID number are on the check.

Additional Information

- Students who purchase a lunch will choose their food and stop at the register for payment.
- They will use a pin pad to punch their ID number into the system.
- A screen on the monitor appears with the student's name and photo.
- The cashier will enter the items purchased and the student will be on his/her way.
- It would be very helpful for your student to learn his/her ID prior to the upcoming year.

Free & Reduced Lunch

Steps to Apply Online for Free and Reduced Lunch:

- **Apply Now! *Online Applications are recommended.***
- If you do not have a computer, please visit the school to apply online. Someone will be available to help you with this process.
- Go to www.applyforlunch.com
- Click "Start Your Online Application"
- Enter the zip code 80134 on the Search Page
- Choose Your District, Select "Douglas County Public Schools"
- Click "Select District & Continue"
- To fill out application in English, click "Begin Application Process"
- **To fill out application in Spanish, click Español at the upper left corner of the webpage**
- **PLEASE NOTE:** When prompted for a student id, NONE is needed to continue with application. Leave this blank.
- **Only ONE application** is needed PER FAMILY for all children

Allergy Policy and Procedures

The safety of all students is of utmost importance to all staff at GVA. Because of this and the potential severity of allergies to students, the following procedures have been implemented in regards to allergies.

- Parents fill out health form in the registration packet.
- Registrar reviews the health form and alerts front office staff about any allergies that are noted by the parents.
- Allergy is flagged in Infinite Campus.
- School Nurse and/or Health Paraprofessional reviews list of students who are flagged on IC with an allergy.
- Parents are contacted by the school nurse and/or Health Aid yearly for details of and changes to the symptoms and treatment of the allergy.
- Health Care Plan is developed by the school nurse; signatures of parents and health care provider are required.

- School nurse informs staff of the allergy on a “need to know basis” in accordance with FERPA and all Federal, State and local statutes.
- Students with special requirements (examples: peanut free classroom, cannot go out to recess when allergens are high, sit at peanut free table at lunch) must have a signed health care plan with these requirements listed.
- Students requiring special diet will have a form submitted and signed by the health care provider. 11
- School nurse or designated trained personnel will train appropriate staff on distribution of medication and care of students with allergies
- School nurse will provide professional development for all staff once a year during pre-service on the care of students with allergies.

Medication

GVA DC can administer medications to students if we have a current and complete Student Medication and Release Agreement. The Student Medication and Release Agreement is at the back of this handbook.

Visitors

For to the safety of our students and staff, we cannot allow people to wander the school building. We ask that those picking up students wait outside. If you are picking up your student early, please sign in at the Front Desk, present your picture ID, sign out your student and we will call your student to the Front Desk. Thank you for your help in keeping our students safe!

Visitors are always welcome at GVA! Please sign in and present a picture ID. Visitors must wear a badge in the building. Prior arrangements must be made with the classroom teacher (such as volunteer work in the classroom), so as to not disrupt the learning environment.

Volunteering

An important aspect of the GVA mission includes creating a school environment in which a partnership exist between the school and the families. Each family is asked to volunteer 30 hours of service or the equivalent to the school each year from K-8. A variety of volunteer opportunities are available for families to fulfill this requirement, however, it is the responsibility of each family to find ways to meet the requirement. Hours can be met through volunteer help in school, fund raising events, PIC meetings and other committees. Also, in-kind donations and donations of items approved by school administration are accepted as service hours. For every \$10 donation of a material item, families can log 1 service hour. Please staple receipts to your families page in the volunteer book. Parents will be able to support their child and the school in meaningful ways while being valued as an integral part of the educational process. Families are encouraged to give generously of their time and talents to GVA.

The documentation of the family’s hours per enrollment is based on an honor system. The family is responsible for recording their hours in the volunteer book in the Cafeteria. As a gratitude the PTO recognizes those who do their contribution and beyond encouraging more families to participate.

Each volunteer is asked to sign a Volunteer Agreement that outlines expectations for volunteers at GVA Parker.

How do we get involved?

The GVA DC Parent Involvement committee (PIC) maintains a central blog site, www.picgva.blogspot.com to post volunteer opportunities. In addition, GVA DC uses the Sign Up Genius app to sign up for specific volunteer opportunities.

