

# **Inner City Enrichment Academy**

## **Parent-Student Handbook**

**3560 Josephine Street  
Denver, CO 80205  
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## Inner City Enrichment Academy Core Values

***To provide*** an educational environment motivating children to excel in a quality academic program designed to teach children to become disciplined, self-directed learners.

***To develop*** a close home-school relationship through partnership with parents in an effort to sustain and improve the student's character, physical, academic, and emotional development.

***To affirm*** the worth of the child and their family as people of value and treated with respect.

***To instill*** in students a love and appreciation for themselves, their families and their communities by encouraging community service and exhibiting the spirit of reconciliation, love and respect for others.

***To equip*** students with social skills necessary for good relationships with their fellow man. The teachers and staff contribute to this development by living and teaching characteristics that promote proper social growth.

***To build*** critical leadership skills and to inspire children with a personal vision to invest their lives as agents of change in their communities.

## **Mission/Vision Statement**

### **Mission Statement**

Our mission is to provide academic enrichment and character development to equip children in the inner city of Denver and beyond with the skills, values, and self-discipline necessary to become successful and productive members of society.

### **Vision Statement**

Inner City Enrichment Academy strives to be a model for quality Kindergarten – 6<sup>th</sup> grade education in Denver providing a safe haven that serves a diverse urban community whose children consistently exceed academic standards, while valuing others and themselves.

## Admission Policy

Inner City Enrichment Academy does not discriminate on the basis of race, color, nationality or ethnic origin. ICEA reserves the right to prioritize applications on the basis of any of the following criteria:

1. Date of application
2. Space availability and teacher/student ratios
3. Enrolling student has siblings already attending Inner City Enrichment Academy (ICEA)
4. Overall compliance with the objectives and mission of the program, past relationship with faculty and staff, discipline issues.
5. For returning students, all past due fees and tuition must be paid in full before admission is approved.

### Admission/Registration Procedure

1. Submit a completed application online for admission.
2. Child and parent participation in an interview with school personnel.
3. Families already enrolled at ICEA have first priority for continued enrollment.

### Grade Level

ICEA services Kindergarten – 6<sup>th</sup> grades. ICEA will admit children 5 years old by November 30th into our Kindergarten program. Children that are at least four years and 9 months old at the beginning of the school year, and have previous preschool experience may be considered for Kindergarten program.

## School Hours

**Kindergarten - 8<sup>th</sup> grade:**     8:25 a.m. – 3:25 p.m.

**Preschool Program:**     8:25 a.m. – 3:25 p.m.

**Hours:** **Before School Care: 7:20 – 8:20 a.m.    After School Care: 3:30 – 6:00 p.m.**

## Arrival and Departure Procedures

Regular and punctual attendance is essential to successful class work. Faithful on-time attendance fosters a positive attitude of commitment to a strong educational program. It is important that children enrolled in the Kindergarten through 6<sup>th</sup> grade program at Inner City Enrichment Academy practice punctuality. Students are to be picked up at the end of their specific class and sign out on the early departure or late arrival book.

### Drop Off Policy

Students must not arrive to school before 8:20 a.m. unless they are enrolled in the Before School Program. Kindergarten students must be signed in by parent. Students arriving at 8:20 a.m. are expected to go directly to their assigned classrooms. Any student enrolled in the Before School Program must be signed in daily.

### Pick Up Policy

Kindergarten students must be signed out daily. 1<sup>st</sup> grade through 6<sup>th</sup> grades students can be released to parents without signing daily ledger. Parents are encouraged to come inside the school to pick up child, unless the student is leaving at the end of the school day. If this is the case, the teacher will escort student outside of building to be picked up by parent or authorized pick up person.

Students enrolled in the before/after school program must be signed in and out by an authorized adult over the age of 18. Before school caregiver will sign student out upon release to classes. Parents or authorized adult must sign children out of the After School program.

### **Early Dismissal**

ICEA will not dismiss a child to any adult during the school day other than the parent without specific written instructions from the parents on authorized pick up form in application packet. In an emergency, child may be released to unauthorized person with verbal authorization from parent or legal guardian. ICEA reserves the right to ask for Photo Identification on any adult to whom the child is released. Parents are encouraged to notify the school office in advanced. Parents must sign student out at the school office before taking child out of class, and receive an early dismissal pass. This pass must be presented to the child's teacher before child can be released.

### **Late Arrival**

All students that arrive late must sign in at the office and receive a tardy pass. If your child's class has left the building on a field trip, you must take your child to meet up with the rest of the group or keep them at home for the day.

### **Late Pick-Up**

There is not a grace period at the closing of the school day. Any student remaining after 3:30 p.m. will be sent to the school office and assessed a \$1.00 per minute fee. If child is not picked up by 4:00 p.m., student will be sent to the After School program and assessed a late fee of \$30.00 for drop in. This late fee is added to the monthly statement. Child protective services will be called on any child left at the school after 6:00 p.m. Child will then be taken to a crisis center determined by Denver Department of Human Services.

No child has permission to stay at the school and play on school grounds after school is dismissed. Students are expected to go to the After School Program or home with parents immediately after school is dismissed. Parents are responsible for their child at the end of the school day.

## **Tuition and Fees**

**Book and registration fee vary from year to year and our non-refundable.**

**Elementary Tuition: Based on family size and income.**

Tuition will be assessed and adjusted on a sliding scale according to income, family size, scholarships and outside funding sources. Financials must be provided for any student applying for tuition adjustment or scholarships. Parents that do not provide financials are subject to be charged the full tuition rate.

Before & after school program fees are paid one month in advance for the care provided, and are due by the 1<sup>st</sup> of the month. Summer Program fees are paid in advance. All fees are due no later than the 3<sup>rd</sup> of the following month. If fees are not paid by the 3<sup>rd</sup>, a \$15.00 late fee will be assessed to the account.

