

Ascent Classical Academy of Northern Denver

Family and Site Guidelines

Revised August 2026

2026-2027 School Year





ASCENT CLASSICAL ACADEMY *of* NORTHERN DENVER

THE VISION

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

THE MISSION

Ascent Classical Academy of Northern Denver 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.

CORE VIRTUES

Courage • Moderation • Justice • Responsibility • Prudence • Friendship • Wonder

MOTTO

Ad maiora ex tenebris
Out of the darkness towards the greater things

LOCATION

5061 E. 160th Ave
Brighton, CO 80602
Headmaster: Dr. Thomas Tacoma
Contact: office@nd.ascentcolorado.org

Updates and revisions:

These site guidelines are subject to updates and revisions on an annual basis.



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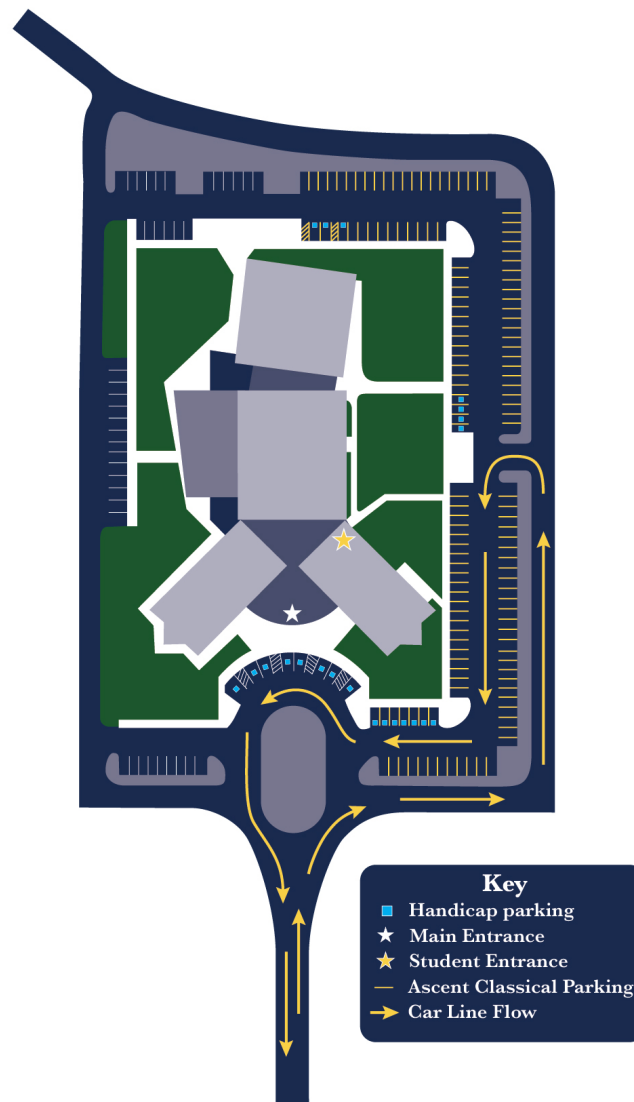


Arrival and Dismissal Procedures

Morning Drop-off Carline:

Start Time: 7:15

End Time: 7:40



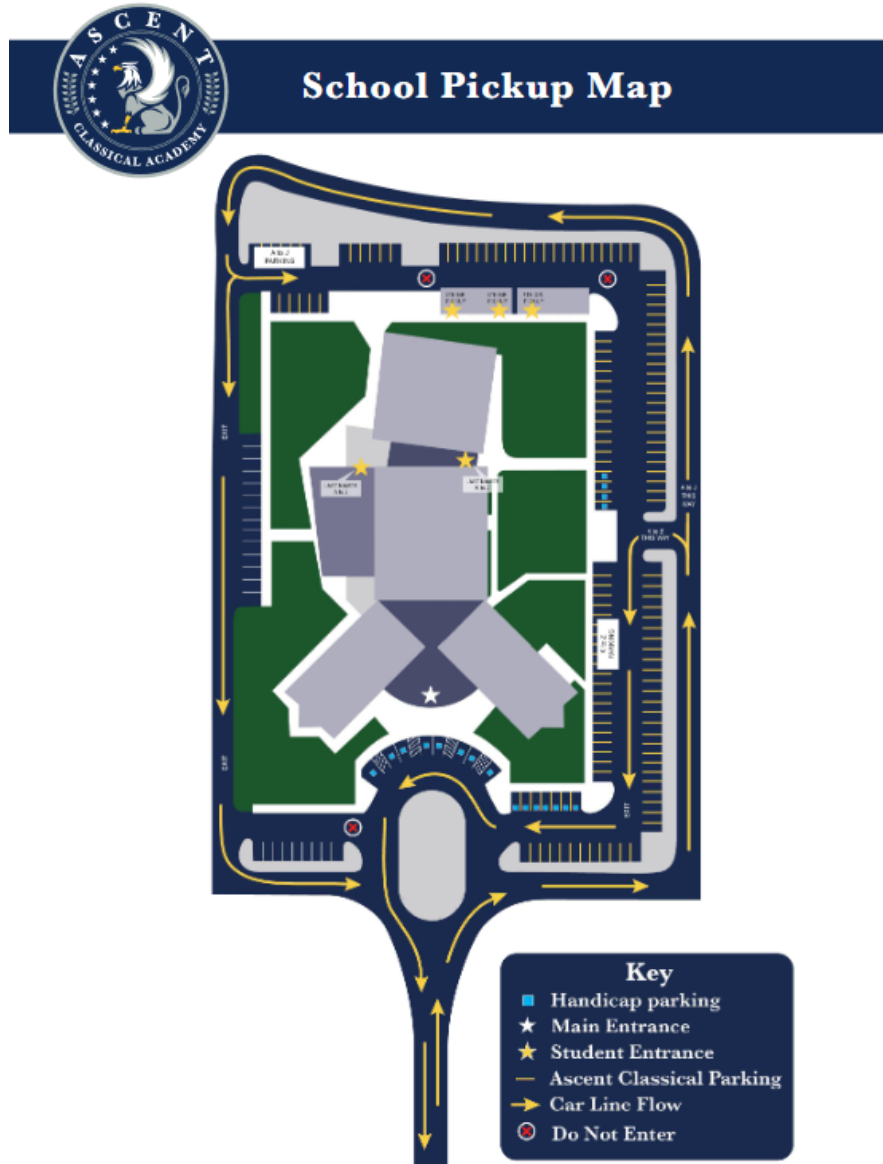


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Afternoon Pick-up:

Start time: 3:00 p.m.

End time: 3:15 p.m.





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Drop Off Procedures

Student drop-off runs from 7:15 to 7:40. Parents who wish to park and walk their child to the door should park on the north side of the carline loop so as not to disrupt the drop-off flow. Parents who wish to take their child to class must check in at the front office.

Late Arrivals

Routine morning drop-off ends at 7:40. Parents of students arriving after 7:40 will be asked to sign their child in at the front office before going to class. Students are tardy if not present and ready for school to start by 7:45.

Three tardies are considered a single absence for attendance purposes, per Board Policy SE-2.0,

End of Day Pick-Up

Pick-up is from 3:00 to 3:15 p.m. If a last-minute change in the person picking students up happens, please call the front office directly at 720-501-5000.

If you are picking up for another family, please go to their pick-up door to retrieve those students.

The outdoor recess areas are reserved for use by after-school clubs, athletics, and our after-school care provider, and we ask that all families pick up their children and leave by 3:15 so as to leave that space clean and available for its scheduled use.

Students may not reenter the school after dismissal for any reason, including to retrieve forgotten items or to use the restroom.

Carpooling

We encourage parents to coordinate carpools with each other. Parents must add carpool drivers to their approved list of pick-ups before 2 p.m. on the day of the pick-up. To add a driver, contact our registrar Mrs. Burke (rachelle.burke@nd.ascentcolorado.org) or call the front office.

Carline Safety

Parents in carline are expected to be cautious and alert whenever driving on campus, especially during carline. Parents must follow all traffic regulations and rules of the road unless otherwise directed by ACAND staff. Technology should never be used while in carline. ACAND staff will



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direct parents in carline who are using technology to put their device away before the vehicle proceeds.

All parents should follow the normal carline drop-off procedures so as to keep the flow of traffic moving. Drop-offs at the front should not be routine.

Highway 7 is very busy. We encourage parents and guardians to exercise caution whenever turning onto it. Unfortunately, we do not have the budget for the \$2 million required to install a traffic light there.



Attendance

Early Pickup

Our office staff are unable to assist with early pickups after 2:30 pm. Pick-ups after 2:30 PM will need to follow routine pick-up procedures. Parents who wish to pick up students early from school must pick their child up before 2:30 pm.