On going volunteer opportunities include:

Volunteer in the classroom, lunchroom, and or playground.

Serving as room parent

Drive, chaperone or coordinate field trips

Supporting school events with the Parent Involvement Committee (PIC)

Working an event, project, fundraiser, or support role where needed

Donating needed funds or items

Attending Coffee with the Principal, PIC meetings, and GVA board meetings

Saturday work day events

The following is a list of items that do not qualify for service hours:

* Drive time to/from meetings, activities or events

* Homework time with your children

Parent Communications

GVA Douglas County values parents and care givers and we want to maintain open communication with all of our stakeholders. Please consider signing up for our weekly newsletter and keep current on all of the great things happening at GVA Douglas County. Some of the communication tools GVA Douglas County uses are:

*Website

*Teacher and staff Email

*Paper letters, notes, and back and forth books

*Parent teacher conferences in October and March

*Phones in rooms

*Website – Staff pages

*Weekly Newsletters

*Room Parents

*Sign up genius app to sign up for volunteer opportunities

*FACEBOOK - Join Global Village Academy's Facebook page to learn the latest on upcoming events and connect with other parents. Click the link to LIKE GVA!

Severe Weather Closures or Delays

GVA Douglas County will follow the Douglas County Public School's severe weather schedule. Please watch or listen to your local news channels for updated information.

Safety Drills

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado, evacuation and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety. GVA Douglas County follows the Standard Response Protocols developed by the I Love You Guys Foundation for fire drills, lockdowns, lockouts and evacuation.

Money in the classroom

For the safety of everyone, please do not allow your student to bring money to school. If money is needed for a field trip or book orders, please make sure that you send the money in an envelope marked with your child's and the teacher's name to the teacher. The teacher will turn in all money daily to ensure that no money is lost or stolen. GVA will not be responsible for lost or stolen money.

Lost and Found

GVA DC maintains a lost and found table in the Cafeteria by the Main Office. Parents are encouraged to look through the lost and found table for shoes, clothes, backpacks, notebooks, etc.

Governance and the Board of Director's

Each of the five (Aurora, Northglenn, Fort Collins, Colorado Springs and Douglas County) Global Village Academies have their own respective governing board and up to three members of each local Board are also selected to serve on the Network Board, known as the Global Village Charter Collaborative (GVCC).

The GVCC Board governs the central network administrative team that serves all GVA schools and provides strategic planning, policy development, leadership mentoring, all financial and payroll services, human resource and benefits management, facilities financing acquisition services, all technology support, academic monitoring and support as well as central operational services. Functioning similar to a cooperative, local GVA schools "join" the network when first established and the GVCC serves as the corporate member of each local school. This assures that the replication and development of the unique GVA educational program is maintained with fidelity and efficiency.

Similar to a school district, the GVCC provides a common educational framework, policies, and administrative support for each of the Academies. Unlike a school district, each local academy has its own budget, is governed by a local Board of Directors, has representation on the central administrative Board and shares the cost of the GVCC administrative services.

As a member of the GVCC, each local academy shares in the GVCC governance and shares GVCC administrative central costs. Thus, local academies do not contract for services, they share costs as outlined in their "joinder" agreement, whereby they become part of the GVCC network.

Each Global Village Academy's local governing board delegates authority and responsibility for day-to-day operations to the Principal. The local Board , in conjunction with the Principal, sets clear operation and educational goals, including those mandated by state and federal law (e.g. No Child Left Behind) by which the performance of the Principal and the school will be measured. The local Board is appointed and autonomous from the authorizing district.

Each school district, that authorizes the charter contract, has appropriate oversight, while Global Village Academy retains autonomy. The school district is not involved in Global Village Academy's governance.

The school districts oversight is designed to ensure that each GVA meets or exceeds the conditions outlined in the local respective charter contract with the authorizer.

Board of Directors' Meetings

Board of Directors' Meetings are held the second Wednesday of every month at 6:305pm. Agenda is posted at the school entrances.