## **Financial Policy**

A book and registration fee and monthly tuition in accordance with the tuition policy set forth in the financial agreement made by school and parent. Payment is due by the 1<sup>st</sup> day of the month and assessed a late fee of \$15.00, if not received by the 15<sup>th</sup> of the month. If payment of tuition is not made in accordance with this agreement, the school reserves the right to refuse to admit child to class. ICEA will not carry an account in arrears past 30 days. Student maybe subject to withdrawal on the 1<sup>st</sup> day of the following month if payment is not received. A \$25.00 fee is assessed for any bounced check. If collection of this account becomes necessary, parents are responsible reasonable for the cost of collection, including reasonable attorney fees.

**Before and After School** Enrollment as specified within this contract is at-will and may be cancelled at any time with notification made to the administrator. If notification is not given, tuition will be assessed until the end of the school year.

A student enrolled at ICEA attends for the full school year. Parents are provided with the school calendar. The school may not be open on all dates set forth in the calendar for varying reasons, including but not limited to: weather and/or inability to use facilities. Adjustments in the school calendar will occur after three unexpected closure days. There will be no deduction in tuition for snow days, school breaks, holidays, illness, absences or 30 day arrear withdrawals.

Students dropped off before 8:20 a.m. will be sent to the Before School Program and charged drop-in fee. If child is not picked from the After School Program by 6:00 p.m., a late charge of \$1.00 per minute will be assessed. This late fee is added to student's monthly statement. Child protective services will be called for any child left at the school after 6:00 p.m.

All past due fees must be paid in full before students can enroll or continue to participate in any programs offered by ICEA including but limited to Before, After School and Summer programs. Students may not enroll in the following academic school year until all fees are paid.

In order for students to receive additional in-house scholarships, parents must provide to the school financials (previous year income tax return or W2 and 2 months of current pay stubs.). Students that do not provide financials will not be considered for scholarships.

**Volunteer Hours:** ICEA policy requires that parents volunteer 2 hours per child per month. Parent volunteer hours will be tracked on a monthly basis, and the following fees will be assessed on the next month's billing statement if volunteer hours are not been fulfilled at \$20.00 per child per hour fee will be assessed. (Example: 1 child is \$40.00 per month; 2 children \$80.00). Parents may volunteer as many hours as they like in one month. However, **no carry over hours are allowed for the next month.**  
**Parents must volunteer 2 hours per child per month.**

**Fundraisers:** In order to offset tuition rates, ICEA policy requires that parents help fundraise for our two school wide fundraisers (Fall – Fun Run and Spring-candy bars). Therefore the following fees will be assessed for students that do not participate in fundraising activities. **\$100.00 per student - Fall Fundraiser. Candy Bars: \$60.00 per student - Spring Fundraiser. Each student must sell the minimal amount required per fundraiser. If the minimal amount is not sold, the parent will be charged the remaining amount on their monthly billing statement.**

**To ensure credit for volunteer hours,** please make sure that you sign in/out on the volunteer sheet in your child's classroom. If you help out in any other capacity, please sign in/out on the office volunteer sheet.

### **Late Fees**

Tuition is due on the first of each month. ICEA reserves the right to assess a \$15.00 late fee on all payments made after the 15<sup>th</sup> of the month. Students are withdrawn from school if payment is not made within 30 days. If hardships occur, contact the school office immediately to make payment arrangements. Before, After and Summer program fees, children will not be allowed in the program if fee is 3 days delinquent. Any returned check is subject to a \$25.00 fee. All checks payable to Inner City Enrichment Academy (ICEA).

### **Withdrawals**

Students with tuition payment in arrears will not be allowed to attend class on the 1<sup>st</sup> day of the new month (as stated in financial policy).

Enrollment may be canceled in writing by parents or guardians without penalty (except for any tuition and fees already due) within 30 days. If a 30 day written notice is not given and the consent of the Director is not obtained, the parent or guardian is responsible for those 30 days of tuition regardless of attendance.

Sometimes children or families may not adjust to Inner City Enrichment Academy's environment or policies. In these cases, we may ask the parents to withdraw the child. If ICEA makes that decision, families will receive at least one week notice. ICEA reserves the right to immediately withdraw any student under certain instances or circumstances.

## **Attendance**

### **Attendance Policy**

Regular and punctual attendance is essential to successful class work. When a student is absent parents must call the school office by 9:00 a.m. When you call, please state the reason for the absence and how many days you anticipate the student will miss. Parents may request homework at the time you report the absence. The homework will be ready for pick up by the end of the school day. In order to discourage truancy, student absent for more than three days due to illness, a doctor's verification of illness must be turned into excuse an absence.

### **Excused Absences**

Students missing school because of personal illness, a death in the family or other family emergencies will receive an "excused" absence upon returning to school and may have full make-up privileges. ICEA strongly discourages a student's absence for the two day periods before or after a scheduled break or on ½ school days.

### **Unexcused Absences**

This is an absence from school with the knowledge of the parent, but without making arrangements with the school in advance. All work must be made up. It will be at the teacher's discretion whether the work will be given a grade.

### **Medical and Dental Appointments**

Appointments should be arranged so they do not interfere with classes. Excuses will be honored if a note is presented to the teacher prior to the scheduled appointment.

### **Absentee Policy**

The school calendar provides generous vacation opportunities for families to plan out-of-town trips to coincide with the days in which school is closed. ICEA strongly discourages parents from removing their children on regular school days, as well as half days. **Please do not schedule family vacation days during official school days.** Faithful attendance fosters a positive attitude of commitment to a strong educational program. It also prepares children to be faithful adults in the workplace. Unnecessary absences force students to miss valuable instruction, and unfairly increase the teachers' workload. Students with chronic absenteeism must bring in a doctor's note before further absences are excused.