To pick up your child, please park your vehicle in a designated parking space and walk into the front office. Please be prepared to show a valid photo ID. A staff member will verify your identity and call your child to the office.

In order to maximize students' learning time, we do not pull students from class early or allow them to wait in the office in anticipation of an early pickup. Please expect to wait up to five minutes for your child to walk from class to the office when you arrive.

Late Pickup

Late pickup is defined as arriving after regular pick-up doors have closed, OR 15 minutes after the end of the after-school activity, should it extend past the time the office closes (e.g., if sports practice ends at 5 PM, parents must pick up by 5:15 PM).

To respect the time of our teachers and staff who remain on site to supervise students, parents must pick up their students promptly at the end of the school day or afterschool activities.

School staff will make every effort to contact parents and emergency contacts by phone once this window has passed.

Students who are not picked up on time may be restricted from attending after-school activities following the second occurrence of late pickup.

If no guardian or emergency contact for a student is established within 15 minutes after the office has closed or an after-school activity has ended, parents will be charged a late pick-up fee of \$25 and will be asked to register with our after-care provider. In cases of excessive lateness or no contact, we may notify Child Protective Services.

Elective Absences



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ACAND tracks student attendance in order to comply with state and federal expectations for student contact and academic progress (per Family Handbook policy SE-1.0). Whether excused or unexcused, repeated or extended absences from school are detrimental to a student's academic success.

While parents retain the authority to take their children from the classroom at any time, they should understand that doing so needlessly or excessively can negatively impact their child's education and may prevent their progress to the next grade level.

Our primary concern is repeated absences for elective or unexcused reasons, such as tardies or vacations. Obviously situations arise that require students to miss school, and we are sensitive to such circumstances.

Makeup Work

Work that is missed due to unexcused absences may not be made up for credit.

It is the student's responsibility to coordinate makeup work due to excused absence (per Family Handbook policy SE-1.0). Students should not attempt to coordinate missed work with their teachers *during class time* - class time is intended for the instruction of all students, not for one student to discuss missed work with the teacher. Rather, students should schedule a meeting time with their teachers.

Students are expected to inquire about missing work on the day they return.

Students have one day for each day they were absent to turn in missed assignments. For example, if a student misses Monday, he should ask about missed assignments when he returns on Tuesday, and turn that work in on Wednesday. Assignments turned in on Thursday would be considered late. Likewise, if a student misses a Thursday and Friday, she would have Monday and Tuesday to complete any missing assignments, which would be due Wednesday.

Please direct questions about makeup work to your child's teacher(s). Questions about makeup work policies should be directed to the Dean of Faculty.

In Upper School, it is required that all students take final exams at the end of the semester. Upper school students who do not take their final exam will receive a zero for them, to be waived only at the Headmaster's discretion in cases of bereavement or documented medical emergency.

Advance work



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Sometimes parents will ask for assignments for their children in advance of an extended absence. It is the school's policy not to provide classwork in advance. Rather, students should collect their work when they return. When work is already compiled and readily accessible, as in a book for literature or a workbook for math, it may be given at the teacher's discretion. Quizzes and tests should be made up after a student's return rather than prior to departure.



Academic Support

Parent-Teacher Conferences

It is critical that teachers and parents communicate with one another to support students' learning. Parents will receive routine communications through the online gradebook (PowerSchool), the family newsletter, the teacher, the website, and parent emails. For information beyond these sources, parents are encouraged to reach out to teachers to schedule phone conferences or in-person conferences as needed.

Twice a year, ACAND hosts formal parent-teacher conferences. These conferences typically take place between quarters and allow parents and teachers to discuss conduct, academics, successes, or struggles. Parents will receive information about these formal conferences through the school newsletter, including how to sign up. Please note that on these formal days, teachers are unable to accommodate walk-in or last-minute conferences, nor can conferences extend past their designated duration. Appointments allow teachers to prepare in advance to make conferences as productive as possible.

Homework

One of the best ways for parents to be involved in their child's education is to provide support and structure for homework. As a general guideline, the homework assignments set by our teachers should be tasks the average student could complete in *ten minutes times their grade level*. This number represents the total homework time across ALL subjects that the average student should spend per grade level.