Harassment - Racial/Sexual

The Douglas County Board of Education, GVCC and GVA DC believe that all students are entitled to pursue their education in school-related environments that are free of racial and sexual harassment. To this end, DCSD and GVCC prohibit the harassment of students through conduct or communications. It is the policy of the board that complaints be investigated and offending individuals be dealt with in accordance with state law and district policies. Individuals who wish to file a formal complaint of racial and/or sexual harassment may do so by informing the school principal or by filing a grievance with the Office of Legal Counsel, DCSD; Policy Code JBB.

Annual Notice to Parents: Disability Discrimination

In compliance with a federal law known as Section 504 of the Rehabilitation Act of 1973, the Douglas County Public School District will provide to each protected student with a disability, without discrimination or cost to the student or family, those related supplementary support services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the person's abilities. In order to qualify as a protected student with a disability, the child must meet the following definition: he or she must be of school age with a physical or mental disability which substantially limits one or more life activities, (such as learning) or prohibits participation in or access to an aspect of the school program. In addition, one who in the past has had such a disability or is perceived by others as having such a disability may also be protected by law from discrimination on the basis of disability.

- Even students who are not eligible to receive services under the traditional special education programs, which are provided pursuant to the Individuals with Disabilities Education Act, may be eligible to receive supplementary supports, services, and accommodations, if they fall within the definition of disability stated above.
- In addition, the district does not discriminate in admission, treatment, employment or access to its programs or activities.
- For further information about If you have questions regarding Section 504 concerning students or members of the public, contact your school's Section 504 coordinator.

For additional questions call:

Special Education Department
Douglas County School District
(303) 387-0080

Additional information can be obtained from the [U.S. Department of Education, Office for Civil Rights](#)
Region VIII, Federal Building, Suite 310
1244 Speer Blvd.
Denver, CO 80204-3582
(303) 844-5695

Protection of Pupil Rights Act (PPRA) Notice • Under the federal PPRA, parents have the right to prior notice of (1) any activities involving the collection or disclosure of personal student information for marketing purposes; (2) the administration of any survey designed to gather private student information (including information about political affiliation, family income, mental problems, illegal behavior, sexual behavior and attitudes and religious beliefs); and (3) any non-emergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school and scheduled in advance, and not necessary to protect the immediate health and safety of the student or other students. • PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: • Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education: 1. Political affiliations or beliefs of the student or student’s parent; 2. Mental or psychological problems of the student or student’s family; 3. Sex behavior or attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility. • Receive notice and an opportunity to opt a student out of – 1. Any other protected information survey, regardless of funding; 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. • Inspect upon request and before administration or use – 1. Protected information surveys of students; 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. DCSD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. DCSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. DCSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. DCSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities

scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: •Collection, disclosure, or use of personal information for marketing, sales, or other distribution. •Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education. •Any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW

Colorado Open Records Act

Global Village Charter Collaborative (“GVCC”) and each of the Global Village Academies¹ (“Schools”) are committed to transparency and open government. The following policy specifies how the Colorado Open Records Act (“CORA”) (§ 24-72-201 to 206, C.R.S.) will be applied in a uniform and reliable manner. This policy will help ensure GVCC and the Schools (together “the Organizations”) comply in all respects with CORA and meet all constitutional and statutory duties to the people of Colorado in an orderly and expeditious manner. This policy is not intended to be duplicative of CORA or supersede state law.

This policy applies solely to records requests where the Organizations maintains custody of public records pursuant to CORA.

The Organizations’ procedure for handling records requests

All records requests made of the Organizations by mail, fax, courier, e-mail or other means shall be immediately provided to the GVCC Custodian of Records, who may refer it to legal counsel. The Custodian of Records will be designated, from time to time, by the GVCC CEO or Board. All records that may be responsive to specific requests for information must be provided to the Custodian of Records as soon as possible. The Custodian of Records will respond to all CORA requests except in extraordinary circumstances.

The Custodian of Records will only accept records requests made in writing or electronically via e-mail or fax. Records requests or requestors that cite the federal Freedom of Information Act will be treated as though they were made pursuant to the Colorado Open Records Act.

When responding to a records request, the Organizations shall make every effort to respond within three working days as required by § 24-72-203(3)(b), C.R.S. The Custodian of Records or counsel can issue up to a seven-working-day extension if he or she finds extenuating circumstances exist, as described in § 24-72-203(3)(b), C.R.S. A request is received by the Organizations the day an e-mail, fax or letter containing a request is opened. The three working day response time begins the first working day following receipt of the request. A request received after 4 p.m. or any day an affected Organization’s business office is closed will be considered received as of the following working day.