Parents of students absent without a valid excuse 3 consecutive full days in one school year will receive a warning letter via U.S. mail or a phone call from school office. Students accumulating 6 consecutive full days of absence without valid excuse may be placed on probation, and failure to adhere to the terms of probation may result in dismissal. 8 consecutive full days of unexcused absences may result in dismissal from Inner City Enrichment Academy.

### **Excessive Absences**

Students missing 5 days of absences (excused or unexcused) in one quarter are considered excessive and student will receive a warning letter from the Director. 8 days of absences (excused or unexcused) in one quarter may result in dismissal from or denied reenrollment in Inner City Enrichment Academy. 25 absences (excused or unexcused) in a school year may result in dismissal from Inner City Enrichment Academy.

### **Long Term Absences**

Request for excused absences more than 3 days must be presented to the Director. Parents should fill out a "Request for Excused Absence" form and submit to the office at least two weeks prior to the beginning of the absence. Parents are responsible for initiating requests for school-work from all teachers prior to the absence.

Individual teachers will decide whether work must be done during the absence or made up afterwards. Individual teachers will determine the time limits for any make-up work. Parents are responsible for the instruction of the material presented during the period of their child's absence. Occasionally, a parent may need to hire a tutor to accomplish this purpose. Teachers are not expected to re-teach subject matter to the student upon their return from the absence.

The Director will determine whether an absence will be excused. In the event that the number of requests for time off becomes excessive, or the number of days requested seems unreasonable, the Director will not approve the absence. In this case, the student will not be provided the opportunity to make up missed assignments.

### **Tardy Policy**

If students are tardy for any reason, they are required to go to the office for a tardy pass prior to going to the classroom. To encourage parents and students to establish the necessary habit of punctuality, the following policy applies for habitual tardiness:

6 tardies in one quarter will result in a phone call from the school office and warning letter from the Director. 7 or more tardies in one quarter will result in probation for the quarter. Any tardies accumulated thereafter is considered a violation of probation.



**Excessive Tardiness:**

Eight tardies in one quarter are considered excessive and a meeting with parents and Director will be arranged to discuss possible remedy. If parent refuses to bring student to school on time and 10 tardies accumulate; it is the opinion of the administration of ICEA that both parent and student have refused to abide by the policies set forth in this handbook and student maybe withdrawn from ICEA. Student will be placed on a nine-week probation period in which no tardiness may occur.

**STUDENTS ARE MARKED TARDY IF NOT IN CLASS BY STATED  
TIME THAT CLASS BEGINS.**

## INNER CITY ENRICHMENT ACADEMY STUDENT DRESS CODE

**School uniforms** are required at ICEA.

**Clothing must be neat and clean.** Worn-out, ragged, frayed, faded, dirty or torn clothing is unacceptable. All garments must be hemmed to fit. Rolling of waistbands or pant/short legs is not allowed. All exposed clothing (necklines, hems, sleeve) must have a finished edge.

**Uniforms can be purchased from local department stores, but must be certified uniform attire.**

### **Shirts**

Solid white, navy, light blue, red, purple and gold are required (shades of color are uniform through web store). **PLEASE NOTE:** School color days: **Students are required to purchase** at least one purple or gold shirt. White, navy blue, light blue, red, purple or gold long sleeve turtlenecks or long-sleeved T-shirts may be worn underneath a uniform shirt on cold days. **Students are not allowed to wear thermal underwear as long sleeve shirt or pant/legging. Thermal underwear must be covered by pants or long sleeve shirts and not exposed as an outer garment.**

Shirts should be collared and without symbols or writing (designs and logos not accepted). Sweatshirts are not allowed. Logos are not allowed on shirts except for ICEA logos.

### **Pants and shorts**

Navy blue or khaki **uniform** pants only. Do not purchase the darker brownish colored khaki as these are NOT an ICEA uniform color. **Please note: cargo pants have pockets on the leg of the pant and are not allowed.** In addition, pants with **cell phone pockets are not considered uniform pants** and are not allowed (this includes the Dickies brand). Walking **uniform** shorts navy blue or khaki only (shorts no higher than 2 inches above knee). **No denim-jean style or corduroy shorts, pants, skirts, or jumpers are allowed.**

Girls may wear **uniform** navy or khaki, skirts, skorts, or jumpers (no more than 2 inches above the knee). Walking uniform shorts (navy or khaki) are acceptable, but not leggings or tight fitting pants. **Leggings may be worn as tights in any school shirt color underneath a dress that is 2 inches above knee.**

**Ties:** uniform ties in navy blue only.

**Shoes and socks** or tights must be worn. Students may not wear open toe shoes or flip-flops due to the nature of activities on the playground and during gym classes. Shoe laces must be tied at all times during the school day. **Students may not wear shoes with heels higher than 1 ½ inch.**

### **Jackets and Sweaters**

Jackets with large logos/writing or faddish styles may not be worn. Sweaters and zip up hoodies must be in white or navy (no exceptions). Hoodies that do not zip are not allowed. Students are not allowed to wear any other colors in school (on cold days students can wear long sleeve uniform shirts or white, navy blue, light blue, red, purple or gold turtlenecks or long-sleeved T-shirts underneath uniform shirt or white/navy sweaters or hoodies inside classroom). **Thermal underwear must be covered by pants or long sleeve shirts. Students are not allowed to wear thermal underwear as long sleeve shirt. Students are not allowed to wear hoodies (with writing-designs or colors (other than white/navy))**

**to school as outside wear. Only winter jackets are an exception.** Hats may be worn outside in cold and hot weather. Students must remove hats inside building

**Label clothing with child's name, especially coats, sweatshirts, sweaters and rain gear.**

**Free Dress Day:**

Occasionally ICEA will extend Free Dress Days during the school year. **Please note that leggings are NOT allowed to be worn as pants on these days. Students are not allowed to wear any type of open-toed shoes (sandals) or flip-flops of any kind.**

**Skirts and dresses must be no higher than 2 inches above the knee.**

Leggings may be worn as tights underneath a dress that is 2 inches above knee. Leggings cannot be worn with long shirts and are not considered to be pants.