Average Time for ALL Homework Assignments, By Grade:

K-1st: no more than 10 mins (other than parent read-aloud)
2nd: 20 min (other than parent read-aloud)
3rd: 30 min
4th: 40 min
5th: 50 min
6th: 60 min
7th-8th: 80 min
9th-10th: 100 min
11th-12th: 120 min

These times include time required for a student to complete a literature/history reading



assignment.

Note that a student might take more or less time to complete all their assignments. Students who require far more time to complete their work than these guidelines suggest should talk with their teacher.

Grades and PowerSchool

The primary means of communicating with parents about grades and classwork is the PowerSchool Parent Portal. Parents can check their child's grades 24 hours a day through the parent portal, and are able to see test scores, individual assignment scores, missing work, and teacher comments. Parents should check PowerSchool regularly to stay aware of their child's progress and academic needs.

We encourage parents to include their students when they check PowerSchool, so that students can share the responsibility of their academic success. A student who can see his missing assignments and scores is better equipped to seek out additional support from his teachers. Upper School students grades 9-12 are invited to check their grades during lunch with their Post-Graduate Advisor.

If you are unable to log into PowerSchool, contact the front office and have them reset your password.

Promotion and Retention Criteria

As a school, we do everything we can to help all of our students succeed. If a student is at risk of failing, we want to communicate and partner with parents to change direction. At the end of the Fall Semester or beginning of the Spring Semester, teachers or administrators will contact the parents of students who are at risk of repeating a grade level to build a plan to help that student demonstrate sufficient growth to continue on to the next grade.

Our primary goal in grammar school is to promote solid literacy skills (per Board Policies AP-5.0). A child who lacks adequate reading skills may not pass to the next grade level. A student may be promoted to the next grade if he reads above grade instructional level.

Students in grammar school must also demonstrate competence in all core subjects (shown in a C average) over the course of the year.

Students in Upper School must earn a GPA average of 1.7 in core courses in order to be promoted to the next grade level.



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The decision to promote or retain a student with an IEP or other specialized learning plan will be made by a grade placement committee, which includes the parent(s), the general education teacher, the case manager, the relevant service providers, and a school administrator.



Testing

Philosophy and Purpose of Standardized Testing

State tests can offer a useful snapshot of student achievement and help us identify gaps in our instruction. These assessments are often how our school is judged in the public eye, including the charter renewal process. They also prepare students for higher-stakes tests that they will likely take in the future, such as the PSAT, SAT, CLT, or ACT. As such, we embrace them as an opportunity for our students to pursue excellence in everything they do.

But when schools rely on standardized tests as their only measure of success, they tend to prioritize test results over general instruction. In these cases teachers “teach to the test” rather than focus on the quality of daily instruction to ensure that test scores are high above all else.

We do not do this. We believe this approach limits the breadth and depth of a school’s curriculum, and places undue pressure on students to perform within a narrow set of standards.

Our classical, content-rich curriculum exceeds the scope of state requirements, and we trust that our students will perform well on the standardized assessments as a matter of course. We expect that the value of our education lies beyond test scores in the daily experiences of our students.

Standardized Tests

We participate in several different tests throughout the school year, including Acadience, NWEA MAPs, CMAS, CLT, and WIDA ACCESS.

Ascent does not target these tests specifically with their teaching, but we do use the data collected from these tests to evaluate and improve the delivery of our classical education program. Recent changes in Colorado law require CMAS testing to be done online, and students will be taught how to use chromebooks solely for these testing purposes.

Please direct questions about standardized testing to our Testing Coordinator (Mr. Dylan Leebrick) or Dean of Faculty (Mrs. Jessica Knowles).

Opt-Out

Parents may opt their children out of the PSAT and CMAS state assessments (per Family Handbook policy AP-10.0). We will provide instructions for opting out in the weeks leading up to CMAS testing. Due to limited resources, students who opt out of the test will remain with



their peers and read or do silent work if they attend school on testing day. Parents are not able to opt their children out of internal school assessments or WIDA ACCESS.

Fees and Finances

School Supplies

ACAND purchases school supplies for its students using a portion of student fees. Students are expected to treat school supplies with respect to ensure that supplies last for the expected life of that particular item. Students will be provided with required materials at the start of the school year. Replacement or additional supplies are made available by request through the teacher.

Intentional destruction or misuse of supplies will result in disciplinary action, including fines to replace school materials.