No employee of the Organizations may modify, redact or omit any records they are required to provide to the Custodian of Records. Decisions about the applicability of CORA to particular writings will be made by the Custodian of Records with assistance, if needed, from legal counsel. Organizations staff should never assume a document is exempt from CORA and should always consult the Custodian of Records or legal counsel before making a final determination.

The Organizations will not create new documents, narrative explanations, or respond under CORA other than to produce existing records. The Custodian of Records or legal counsel will prepared, if needed, redacted copies that remove information on which CORA either forbids disclosure or permits the Organizations to decline to disclose certain information. Privileges of the Organizations will not be waived by the Custodian of Records or legal counsel, but may be referred to the Board. Upon request the Custodian of Records will support any redaction with a log reflecting the reasons for redaction.

When feasible, the Organizations will endeavor to provide electronic copies or files to requestors if such alternative is significantly less burdensome. The Custodian of Records may grant exceptions where the Organizations, requestors or the records produced require special consideration.

Fees for document retrieval, review, copies and release of records

When a request requires the production of more than 25 pages of documents or the use of more than one hour of staff time to locate or produce records — with the exceptions noted below, the Organizations will charge the requestor for all copying expenses and reasonable, actual costs associated with staff time in accordance with § 24-72-205(5)(a) & (6)(a), C.R.S. and applicable law.

- The Organizations will not charge for providing a parent with one copy of a student’s cum file, discipline file, special education file or other core “educational records,” if any.
- The Organizations will not charge parents or students for duplicate transcripts.
- For all other records, the Organizations will keep a record of staff and/or contractor time for researching, retrieving, reviewing, redacting and producing records for a requestor. After one of hour of such time, the Organizations will charge a fee of \$30 per hour and may charge \$0.25 per page for hard copies.
- Any costs charged to a requestor shall not exceed the actual cost of producing the records.
- Attempts by a requestor or by persons clearly acting in concert as requestors to subdivide a large request into one-hour or less than one-hour increments may be treated as part of a single request, in the discretion of the Custodian of Records, for purposes of applying this section.

For requests where the Organizations anticipates more than one hour of staff time will be consumed, the Custodian of Records may provide a requestor with advance notice and an estimate of compliance costs. The Custodian of Records may requires that such costs be paid in full before the work to produce records is undertaken or completed, unless alternative arrangements have been made through the Custodian of Records.

The format of records produced The Colorado Open Records Act guarantees that all public records must be open for inspection by any person at reasonable times, except as provided in CORA or as otherwise specifically provided by law (§ 24-72-201, C.R.S.). CORA does not guarantee access to public records in a specific format. When the production or inspection and review of records in a specific format would interfere with the regular discharge of duties of Organizations employees (§ 24-72- 203(1)(a), C.R.S.) or otherwise levy an undue burden upon the Organizations, the Custodian of Records will determine the appropriate format for the records to be produced. Records maintained electronically may be produced electronically at the Organizations’ discretion; this may or may not mean records are provided in their native format.

The Organizations may require that members of the public or press only be allowed to review copies of

documents. This will be the case when the Custodian of Records determines that allowing access to originals could interfere with the regular discharge of duties of the Organizations or its staff or production of original records could jeopardize the condition of the records.

This Policy will be posted on the Organizations' website in a form accessible to the public.

Adopted: November 19, 2015

1 Global Village Academy – Aurora, Global Village Academy – Northglenn, Global Village Academy – Fort Collins, Global Village Academy – Colorado Springs, and Global Village Academy Douglas County - Parker.

Grievance Procedure

GVA Douglas County values open and proactive communication between the members of the school community, including parents, students, faculty, staff, administration and the Board. Issues that are not dealt with directly can become destructive to the school community and detrimental to the learning process of our students. As adults, we must model for our students a willingness to address conflict directly. GVA's procedures for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible level.