**Students are not allowed to wear thermal underwear as long sleeve shirt or pant/legging on Chapel Days. However, on cold days thermal underwear may be worn underneath clothing, but must be covered by pants or long sleeve shirts and not exposed as an outer garment.**

**Girls: Halter and spaghetti strap tops and dresses are strictly forbidden.**

**Boys: Baggy and sagging pants are strictly forbidden.**

Clothing must be neat and clean. Worn-out, ragged, frayed, faded, dirty or torn clothing is unacceptable. All garments must be hemmed to fit. Rolling of waistbands or pant/short legs is not allowed. All exposed clothing (necklines, hems, sleeve) must have a finished edge.

Violation of the dress code policy will result in a dress code violation warning being sent home with parent signature required and returned to the school office the next day. After the third infraction, students will be sent home to change or parents must bring a change of clothes to the school. This policy will be strictly enforced.

**Piercing, Tattoos, Jewelry, Hair Coloring & Makeup:**

Visible piercing and visible tattoos are not allowed at ICEA. Piercing of any body part (other than ears for girls) is prohibited. Girls can wear stud earrings only – no hanging earrings for safety reason. Boys with pierced ears may not wear jewelry during school or after school/summer programs – nor any special function or event associated with ICEA. Please do not have ears pierced during school time when studs are required. No jewelry of any offensive or controversial nature may be worn (i.e. necklaces, wristbands indicating offensive innuendo, etc.). No unnatural hair coloring is allowed. No visible makeup except chap stick.

**Note: If a student continues to be in non-compliance with ICEA dress code; expulsion may result.**

**ICEA ADMINISTRATION RESERVES THE RIGHT TO REVISED THIS DRESS CODE POLICY AT ANY TIME.**

## Discipline Policy

ICEA staff are expected to be fair, consistent, and nurturing toward each child. ICEA uses various methods of discipline throughout the school. All methods teach the child to accept responsibility for their behavior. When a child is disciplined, an adult will talk with the child about their behavior and may choose to use a “Time Out” method or issue a detention notice or Director's referral. Detentions consist of consequences such as missed recess, removal from class during the day, missed field trips, play times, lunch detention and/or after school detentions, work detail. Students receive 3 warnings to correct behavior before receiving detention. However, some offenses are automatic detentions, i.e.: failure to complete homework, failure to return a parent notification, lying, disobedience, disrespect. If a child's behavior does not improve, teachers may schedule conference with parents and Director. Students receive a Director Referral for receiving 3 detentions in a 5 school day period or for serious offenses, i.e. use of foul language, biting, hitting another student and/or teacher, fighting, stealing, any form of sexual misconduct. If a student has received a detention for behavior during class period and then receives another warning from the teacher, they will be removed from class.

Verbal abuse or derogatory remarks about the child from an authorized person is not acceptable or condone by ICEA. Children are not to be humiliated or subject to frightening methods.

Students may receive discipline not only for misbehavior but for a lack of responsibility.

1. Minor offenses in the classroom or on the campus are handled by the individual teacher or supervisor, using time-out and love and logic methods.
2. Children will receive a detention after three warnings for misbehavior. Detentions are served on the following day and the discipline is determined by the teacher usually missed recess or lunch detention.
3. Children receiving 3 detentions in a 5 day period are referred to the Director's office, parents are notified regarding the behavior, a conference is scheduled and appropriate consequence is administered when necessary for habitual offenses.
4. ICEA has “0” tolerance for fighting, use of deadly weapons, obscene language, sexual behavior and open disobedience and disrespect to those in authority. Children will receive immediate detentions and/or a Director referral for these offenses and may be sent home if offense is serious.
5. Certain offenses such as lying, cheating, stealing, violent behavior and extreme disrespect may warrant a Director referral.

### **Students will receive detentions for the following offenses (this list is not exhaustive):**

Excessive Talking	Failure to complete class work	Disturbing class
Disobedience/Disrespect	Failure to return homework	Fighting
Tardiness	Failure to return parent notification	Name calling
Refusing to obey orders	Inappropriate language	Dress Code Violation
Cheating	Lying	Destruction of property
Displaying sexual behavior of any kind	Possession of dangerous objects or weapons	
Possession of drugs or drug paraphernalia		

Persons authorized to talk and discipline students: Classroom teachers, classroom aides, volunteers, P.E. instructors, playground aides, office personnel and administration. The Director will determine consequences for any Director referral submitted to director's office. Director consequences vary from after school detention, missed field trips or special events, written assignments, or work detail.

### **Probation**

A student will be placed on probation for at least a nine-week period if he or she continues to excessively break conduct rules. He or she may be placed on probation immediately for a serious offense even if there is not previous conduct notices. A letter is sent to the family specifying the reasons for probation.

### **Suspension**

Suspension is the level of discipline which the director shall employ when a student is placed on probation and has not met the terms of the probation or engages in conduct that is deemed harmful to the school or continues in the same behavior that warrants excessive Director referrals. For a serious offense, student may be suspended even though the student is not on probation. Suspension can be up to five days.

### **Expulsion or prohibition to re-enroll for disciplinary reasons**

Students may be expelled for continued disobedience to school rules or be prohibited from re-enrolling for the coming school year. Expulsion may result from one of the following:

1. Lack of respect for school rules or employees
2. Continued use of vulgar language or profanity
3. Violation of terms of probation
4. Possession or use of controlled substances, illegal drugs, alcohol, weapons at school or school related functions.
5. Parents' lack of support or respect for teachers and/or administration. Parent's use of vulgar language or profanity at school or school related functions.
6. Defacing of school property.
7. Any actions which threaten the safety of students, faculty, staff or administration of ICEA, by either student or parent, such as fighting or threat with a deadly weapon.
8. Habitual behavior that warrants corporal punishment.
9. Display of sexual behavior

Parents may request an appeal meeting with the Board of Directors if parent feels that the expulsion is not justified.

