



Family Handbook

2025-2026

Ascent Homeschool Enrichment Program

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School Mission

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

Program Purpose

Ascent Homeschool Enrichment provides an academic enrichment program that supports and enriches a classical home education and cultivates a community of friendship and learning.

Virtues

Courage - Moderation - Justice - Prudence - Responsibility - Friendship - Wonder

Homeschool Administration

Homeschool Dean

Mrs. Lindsey Van Leeuwen

lindsey.vanleeuwen@nd.ascentcolorado.org

Phone: 303-558-8010 ext. 6714

SCHOOL POLICIES AND PROCEDURES

School Philosophy

We believe that classical education is the pursuit of wisdom and the practice of virtue. We aim to cultivate virtuous habits of thought and action, and to orient students' affections toward what is good, true and beautiful. We aim to foster productive, literate and responsible citizens.

Our curriculum is based in the liberal arts and engages works and ideas that are traditional, enduring and authoritative.

We believe that students are relational persons with a mind, body and spirit who are capable of thinking and reasoning. We intentionally educate the whole child in partnership with parents and seek to create an atmosphere of joyful learning.

Enrichment Curriculum

Courses in the enrichment program include: Music, Art, Nature Study, Literature, Classical Performance and Great Biographies.

We look to Ascent Classical Academy and the Hillsdale Program Guide for curriculum guidance and instruction.

Core subjects are the responsibility of the parent. They include (but are not limited to): English, Math, Science and History.

Student Evaluation

The Homeschool Enrichment Program does not assign grades for Kindergarten through 6th grade students. Teachers *will* provide feedback on student learning, participation and content mastery.

Parent Communication

Communication between the school and parents will happen in a variety of ways.

1. Students in grades 3-6 will bring their Student Planners home each week. These will be used to inform families of any at-home work students need to do.

2. We will send a weekly newsletter which will include summaries of what students are learning in each class as well as at-home work. This update will be archived on the school's web page.
3. Parents are invited to email their students' teachers with questions or clarification. All communication is expected to be polite and courteous.

Emergency Communication

If you need to contact your student during the school day, you may call or email your school Dean.

In the event of a school-day emergency, you will be contacted via phone call or text message through our school communication system. Please make sure all contact information is up to date.

Weather Delays and Closures

We will follow all weather-related decisions made by Ascent Classical Academy. You will receive a call or text message notification in the event of a delay or closure. In the event of a late-start, our school day will begin one hour late at 9:30am.

State Reporting and Attendance

The school will maintain accurate records of homeschool students participating in school educational programming and will report attendance data per state requirements.

Homeschool student information will be reported within all applicable data collections.

Verification processes will be implemented to ensure that families have submitted the required homeschool intent notification to their geographic district and that each homeschool student is enrolled in only one homeschool enrichment program to prevent multiple funding claims.

Assessments and Academic Accountability

The school will honor requests from homeschool students to participate in state assessments including CMAS/CoAlt/PSAT/SAT for math, English Language Arts, science and social studies but homeschool students are not required to participate.

The WIDA Screener and ACCESS for ELL assessment will be administered to homeschool students that are identified as eligible for English Language Development (ELD) services as mandated by law.

Homeschool students participating in part time programs will be required to take a nationally standardized achievement test in grades 3, 5, 7, 9 and 11, as per state regulations.

Kindergarten homeschool students participating in part time programs will be subject to school readiness assessments within the first 60 days of enrollment. Families may opt out of this process following the school's documented opt out procedures.

Homeschool students in grades K-3 who participate in part time programming will be assessed using state approved READ Act assessments. If identified as having a significant reading deficiency, they will be provided with an individualized READ plan, and their progress will be monitored according to state guidelines.

Homeschool Law

Parents are expected to adhere to Colorado homeschool law requirements. [Home School Law | CDE](#)

1. A home-based educational program shall include no less than 172 days of instruction, averaging 4 instructional hours per day.
 - a. *Ascent Homeschool Enrichment includes 34 instructional days totaling 187 instructional hours.*
2. Your homeschool program shall include reading, writing and speaking, mathematics, history, civics, literature, science and regular courses of instruction in the constitution of the United States.
 - a. *Ascent Homeschool will touch on all of those subjects, but they will all need to be covered in more depth at home.*
3. The parent or guardian must provide written notification explaining the intent to homeschool his or her child.

- a. *Ascent Homeschool will provide the forms for you and will submit them to the district as required. You may also choose to do this yourself, or participate in another umbrella program.*
4. The student being homeschooled must either take a nationally standardized achievement test when he/she reaches grades three, five, seven, nine and eleven to evaluate academic progress. Or, a qualified person must evaluate the student's academic progress at the parent's expense.
 - a. *Ascent Homeschool will provide a proctored test opportunity. You may also choose to administer an achievement test yourself, or have it done elsewhere.*

Homework Policy

In order for students to receive maximum benefit from their participation in enrichment classes, they will need to complete required at-home work each week. This work will be communicated clearly to students and parents.