1. Address Issue with those directly involved. The grievant brings the situation or concern to the attention of those directly involved. If a parent or student has a concern, they must begin a dialogue with the classroom teacher or administrator with whom the conflict exists. Should a parent or student fail to begin the process at the lowest possible level and instead come directly to the principal, the principal will re-direct the person to address the issue directly with those involved.
2. Address Issue with appropriate administrator If satisfactory resolution is not reached after a direct conversation between the conflicted parties,, the situation must be brought to the attention of the supervising administrator. The supervising administrator and the conflicted parties will address the situation and develop goals for conflict resolution. The administrator will monitor this process until resolution is realized.
3. Address Issue with the Principal If the complaint remains unresolved after step two, a second mediation meeting can be arranged with the principal present.
4. Submit written grievance to appropriate administrator If the grievant is not satisfied with the response received via steps two or three, the grievant should submit a formal written grievance to the principal. This written grievance should: 1) describe the incident, decision or practice that gave rise to the complaint; 2) cite the policy or procedure that has been violated and/or rationale for concern; 3) describe what conflict resolution strategies were attempted via steps one and two; and 4) explain what corrective action is being requested. All grievances, including those about the principal, must follow step four. It is the principal's responsibility to manage the ultimate resolution of conflicts between parents, students, staff and administrators, excepting those that pertain to the principal him/herself or to the principal's execution of a school-wide policy or procedure. Should a grievant feel that they were not treated equitably, or that the concern did not receive the attention it deserved throughout the grievance process, s/he is free to submit a new grievance about the principal's dealings with the grievance procedure. Such a grievance would need to follow these procedures sequentially, beginning again with step one.
5. Provide written grievance to the Board after the administrator has been given one week to respond to this formal grievance the grievant should bring the matter to the attention of the Board only if the matter has not been satisfactorily resolved, and only if it pertains to the principal or to the execution of school-wide policy or

procedure. The written grievance should be delivered to the President or Secretary of the Board at least one week prior to the next scheduled Board meeting. The President or Secretary will review with the individual the above process and ensure that the proper steps were taken before adding the issue to a meeting agenda. Grievances should not be brought to the Board as a matter of public comment as this does not give the Board sufficient time to consider the issue(s) and address them through the collective governance process. The Board will not hear matters that do not follow this grievance process. It is important to the integrity of our school that grievance be handled in an informed, direct, fair and equitable manner. Any concern or grievance must be examined through the lens of the mission of the school.

Student Discipline

GVA's Douglas County's Student Conduct and Discipline Policy is based on the principle of civil obedience and mutual respect for all mankind, including obedience for school leadership. Every student is expected to follow accepted rules of conduct and to show respect for and to obey all persons in authority.

Tier 2: infractions are of a more serious nature or for more habituality at the school. Learning to respect fellow students from all cultures, teachers and other school personnel, and all those with whom students come into contact in and out of the school community, is an essential lesson to qualify one for the duties of citizenship.

This policy applies to conduct at school, at school-sponsored activities and events (whether or not the school sponsored activity or event is on or off campus) and under circumstances where off-campus behavior is detrimental to the welfare or safety of others. Along with the Douglas County Public School District's Codes of Conduct, GVA has adopted a Positive Behavior Support model to ensure students have every support necessary to thrive in the school setting. The discipline model is based on a three tiered system.

Tier 1: minor infractions are usually addressed within the classroom teacher, student, and parent.

Tier 2 Behavior. Infractions of this nature are sent to the Principal or Director of Academic Achievement for disciplinary action. School personnel will communicate with the parents. The student may be placed on an intervention plan that will provide corrective instruction.

Tier 3 infractions are serious in nature or habitually disrupting of academic learning or the interventions are having no effect on the target behavior. The administrative staff, along with the parents, will meet to discuss further actions to provide a safe environment for all students. Bullying GVA has a zero tolerance policy on bullying. Bullying discipline falls within the 3-tiered Positive Behavior Support protocol. Please notify your teacher, or administrator immediately if your student reports bullying behavior.

Please see the school wide Behavior Matrix at the back of this Parent/Student Handbook.