## **Academic Evaluation**

Progress reports are issued to student at the end of each quarter. There are two parent-teacher conferences at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters.

Special conferences may be called by either the teacher or parent at any time. ICEA is to set the bar high in academic achievement. The grading scale below represents this standard of excellence. Children have the capacity to reach any goal set before them and we are confident that the students at ICEA will do just that.

**Grading Scale represents academic work as follows:**

<b>A</b>	<b>94-100</b>	<b>Superior</b>	<b>O</b>	<b>Outstanding</b>
<b>B</b>	<b>86-93</b>	<b>Excellent</b>	<b>N</b>	<b>Needs Improvement</b>
<b>C</b>	<b>76-85</b>	<b>Average</b>	<b>W</b>	<b>Withdrawn</b>
<b>D</b>	<b>70-75</b>	<b>Poor</b>	<b>S</b>	<b>Satisfactory</b>
<b>F</b>	<b>Below 70</b>	<b>Failing</b>	<b>Director's Honor Roll</b>	<b>96 – 100%</b>
<b>E</b>		<b>Excellent</b>	<b>Honor Roll</b>	<b>90 – 95%</b>
<b>I</b>		<b>Incomplete</b>		

A deficiency notice is sent home on any homework or test assignment in which a student receives a grade below 75 percent. Parents are required to review the attached assignment and return notice to child teachers. Parents should request a conference with their child's teacher, if student consistently receives deficiency notices. The goal is to catch any problems early in your child's academic career.

### **Homework**

- Any incomplete class assignment is sent home for completion.
- Homework assignments are determined by the teacher on either a daily or weekly basis depending on the grade level. Students that do not complete homework will complete during lunch detention.
- Parents are encouraged to help their child with nightly homework assignments.
- Students will receive detention notice for failure to turn in homework assignments.
- Students are expected to study their spelling words at home each week.
- No homework will be given to students that have been withdrawn due to nonpayment of tuition past 5 school days.

## **Emergency Procedures**

### **Emergency Care**

As stated in the Enrollment Contract, in case of illness or accident, the school will provide any emergency care for your child that is deemed necessary, including but not limited to treatment by public or private medical facilities or personnel. It is understood that a conscientious effort will be made to locate you (or designated individual as indicated on your application) before any action is taken. Parents accept and agree to any charges or fees incurred by the school for such care. Staff is required to complete an injury/accident report form to both school office and parent.

### **Emergencies during Field Trip**

In case of illness or accident, the school will provide emergency care for children when deemed necessary, including but not limited to treatment by public or private facilities or personnel. Staff members are required to carry emergency information, signed medical release forms and first aid kits on all field trips. It is understood that a conscientious effort will be made to locate parents (or designated individual as indicated authorized pick up forms) before any action is taken. However, in a life threatening emergency, staff will call 911 first, then parents and the school office. Parents accept and agree to any charges or fees incurred by the school for such care. Medical release forms are signed and part of child's record.

### **Emergency Procedures - Evacuation Plan**

#### **Fire:**

In case of a fire, the fire security alarm system will notify staff and students of smoke and fire danger. Fire alarm boxes and extinguishers are either in the classroom or right outside the classroom doors. When fire alarm is activated, Security Central will immediately call the local Fire Department. Students and staff move quickly out of the building through the nearest door while following the drill exit procedure practiced monthly, and they are escorted away from the building to the appropriate meeting spot. Teacher is responsible to take emergency book and red, yellow and green coded signs. Office Staff member takes visitor, attendance and fire log, school keys, church keys, and phone out of the building if possible. Teachers will hold up green card if all the students in their classroom are present, yellow card if teacher has other students that are not in their class, and a red card if they do not have all students with them at the time of evacuation. Staff member will then take attendance to ensure that all students, staff and visitors are present and accounted for. If unable to return to building, staff and students should meet at RITC Lutheran Church. Parents are notified via text, phone or email.

#### **Tornado and Winter Storms:**

In case of a tornado or severe weather, the office staff member will ring the bell non-stop for one minute. Students, staff and visitors are escorted to the girls and boys bathrooms, main hall and the faculty bathrooms. They are instructed to get down on knees and cover their heads. Staff member takes attendance to ensure that everyone is accounted for. If building is heavily damaged and unsafe, staff should escort students to RITC Lutheran Church. Staff will listen to the radio, television or phone for updates and additional evacuation procedures. Parents are notified via text, phone or email.

#### **Lockdown:**

In case of lockdown, ICEA will receive an email and/or text message from Denver Public School's emergency system in the event of a school lockdown in the vicinity of ICEA. Office staff will inform

teachers via text, phone or physically coming to classrooms that ICEA is on lockdown. Students, staff and visitors are instructed to stay in their classroom with the doors shut and locked. Staff and students should stay in a closed room until deemed safe by the City and County of Denver Emergency Personnel or response system. ICEA office staff will inform parents that school is on lockdown and students will not be allowed to leave the building nor will parents be allowed to enter the building.

**Active Shooter on Premises:**

In case of an active shooter, all classrooms have doors that lead directly outside the building, and if possible teachers should immediately follow the fire evacuation procedures, pull fire alarm and get children safely out of the building. Leave all belongings behind, help others escape, and prevent students from entering the area where the active shooter may be. If unable to evacuate, find a place to hide. If in the hallway, flee the building in direction of nearest exit door or get into a room and secure the door. Classroom and office doors are to be shut and locked and students should hide behind the desks, cabinets, closets or other large items in the room. Follow the hiding procedure that has been practiced during Active Shooter drills. Silence cell phones and remain quiet. Office staff and teachers should call 911 (when it is safe to do so) and report an active shooter's location, the number of shooters, physical description, type of weapons and number of possible victims. If unable to talk, leave the line open and allow the dispatcher to listen. If all else fails, fight back and protect children. Try to incapacitate the shooter by being aggressive, yelling, throwing items, etc. When law enforcement arrives, remain calm, identify yourself, follow instructions and keep hands visible at all times (raise hands and spread fingers).