Grades	Estimated Homework/Reading Time
K, 1/2	Optional extension activities and poetry practice
3/4	1-2 hour wk = 15-30 min per at-home school day
5/6	2-3 hours wk = 30-45 min per at-home school day

Regular homework should be expected in literature, biographies and classical performance. The majority of at-home work will be reading in preparation for class.

There are a variety of ways your student can engage their at-home reading:

1. Student reads text independently
2. Student reads aloud to a parent
3. Parent reads aloud to student
4. Student listens to audio version of the text

Special Events

Class Parties and Celebrations:

Any celebration held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment. Parties or celebrations must be pre-approved by the Dean. We will happily acknowledge a student's birthday, but they should not bring in birthday treats, or pass out party invitations at school.

Field Trips:

Optional field trips will be offered and organized throughout the school year. The field trips will be designed to enrich classroom learning. Attendance for students will be optional, and transportation will be the responsibility of the parent. Students will be expected to adhere to behavior guidelines when attending a field trip.

Teaching Controversial Issues

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where strong differences of opinion emerge and passions can run high. Controversial issues will only be explored when emanating from some part of the curriculum. Teachers will present an impartial view of both sides. We believe parents own the fundamental responsibility for their children's education. The school is meant to play a supportive role; therefore, teachers will take care to direct students to continue discussions at home with their parents and look to them for guidance.

Student Services

The school is not obligated to provide special education services to students enrolled in our homeschool enrichment program.

Homeschool students will be included in the identification processes for English Learners and students eligible for free or reduced price lunch.

Homeschool students identified as Non-English Proficient (NEP) or Limited English Proficient (LEP) must be provided appropriate support and resources for any course they are taking, and schools must adhere to state and federal requirements related to the identification, service, and evaluation of English Learners.

The school will fulfill all Child Find obligations to identify students with suspected disabilities and inform the parent of available services.

Universal screen assessments for gifted identification offered to all students in the grade level tested must also be offered to homeschool students. Advanced Learning Plans (ALPs) will be developed in collaboration with parents for gifted homeschool students participating in academic courses and report progress twice each year (at a minimum) to parents/legal guardians.

The school will ensure appropriate accommodations for homeschool students requiring them in programming, instruction, and assessments, per their 504 plan or identified learning needs.

Health and Safety Regulations

Nursing services, including medication administration and vision/hearing screening, will be provided to homeschool students as required by law.

SCHOOL ENVIRONMENTAL POLICIES

Absences

To report an absence please call 303-558-8010 ext. 6714

If your child will be absent for an extended period of time, please make use of weekly teacher updates in order to help your student be prepared for class. Please direct your email to Mrs. Van Leeuwen at lindsey.vanleeuwen@nd.ascentcolorado.org.

Drop-Off / Pick-Up

Please make sure your student arrives on time and prepared to learn. The doors at the school will open at 8:20am. Parents may drop off their students between 8:20-8:30am.

Morning Assembly will begin promptly at 8:30am. Students will be immediately dismissed to their first period class at 8:40am.

If a student arrives after 8:40am, a parent will be required to bring them inside to drop them off. The school day ends at 3:00pm. Students will be dismissed individually from their classrooms to their parents or authorized guardians. Please follow all carline procedures.

Enrollment

Ascent Homeschool follows a non-discriminatory enrollment policy as required by law. The First Enrollment Round will be conducted by random lottery, consistent with all applicable laws and guidance. Students enrolled in the Ascent Homeschool Enrichment program may not be enrolled in any other public school or public online program.

Re-Enrollment for Current Students:

Current Homeschool Enrichment families do not need to enter the lottery each year, but they must complete an intent-to-return notification each spring. This form will be due in February preceding each school year.

Sibling Priority:

Siblings of enrolled students will receive priority for admission if their applications are received by the designated deadline.

Lottery:

In the event that interest in a grade is beyond capacity, enrollment is determined by a random lottery system. All completed applications turned in by the deadline will be eligible for the lottery. Should there be more lottery applicants than available seats, students are randomly assigned waitlist numbers.