Student Responsibility for Textbooks

Per Family Handbook policy SE-28.0, students who lose textbooks or return them in damaged condition may be held responsible for replacing the item. Allowances are made for normal wear and tear on textbooks. Teachers will expect students to legibly write their names on the inside front cover of their textbooks, using a ballpoint pen, to indicate responsibility for each particular textbook. Teachers will also train students in how to properly and respectfully handle books and other school materials.

Workbooks (e.g. for math) and literature books are considered textbooks that students use during the year for their education. If a student loses their workbook or literature book and needs a replacement, a parent/guardian will need to pay for a replacement book.

Lost and Damaged Textbooks Procedures

Should an item not be returned, school staff will contact the parent via email to note the missing item and offer a window for the book to be found and returned. A form will also be sent home with the student for the parent to sign and return acknowledging the book is lost.

Should an item be returned in a damaged condition, school staff will note the damage and provide evidence of the damage to the parent, as well as evidence that the book was assigned to their student. School staff will determine if damage reaches a level beyond regular wear and tear that requires replacement.



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An invoice for lost or damaged items will be sent to parents by email from the school. Student fees for lost or damaged books may also be posted in the parent portal for PowerSchool. We offer a variety of payment options.

Student Fees

ACAND collects student fees from families each year to provide expendable supplies and materials to students (Family Handbook policy SE-28.0). For a detailed description of what items are covered by the student fee, contact our Inventory and Finance Specialist (Mrs. Angela Owen).

Fees can be paid online through the registration process. Please contact the school Purchasing Finance Specialist (Mrs. Jade Rush) with questions.

Field trips or extracurricular activities such as athletics, clubs, or House activities may involve additional fees, to be paid through the online portal. Elective classes such as band, orchestra, or studio art may also charge additional fees to cover the cost of specialized instructional materials. Students with unpaid fees are not eligible to participate in field trips or other extracurriculars.

Financial Support

Student fees should not create a financial hardship for families in need. Qualifying families may be eligible for financial assistance towards uniforms and lunches, and to have their student fees waived. Families who desire financial assistance should complete the Family Economic Data Survey, found in the front office. Families may qualify for either Tier 1 or Tier 2 assistance. This program uses the same standards as Free and Reduced Lunch.

If you have questions about waiving student fees or using a payment plan, please contact our Purchasing Finance Specialist (Mrs. Jade Rush).



Parent Engagement

Visitor Expectations

Before visitors arrive, they must understand the expectations:

- Observations should be for a set duration, not the whole day. Visitors may not wander the building to observe other classes unannounced. Visitors found doing this will be asked to leave and will not be permitted to observe in the future.
- Visitors should not interject into the class discussion or offer to assist students in their learning during class time.
- Visitors should not at any time take photographs or videos during their observation; this is a direct breach of student privacy. Visitors who violate this policy will be removed immediately. Exceptions apply only for parents attending an Opening Ceremony where their student is performing or being recognized. At that time, photos and videos must be only of their student(s).
- Visitors are not permitted to grade assignments at any time.
- Visitor dress is appropriate for a school setting and non-distracting, keeping within the spirit of our student uniform and faculty/staff dress code.
- Observations are different from volunteering in a class. Those desiring to volunteer on campus should reach out to Mrs. Belousov.

Questions about visiting campus can be directed to our Front Office staff.

Laws Regarding Criminal Trespass

Visitors are welcome on school grounds as long as they follow school policies. No visitor shall:

- 1) block the access or movement of any student or school employee to move freely across campus.
- 2) willfully impede staff in performing their duties, or a student from pursuing education through restraint, abduction, coercion, intimidation, or threatened or actual force or violence.
- 3) Refuse to leave school property when directed by an authorized administrator while committing, threatening, or encouraging conduct that disrupts or obstructs the school's lawful operations.
- 4) Make or communicate a credible threat to kill—or to cause bodily injury with a deadly weapon—to a student, school official, employee, or invited person on school premises.



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These behaviors are illegal pursuant to *Colorado Revised Statutes § 18-9-109*, and will be treated as a crime.

Classroom Observations

Parents are always welcome to visit our campus and observe classes in session. Visiting a classroom is a great way for parents to gain perspective, to see our faculty in their element, and to speak to their children about what they are learning. The purpose of a classroom visit should never be to critique the teacher.

Class observations must be scheduled ahead of time through the Front Office. Classroom observations require an accompanying faculty or staff member. Observations should be limited to 30 minutes.