**Shelter in Place:**

In some cases, it is safer to stay inside the building depending on the emergency. Staff members will listen carefully to local radio and television stations for information, instructions and exact directions. ICEA will stay in touch with parents and other stakeholders by text, email or phone call.

**Safe Meeting Place:** RITC Lutheran Church, 3560 York Street, Denver, CO 80205

**Responding to Emergencies**

In case of an emergency such as a tornado, fire, lock down, or lost child; ICEA staff will follow the emergency procedures posted in every classroom and the lost child procedure. Fire & tornado drills are practiced regularly with the whole school. The staff will notify parents as soon as possible.

**Emergency Evacuation**

In the event of an emergency, it may be necessary to evacuate children from the school. Children will be taken to a Resurrection in the City Church across the street or to a location deemed by the City and County of Denver emergency personnel or response system. Parents will be notified if such events occur.



### **Lost Child Procedure**

If a child is not present at any attendance check or noticed missing at any time staff should notify director, question other staff and students in immediate area, and perform a search of the immediate area for that child. The director will then call for a site wide search designating individuals to assist while other staff supervises children. The parents are contacted and the police called for assistance if the child is not found within a reasonable time frame.

### **Emergency Procedure while riding in a vehicle**

If an accident or injury occurs while children are riding in a vehicle, staff members and volunteers must immediately pull off the road, stop the car and attend to students. If injury is serious staff will follow the procedures outlined in Emergency during Field Trip section of this manual. If an accident occurs involving another vehicle, staff members or volunteers will immediately check on all children and access injuries and put in a safe place (away from oncoming traffic). Call 911, parents, school and insurance company to report accident. ICEA staff/volunteers will accompany children to hospital if necessary. Staff member from the school will immediately come to the scene of accident to assist in any way.

### **Insurance**

School insurance is intended to supplement family policies. Details concerning insurance can be obtained from the Director. In case of an accident on the playground, in the classroom, or during school-sponsored activities, forms should be requested from the school office for reporting the injury.

### **Health Examination**

Before/after care, and summer program student entering ICEA must have a physical examination and signed health status form issued by the family physician and a current immunization record required by the State of Colorado yearly. A general health and immunization form is provided in the registration/admission packet. A complete record of immunizations must be supplied prior to the beginning of school for all incoming students including K-6th grades. Returning K-6th grade students do not need a health status form signed by a physician or yearly physical. New students have 30 days after the enrollment date to turn in the health status forms. If not received in 30 days, students may be withdrawn from ICEA.

### **Medications in School**

To protect all children and to conform to State statutes, no child may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a doctor may be given during school hours. If your child needs medication either for a few days or over an extended period of time and it must be given during school hours, please ask for a **Medication Administration Form** from the school office and have your physician write the prescribed medication and dosage on the form which will authorize the school staff/teacher to administer the medication.

### **Illness and Infectious Disease**

The school is staffed and equipped to care for well children only. If your child is sick, please keep them at home. If you receive a call that your child is sick, pick them up within one hour of the call. If you are unable to pick them up, please contact an authorized pick up person or designate someone to pick child up.

**ICEA Standard Policy:** Keep your child home if child displays following symptoms:

- \*Fever above 100 degrees: return to school when symptom free for 24 hours, without the use of fever reducing medication.
- \* Vomiting, diarrhea, stomach aches: return to school when symptom free for 24 hours
- \*Green nasal discharge, drainage from eyes, persistent cough: return when symptoms disappear
- \*If child has been prescribed an antibiotic for any condition: return to school 24-48 hours after the first dose.
- \*If child is an infectious disease and is prescribed an antibiotic; return to school 24-48 hours after first dose.

## **Transportation Policy**

Children are transported in the school van and vehicles of faculty, administration and volunteers when necessary for field trips, excursions, emergencies, etc. All drivers and vehicles must have valid driver's license and insurance cards on file with the school office. Children will remain seated wearing a safety belt while in the vehicle. Parents must provide car seats for any child under the weight or age limit required by State Law.

All students riding in vehicles shall adhere to the following disciplinary and safety rules:

- All passengers are to remain in their seats with seatbelts on until the destination is reached and the vehicle comes to a complete stop.
- If driver assigns seats, the assigned seat must be occupied until permission is given to make changes.
- All passengers are to remain facing forward at all times while vehicle is in motion.
- Children cannot ride in front seat if under the age of 12.
- Talking is permitted in a low conversational voice to those in the same seat, but loud talking or calling to people in other sections of the vehicle is forbidden.
- Paper is to be kept off the floor, no eating or chewing gum allowed in vehicles.
- Obscene or vulgar talk and secular music and songs are absolutely forbidden. Please do not play secular music in the car while transporting ICEA students.
- For safety reasons, students are not permitted to operate vehicle doors and windows, and hands and heads are to remain inside the vehicle at all times.
- Any person willfully damaging, marking or marring a vehicle will be responsible to replace or repair damages.
- The driver is in charge at all times when students are in the vehicle, and has the authority to discipline students for violation of transportation policy.
- ICEA encourages that any driver transporting students refrain from talking or texting on cell phones while driving. Please pull over on the side of the road if you must use your phone in case of emergency.

## **Communication Procedures**

### **School Responsibility**

ICEA will communicate with parents via the envelope system. The oldest child in the family will receive a parent notification envelope in which communication from the Director or office will be placed inside. Student is required to take the envelope home, have parent remove the contents of the envelope and then sign the front of the envelope indicating that they have received the contents. Student is required to return the envelope on the following school day. If student does not return the envelope to the office the next day, student will receive a detention for failure to return parent notification. The envelope system is specifically for communication from the Director. Individual teachers will have their

own form of communicating with parents via newsletters, Friday folders, standard notes, etc. Email and text messages are also incorporated when warranted.