Student Conduct

Teachers and staff will work hard to create a safe and engaging learning environment. It is therefore the responsibility of the student to fully engage themselves in their education and take advantage of the opportunities to learn. To this end, students will:

- Be polite and attentive both in and outside of class.
- Attend school consistently and arrive on time
- Be prepared for class and follow directions
- Show respect for self, others and property
- Cooperate with and demonstrate respect for all faculty and staff
- Communicate in a courteous tone of voice using an acceptable choice of words
- Follow lunchroom, outdoor and individual classroom rules
- Adhere to the school uniform policy
- Not engage in plagiarism or cheating
- Not use threats or intimidation against any other person

- Not bring any prohibited substances to school (alcohol, tobacco, drugs)
- Not bring distracting gaming or other devices to school
- Adhere to the school's electronic device policy
- Not bring anything to school that could be used to harm another
- Endeavor to practice the school's core virtues

Extracurricular and Interscholastic Participation

Homeschool students will be allowed to participate in extracurricular and interscholastic activities on an equal basis with enrolled students. Participation will be governed by eligibility rules, including CHSAA regulations for high school athletes.

Uniform Policy

Ascent homeschool students are required to wear a uniform. The uniform enhances the atmosphere of learning, minimizes questionable attire, and fosters community among students. The student in uniform is identified with a group that strives for excellence. Each student is requested to arrive at school wearing a neat, clean uniform in good condition. Please refer to our main website for more information on our uniforms at <https://nd.ascentcolorado.org/uniforms/>

Standards of appearance:

- Students should be neat and tidy
- No logo, prints or words other than Ascent logo
- No cargo pants or jeggings allowed
- Shirts should be tucked in
- Boys in grades 3+ must wear a belt
- No hats are allowed inside the school
- Jackets or coats may be worn to school, but removed prior to entering classrooms
- Hair color should be natural and not distracting
- Hair accessories must match our approved school colors
- No large dangling or distracting types of jewelry is allowed
- Girls should wear modesty shorts or leggings under skirts and dresses

Electronic Device Policy

Electronic devices must be **powered off and may not be used during the school day**. This includes cell phones, laptops, smart watches, portable audio devices, headphones, hand-held video games or any other device with wireless or cellular capabilities including watches and eyewear. Cell phones (turned off) will be stored in the students' backpack. A cell phone or other device used during the school will be confiscated, and the parent will be required to pick it up at the end of the school day.

Discipline Process

Teachers will maintain regular communication with parents and seek opportunities to reward exceptional behavior. Teachers also work to create an engaging learning environment for students that minimizes opportunities for misbehavior. If a student does not respond to a teacher's correction they will be given:

1. **Warning.** A teacher will give the student a verbal warning and redirect their problem behavior.
2. **Time-out.** If a student does not change their behavior after a verbal warning, they will be required to step out of the classroom and remain in the hallway under supervision of the hall monitor. This gives the student a chance to moderate his or her emotions and actions so they can return to the classroom.
3. **Loss of Class Privilege or Recess Walking-Time.** If a student continues to be disruptive after a time-out, the student will lose privilege of a class activity or be given 10 minutes of walking-time during recess.
4. **Parent Contact.** The teacher or school Dean will contact parents via phone or email if a student is given walking-time or loses privilege in class. They will work to decide the best course of action for the student. The student may be invited to participate in the discussion.

Medical Policies and Procedures

Health and Safety Regulations

Nursing services, including medication administration and vision/hearing screening, will be provided to homeschool students as required by law.

A medical information form must be completed for each student at the beginning of each school year. This helps us stay up-to-date on changes in the student's health, and teachers and staff can be made aware of any changes.

Allergies:

If the student requires the possible administration of Benadryl, epinephrine, and/or albuterol, parents must have their physician complete the Food Allergy Action Plan or the Allergy and Anaphylaxis Action Plan and turn in the completed form along with any medication prescribed.

Immunizations of Students:

Homeschool Enrichment students are not required to submit vaccination records or exemptions for their students.

Administering Medications:

The school cannot administer any over-the-counter medications during the school day. A parent will be contacted if the student does not feel well. School personnel are only allowed to apply Band-Aids or ice packs to an injury.

Illness and Communicable Diseases:

If your child has a communicable illness please notify the school. For certain communicable diseases notices will be sent home to parents of the affected grade in order to facilitate control of infectious disease. A student who exhibits symptoms of a contagious disease should be kept at home. Parents should use prudence and common sense when determining whether to send their child to school with an illness.

Parental Involvement

We welcome parent volunteering:

- ☐ Event help and set-up
- ☐ Substitute teaching (paid position)
- ☐ Provide food or snacks for school event
- ☐ Organize class field trips
- ☐ Photographer for events and school yearbook

Volunteers are expected to:

1. Dress appropriately for the school day
2. Refrain from using their cell phone while volunteering
3. Exhibit school virtues in speech and conduct
4. Maintain confidentiality when necessary
5. Complete volunteer forms and background check

Acknowledgement and Receipt of Family Handbook

We have read Ascent Homeschool Enrichment's Family Handbook and acknowledge the school policies therein.

Date _____

Student Name(s) _____

Student Signature(s) _____

Parent Name _____

Parent Signature _____