Campus Meetings

Parents who wish to meet with a teacher should contact that teacher directly and schedule an appointment. Your meeting will likely be scheduled after school rather than during the school day.

We cannot accommodate impromptu drop-in or same-day meetings of any kind.

Parents who wish to meet with an administrator should contact the administrator by email to request an appointment. Please provide a short summary of your reason for meeting so that the meeting can proceed productively.

We can typically accommodate phone calls more quickly than in-person meetings. If a meeting will take too long to arrange, please request a phone call instead.

Parent-Teacher Communications

Communication regarding school behavior or academic performance rests primarily on the student, as behavior and performance are a direct result of their choices and effort (Family Handbook policy SE-30.0).

If a parent and a student's story differ, it is natural and fitting that the presumption be on the side of the parent. Similarly, it is natural and fitting that when stories differ, the presumption is on the side of a teacher when assignments are missing, homework is late, behavior slips are assigned, or other circumstances arise over the course of a school year.



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Teachers and office staff will make every effort to respond to parent communications within 24 business hours, with 48 hours allowance over the weekend. The Headmaster and Deans may have pressing responsibilities that may prevent immediate response, but will make every effort to reply within 48 to 72 hours.

As a close community, many teachers and staff may have personal connections to our families outside of school. Teachers and staff are not permitted to discuss school business through personal channels, such as social media accounts and text messaging. Parents must use official ACAND communication channels (school email accounts) to discuss school business.

Email Conflicts

Technology tools may assist families in preparing communication; however, families remain responsible for ensuring that communications are accurate, respectful, and directed toward constructive resolution.

Accusatory emails are unproductive and damaging to the parent-teacher partnership. It is always better to ask for clarification than to accuse. If a parent sends a disrespectful or accusatory email to a teacher that calls into question the teacher's professionalism or competence, that teacher is not allowed to respond to the parent, but will forward the email to an administrator who will schedule a meeting with the parent. Only after that meeting occurs will communication continue between the parent and the teacher.

Emails that ask multiple questions, raise multiple issues, occur across multiple threads, require investigation, or include different groups of people may be difficult and time consuming to respond to. For the best result, please focus your email to one or two questions and use the same thread for followup correspondences.

If email chains become long, repetitive, or argumentative, administration may request an in-person meeting in lieu of continued email correspondences. In such a case, email communication would be suspended until an in-person meeting can be held.

Parent-teacher concerns

If you have a concern about a teacher or her class, please discuss it with the teacher directly, either through email or in person. Parents should always discuss the issue first with the person most directly related to the issue before contacting administrators.

If your discussion with the teacher is not fruitful or satisfactory, then schedule a meeting with the Dean of Faculty, or in cases concerning student discipline, with the Dean of Students.



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Newsletters

To maintain communication with our families about upcoming events and important announcements, ACAND publishes our e-newsletter once a week. Parents are strongly encouraged to read it carefully. Out of courtesy to our busy office staff, please make sure to consult it and our handbooks, such as these guidelines, before reaching out with questions.

Parental Code of Conduct

We make every effort to hire faculty and staff of the highest moral character to set examples of virtue and wisdom for our students. We ask our parents to partner with us in upholding the following standards of conduct:

- Understand the mission and philosophy of Ascent Classical Academy
- Follow school procedures as outlined in this Site Guidelines and our Board Policies
- Demonstrate good character at all times and in all circumstances
- Do not speak poorly of teachers or other staff in order that students may have the best opportunity to learn from all teachers
- Hold high expectations of student performance - regardless of final grades, students should be putting forth their best effort in all their educational endeavors
- Encourage students in their learning by asking questions and discussing what they have learned on a regular basis
- Help your children develop effective study skills and work habits
- Oversee your child's progress
- Support the school by getting children to school on time.
- Treat office staff and all school personnel respectfully.

Any visitors who fail to treat office staff and all school personnel respectfully may be asked to leave and not permitted to return to the school until arranging a meeting with the Headmaster.

Volunteering

Volunteers are critical to the success of Ascent Classical Academy, and we are deeply appreciative of the time and effort our parents and community members invest in us. We know that children enjoy greater success in school when the adults they admire most take an interest in their education. No matter what kind of volunteer work a parent does, or who they do it for, there are some common qualities that will help them be a successful volunteer at Ascent Classical Academy.