### **FACTS SIS (Formerly RenWeb)**

ICEA utilizes a school database system called FACTS. Parents are required to create an account on Parents Web. Parents can view homework and class assignments as well as student progress reports, behavior and report cards. School and class announcements and events also posted on FACTS – please see FACTS instructions to log in and receive your password (if you have any trouble contact the school office).

### **Parent Responsibility:**

Parents are responsible to keep the school updated on any changes in address, phone numbers, emergency information, and authorized pick up list. Parents are responsible to inform school office of absences and illnesses. Parents are responsible to read all communications sent home and to view FACTS Parent Web/

## **ADDITIONAL PROCEDURES**

### **Parents Out of Town**

When parents are out of town and leave children with another adult; please contact school office with information regarding the adult in charge of child. The school must have in writing the name(s) of the adult(s) who will be responsible for the student while parents are away. Parents must provide the school with a phone and address where they can be reached in case of an emergency.

### **Parent Involvement**

It is imperative that parents assist with classroom activities and field trips. Each parent is expected to participate at two hours per month in either their child's classroom or somewhere within the school. Parents are mandated to attend quarterly parent information and training meetings, parent teacher conferences and awards nights.

### **Television and Video Viewing**

Television or video viewing may be used only to enhance units of student. Children will not be watching television as a regular activity. Only videos age appropriate or with a "G" rating will be shown to children. Teachers must receive parental consent for any "PG" rated movies that may contain any inappropriate material. ICEA Before, After School and Summer Program may have a movie day, in which children will watch a feature film.

### **Carrying Money**

Grade school children are not encouraged to carry money to school or be responsible to handle tuition payments. If students bring in field trip money they should turn money into teacher or school office to be locked up until dismissal time. The school is not responsible for lost money.

### **Use of School Phone and Cell Phones**

Students may use the school office phone only when necessary. ICEA staff will place phone calls and children are discouraged from using phone to call parents for forgotten items left at home. Cell phones are not allowed at ICEA. If child is caught with cell phone, phone will be taken away and only the child's parent can retrieve it. Cell phones must be checked in and stored in the school office at the beginning of the school day. Phones may be retrieved at the end of the school day for students needing

their phones after school hours (i.e.: cases of walking home or leaving campus for sporting events, etc.). As a rule, please have your students keep their phones at home.

### **Building and Grounds**

Students should help us keep buildings and grounds clean. The school will not assume responsibility for the acts of a careless student. Parents are responsible to repair or replace any property or equipment broken or destroyed by a student.

### **School Visitations**

All visitors, including parents, must sign in at the office and receive a visitor's badge. All visitors must enter the school through the main front door. Visitors are not allowed to enter the school through the classroom doors at any time.

### **Volunteers**

All volunteers, except parents volunteering in child's classroom, must complete a volunteer information form and be fingerprinted through Colorado Bureau of Investigation (CBI) and the Department of Human Services Central Registry. Child abuse reporting form must be signed and on file for all volunteers. Due to raising cost, volunteers are expected to pay for CBI and CDHS clearances.

### **Child Abuse**

ICEA is a mandatory reporting facility. It is the responsibility of school personnel and volunteers to report suspected abuse or neglect to protect the welfare of ICEA students. It is not the responsibility of the school to investigate or prove child abuse and neglect. If a teacher or volunteer suspect abuse, they must notify the Department of Human Services and the Director immediately.

### **Scheduled Holidays and Important Dates**

ICEA provides a yearly calendar of events with the enrollment packet. The calendar is subject to change. In addition to holidays, there are 2-4 additional days during the school year in which school is closed due to teacher training/conferences and snow days. There are 2 days to accommodate parent/teacher conferences. Advance notices of closures are given to families. **Please note: Inner City Enrichment Academy does not follow Denver Public School (DPS) "No School Dates" or other private school's calendars- please check ICEA calendars for no school days.**

### **Cancellation of School**

On days of inclement weather, ICEA will notify the major television networks to post closure. Please check your local news stations, and ICEA voicemail prior to sending your child to school on severe weather days. ICEA will not call parents regarding school closures due to inclement weather. **Please note ICEA does not necessarily follow DPS weather-related school closures.** If an emergency results in the closure of the school for other reasons, ICEA will notify television networks, will attempt to contact families by e-mail or text., and put a message on school voice mail.

### **Parties at Home and at School**

Birthday treats brought to the classroom should not take up more than 30 minutes of class time. Home party invitations should not be given at school; it diverts too much attention from studies and creates

hard feelings when all students do not receive an invitation. ICEA assumes no responsibility of children that attend at home parties of other students.

### **Assessment Testing**

ICEA will administer SAT (Stanford 10) testing two times a year to Kindergarten-6<sup>th</sup> grade students. These results are compared with other private schools around the nation, shared with parents and placed in the child's cumulative records. New students may be given an assessment test to determine grade level placement.

### **Special Needs**

Inner City Enrichment Academy understands that children developed at different stages, and that there are children in our community with special needs. Due to the limit of space and qualified staff, acceptance of special needs children will be determined on a case by case basis by teacher and the Director. Every effort will be made to accommodate a child with disabilities. However, ICEA is not equipped to handle severely physically and emotionally handicapped students. The child with educational and emotional disabilities will be monitored by the staff and be evaluated by their intellectual, physical, social and emotional development. If there are any apparent warning signs that affect the child with disabilities or the other children in the school, the staff will document their concerns, and a meeting will be held with the director, teachers, and parents. Every available resource will be discussed and the staff will make recommendations. The Director will evaluate the extent of special care needed for said child and determined if the school is capable of addressing those needs. The focus of this decision will always be in the best interest of the child.