Bullying

GVA has a zero tolerance policy on bullying. Bullying discipline falls within the 3-tiered Positive Behavior Support protocol. Please notify your teacher, IA or other Administrator immediately if your student reports bullying behavior. The purpose of the Bullying Prevention and Education policy is to define bullying behavior, to encourage students to report bullying behavior, to promote consistency in our approach to this problem and to help create a climate in which all types of bullying are regarded as unacceptable. This will require deliberate, planned intervention and will not be tolerated. Bullying is any repeated word, look, sign or act, or pattern of such behavior that inflicts, or threatens to inflict, physical or emotional injury or discomfort upon another person's body, feelings or possessions. For purposes of this policy, the school environment includes

school buildings, grounds, and vehicles, crossing walks, parking and all school-sponsored activities and events. Cell Phones and other Electronic Devices Student cell phones must be turned off and kept in their backpacks. Exceptions to this rule require prior approval from

Ongoing Assessment

GVA utilizes a variety of assessment tools, including DIBELS Next (Dynamic Indicators of Basic Early Literacy Skills), MAP (Measures of Academic Progress) for reading, language usage, and mathematics, CMAS (Colorado Measure of academic Success), and ACCESS for ELLs (Assessing Comprehension and Communication in English State-to-State for English Language Learners). Noella (National Online Early Language Learning Assessment). GVA utilizes the results from these assessments to make determinations about whether or not students will be supported through MTSS (Multi Tiered Systems of Support) program rotations

Colorado READ Act

The Colorado Reading to Ensure Academic Development Act (the READ Act) was passed by the Colorado Legislature during the 2012 legislative session. The READ Act focuses on K-3 literacy development, literacy assessment, and individual READ plans for students reading below grade level. The READ Act requires teachers to assess the literacy development of students in kindergarten through third grade in the areas of phonemic awareness, phonics, vocabulary development, including oral skills, reading fluency, and reading comprehension. The READ Act requires the creation and implementation of an individual intervention plan (called a READ plan) for students identified with a significant reading deficiency. The Act requires specific components for the READ plan, guidelines on parental involvement, and timing of plan creation. As appropriate, a local education provider may integrate into a student's Individualized Education Plan or Individualized Readiness Plan intervention instruction and strategies to address the student's reading deficiencies in lieu of a READ plan.

Access to Student Information/Student Records

Rights and Privacy From time to time, Douglas County Public Schools personnel are asked to share student information with someone other than the parent or guardian of the student, Douglas County Public Schools is unable to provide this information because it is illegal according to federal law (Family Educational Rights and Privacy Act). There are some exceptions which include requests of information through a subpoena, information classified as "directory information" (such as email address, date of birth and photograph), and information which is shared with a different school in which the child seeks to enroll or when parental consent is given. 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 should submit to the school principal or appropriate school official a written request that identifies the records they wish to inspect. The school official 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 a record should write the school principal [or appropriate school official], 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.

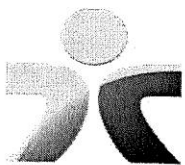
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

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. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202 The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that DCSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, DCSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow DCSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want DCSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing, within 15 days of the start of school or within 15 days of receipt of this notice for those parents of students who do not start the year with DCSD. DCSD has designated the following information as directory information: a. student's name, b. date and place of birth, c. electronic mail address, d. photograph, e. grade level, f. major field of study, g. participation in officially recognized activities and sports, h weight and height of members of athletic teams, i. dates of attendance, j.

awards received, k. most recent previous educational agency or institution attended by the student or other similar information, and l. other similar information. Student telephone numbers and addresses will not be disclosed pursuant to this section.



Global Village Academy-Douglas County Calendar
2016-2017 SCHOOL YEAR



REQUEST FOR EXTENDED ABSENCE

Student's name: _____ Birthdate: _____

Teachers name: _____ Grade/Village: _____

Absence Start Date: _____ Absence End Date: _____

Reason for Absence: _____

Teacher Educational Plan –

(teacher to fill out and will provide homework to student before absence date):

1. Parent Signature: _____ Email: _____ Date: _____

2. Teacher Acknowledgement: _____ Date: _____

3. Administrator: _____ Date: _____

Approved

Approved with reservation

Not Approved

www.globalvillageacademy.org
18451 s. Ponderosa Drive Parker Colorado 80134
720-478-8044

Superintendent File: JLCD-E-1

Student Medication Request and Release Agreement

Student: _____ DOB: _____ School Year _____

Medication Name	Reason for	Medication	Time(s) Medication to be