Volunteers must complete a background check through our Raptor system before they may



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volunteer on campus. Volunteers must also read and sign the Volunteer Agreement and the Student Privacy and Confidentiality Agreement before volunteering. These documents provide important expectations, policies, and information about volunteering on our site.

Annual Notification of Parental Rights

Details about parental rights under federal and Colorado law can be found on the school website at this link: <https://nd.ascentcolorado.org/annual-notices-for-parents/>.



Student Discipline

Goals of Discipline

Our mission is to educate students in virtue and character with the aim of graduating responsible, independent, and joyful citizens. In light of this goal, we believe that the ideal relationship between the school and parents is one of *partnership*. We take this partnership seriously and emphasize its importance, especially in the context of student discipline.

School discipline cannot stand alone. Rather, it works best when it supports the parents' relationship with the student.

Our disciplinary philosophy is informed largely by the classroom management text *Teaching with Love and Logic*. For more information on our disciplinary procedures, refer to the ACACS Family Handbook, SE-9.0 through SE-13.0.

As a rule, parents can expect teachers to communicate with them regarding disciplinary issues that rise above routine classroom management corrections.

Student privacy

Federal privacy laws require that student discipline records remain confidential. The specific punishments that students receive for misbehavior will remain a private matter between the student, his or her parents, and the school, and will not be made public information.

Tardies

A student is tardy when he is 1) not in his seat 2) with the correct materials 3) ready to learn 4) by the posted start time of class. Students may be considered tardy if they are milling around the classroom or sitting in an unassigned seat, or if they do not have the correct classwork or materials, or if they are out of dress code or still engaged in side conversation after the assigned start time.

Dress code Infractions

Students are not permitted to be in class without the proper attire. Students with *missing* or *incorrect* attire must call their parents from the office to retrieve the appropriate items, and must wait in ISS until those items arrive. Missing items may include belts, ties, or formal wear; incorrect items may include shoes, socks, shirts, sweaters, sweatpants, or formal wear.



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Students who are *wearing the uniform incorrectly* or who are wearing *non-uniform additions* to their attire should be asked to correct or remove these items. Correctable infractions may include tucking shirts in, tying shoes, buckling belts, tying ties, buttoning shirts or pants. Non-uniform additions may include sweaters, headbands, armbands, bracelets, patches, hair ties, hats, etc.

Flagrant or repeat offenses can be punishable by reflection form or detention. Teachers are welcome to use informal incentives to enforce dresscode, such as pushups, house points, etc.

On rainy or snowy days, students may not soak their clothes beyond incidental contact with the water while walking, running, or playing. Students who get soaking wet will not be allowed to return to class, but will have to call home for dry clothes, and will be marked unexcused tardy or absent in the meantime. Students who intentionally soak themselves or others may be subject to further disciplinary action. The same rules apply to mud.

Any teacher or staff member may enforce the dress code of any student.

The Clip System

In kindergarten through 2nd grade, teachers will use the clip system to monitor behavior. The clip system allows teachers to create a common vocabulary and set of standards in lower grammar school, and to communicate general behavioral patterns with parents on a weekly basis. Students will move their clips up and down on their behavior chart at their teacher's discretion.

At the end of each week, each student's status will be shared with parents in the student's Friday folder. Teachers are encouraged to email parents if challenging behaviors persist, or if behavior is challenging beyond the effectiveness of the clip system.

After recess, lunch, or co-curriculars, teachers and TAs will communicate clip system changes to the student's homeroom teacher.

The teacher is responsible for the student's daily clip chart. TAs, co-curricular teachers, or other faculty should communicate suggestions for clip ups or downs to the teacher.

Reflection Forms

Reflection forms are our most common means for addressing misbehavior. Reflection forms allow teachers to communicate behavior with parents, parents to discuss behavior with their



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students, and for the student to think about what happened. Reflection forms may be issued at the teacher's discretion.

Students should take reflection forms home at the end of the day. Parents should sign them, and students should return them to their teacher the next day. If a student fails to return a reflection form, he or she will be sent to the front office to call home and verify that the behavior form was received by the parent. Students who fail to return their reflection forms will incur additional consequences.

Any faculty or staff may issue any student a reflection form.

Office Referrals

For more serious misbehavior, students may be sent to the Dean of Students or another administrator to discuss their actions. Often, situations such as these involve multiple parties and may require time for investigation. If so, the Dean of Students will investigate and communicate with parents as quickly as is reasonably possible.