### **Field Trips**

Parents must sign a permission slip for the academic year. This permission slip is valid for field trips off school property including recreation centers and neighborhood parks. If there is a fee for the trip, your child's teacher will collect money from you. Parents will be notified in advance in writing from your child's teacher before child attends the field trip. However, parents will not be notified when child attends gym classes at the recreation center or the neighborhood park. If parent does not want child to participate; please advise the teacher and prepare to keep child at home on that day. If a child is not allowed to attend a field trip for disciplinary reasons, please keep your child at home for the day.

### **School Photography**

Inner City Enrichment Academy may use pictures of students taken at the school or school functions for promotion and public relations, i.e. articles in newspapers, magazines, films, brochures, and newsletters, etc. Please contact school office if you explicitly do not want your child photographed due to safety concerns.

### **School Facility Rules**

It would be impossible to make rules to govern every type of infraction. Good behavior must come from the heart. However, the following are to be strictly observed:

#### **Inside the Building**

Talking or yelling is not allowed in the halls during movement to and from the restrooms, drinking fountain, chapel, lunchroom, and classroom. Destruction of property is prohibited. Rough housing, running and yelling in the building are not allowed. Fighting, name calling, bullying, profane language, and sexual conduct is strictly forbidden.

**On the Playground**

Play only in designated areas. Follow the rules of all games. Objects such as sticks, rocks, snowballs, etc. shall not be thrown. Do not fight or shove. Do not hit balls or play softball in the areas where groups of children are playing. If a ball goes into the street, the teacher will get it. Do not bring hard balls (baseballs) to school for use during school hours. Handle all equipment properly.

**How You as a Parent Can Help**

Please support the staff! Teach your child the proper respect for authority. ICEA encourages students to respond to staff in a respectful tone and manner. If your child is having a problem or you don't agree with something ICEA has done, please come and discuss it with us. It is our desire to keep the lines of communication open at all times. Please don't belittle a staff member in front of your child.

**Parent Involvement**

It is imperative that parents assist with classroom activities and field trips. Each parent is expected to participate at two hours per month in either their child's classroom or somewhere within the school. Parents are mandated to attend quarterly parent information and training meetings, parent teacher conferences and awards nights.

**Expressing Concerns**

When you have a concern regarding a classroom situation, or your child's progress, the Matthew 18 principle should be followed. First, go to the teacher to talk over the problem or concern. You may want to share your concern at the scheduled conference time or request a special meeting with your child's teacher. If after talking with the teacher, the issue is not resolved, contact the Director and schedule a meeting to voice your concerns. Please refrain from approaching your child's teacher with concerns during regular school hours, during the transportation of the children, or during special events at school.

**THE BOARD OF DIRECTORS AND THE ADMINISTRATION OF INNER CITY ENRICHMENT  
ACADEMY RESERVES THE RIGHT TO MAKE CHANGES TO THE POLICIES SET FORTH IN THE  
PARENT HANDBOOK AT ANY TIME.**



Attachment 1

**(Formerly RENWEB)  
PARENT WEB  
INSTRUCTIONS**

**In order to access the FACTS website and view your child's academic progress and class announcements, the school must have a current email address on the parent. Then follow these instructions:**

Go to [www.renweb.com](http://www.renweb.com)

Click on Login; then Parents Login

Go to "Create New Parent Account"

District Code: IC-CQ; Email: (email that was provided to the school)

Click New Parent Login- If successful- FACTS SIS will email a link to create a password to you.

Once you receive your password- Go back to website, click on Parents Web Login, enter District Code: NASS, enter your user name and the password.

You will come to the School's Parent Website. On this page you will see information that the school office generates (including announcements and calendar events)

The sidebar will have 3 tabs. School Info; Student Information and Family information to access your child's class and teacher website.

Click on classes-under school info, your child(ren)s names will appear as tabs under the Teacher Site. Click the tab of the child you are interested in viewing and then click on the HR or Homeroom tab for that student. In the student's Homeroom you can view the class calendar; lesson plans announcements, homework, newsletters etc. Select a class using the drop-down arrow to select a specific subject. Under Homework and Lessons Plans there is a print out for the week option.

To view newsletters or parent letters/teacher letters click on resources.

To view any other areas on website just click on the appropriate tab.

Under the student info; tabs are available for Grades, Homework, Lesson Plans, etc.

To view progress report click on Grades. Select Class(class=subject): You must select each class (subject) individually to view grade for that subject.

Family Info tab: list family contact information- if any of the information is wrong, please let the office know as soon as possible to make corrections.

To view the family contact-just click on name



**In order to reenroll your student for the upcoming school year through the RENWEB website follow these instructions:**

Go to [www.renweb.com](http://www.renweb.com)

Click on Login; then Parents Login

District Code: IC-CO

Type in user name and password

NOTE: if you have forgotten your user name or password, click on forgot user name/password. Enter the email address that you provided to the school. Then click reset password. An email will be sent to your email address with a link to login.



Once you receive your password- Go back to website, click on Parents Web Login, enter district code, user name and new password.

You will come to the School's Parent Website.

Scroll down the sidebar and click on the icon that says Apply/Enroll; then click on Enrollment/Reenrollment, then click here to open enrollment. Your student(s) name will appear, under packet status click to enroll.

The sidebar will have 3 tabs. School Info; Student Information and Family information to access your child's class and teacher website.

Click on classes-under school info, your child(ren)s names will appear as tabs under the Teacher Site. Click the tab of the child you are interested in viewing and then click on the HR or Homeroom tab for that student. In the student's Homeroom you can view the class calendar; lesson plans announcements, homework, newsletters etc. Select a class using the drop-down arrow to select a specific subject. Under Homework and Lessons Plans there is a print out for the week option.

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Under the student info; tabs are available for Grades, Homework, Lesson Plans, etc.

To view progress report click on Grades. Select Class(class=subject): You must select each class (subject) individually to view grade for that subject.

Family Info tab: list family contact information- if any of the information is wrong, please let the office know as soon as possible to make corrections.

To view the family contact-just click on name