Detention

Detentions will be assigned at the discretion of the teacher or an administrator. Usually, detentions will be given after a warning or a note home.

Teachers will give students a detention slip; students will have a parent sign it and return it the following day. If the student does not return the slip the next day, he or she will be sent to the front office to call their parents and notify them verbally of the detention.

Teachers will log detentions in PowerSchool.

Detentions will not be given to students in kindergarten, first, or second grade, unless the teacher and parent discuss this option and agree upon it.

Detention lengths will be *thirty minutes* for third, fourth, and fifth graders, and *one hour* for sixth through twelfth grades.

Detention will be held every Friday from 3:00 to 4:00 pm. If Friday is a half day or a scheduled day off, then detention will be held the day before on Thursday, or if needed, on Wednesday. All detentions missed for snow days or other unscheduled closures will be served the following Friday.



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If a student fails to attend detention, they will accrue an additional detention to be served on the next two consecutive Fridays. If a student misses a second detention, he or she will receive a one-day out-of-school suspension, which will satisfy the missed detentions.

If a student has to use the restroom during detention, the time he is out of the room will be added to the remainder of the detention.

If a student accrues four consecutive detentions, he or she will serve a one-day in-school suspension, served at a desk in the administrative offices. This will satisfy the outstanding detentions. Non-consecutive detentions will not accumulate toward in-school suspension.

Three tardies in a four-week period will earn a student a detention, issued by the front office or the Dean of Students.

Detentions take priority over sporting events, house activities, or field trips.

To allow parents to plan accordingly, detentions given Monday through Wednesday will be served on the Friday of the week they are assigned. Detentions given Thursday or Friday will be served on Friday of the following week.

We understand that detentions affect parents' time and schedules, and we encourage parents to direct conversation about this inconvenience to their students, not to Ascent faculty and staff.

Suspension

For more serious misbehaviors, students may receive a suspension. Suspensions can be assigned both in school and out of school.

Suspension lengths range from one to five days. Suspended students and their parents must meet with the Dean of Students for a reentrance meeting upon returning to school. This meeting will be held the morning the student returns to school.

A record of out-of-school suspensions may prohibit a student from attending field trips and other extracurricular activities.

Expulsion

Expulsion may be a possibility for more extreme or persistent behaviors. Common grounds for expulsion include possessing a weapon, possessing or distributing drugs, sexual assault or misconduct, making credible threats of violence, or for habitual patterns of disruption, defiance,



or disrespect. For details on our expulsion policies, please refer to the Family Handbook SE-10.0 and SE-10.1.

False accusations

False accusations are willful acts of deceit; they are not the same as inaccurate or incomplete reports given in good faith. False accusations will be disciplined to the same degree as the crime they falsely report. If the accurate report would result in a one-day suspension, the false accusation will result in the same. False accusations to Colorado Safe2Tell are treated as a crime by law enforcement.

Group punishments

Ascent does not use group punishment as a first line of discipline. It is a better practice to discipline the specific students who break the rules. However, times may arise when group punishment is the most expedient form of discipline, such as when *most* of the class is out of compliance, or when the class has lost order to such a degree that a teacher cannot reasonably tell who is in compliance and who is not. In such circumstances, teachers may resort to group punishments, and the administration supports their judgement.

Student Health

Health Office

Our Health Office strives to create a safe and healthy environment for all of our students. Students who are sick with contagious illnesses or communicable diseases may not attend school, per Family Handbook policy SE-24.0. Common signs of contagious illness include:

Fever - If a student has a fever above 100.4 degrees Fahrenheit, keep your student home. Students with fevers above 100.4 degrees at school will need to be picked up immediately. Students must be fever-free without the use of fever-reducing medications for 24 hours before returning to school.

Vomiting - If a student is vomiting at home, he or she must remain at home for at least 24 hours from the last time he or she vomited. If a student vomits at school, he or she will need to be picked up immediately.



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Diarrhea - if a student is having diarrhea at home or school, he or she needs to remain at home for 24 hours after he or she stops having symptoms. Please do not bring your child to school with diarrhea.

Coughing/Sneezing - if a student has a persistent cough, he or she must remain at home until it eases. If a student comes to school with a cough or sneeze that is a disruption to the class, he or she will be sent home.

Medications on Campus

In order for a student to have medication on-campus, the Health Office must have a medical, allergy, and/or asthma form completed by the student's doctor (Family Handbook policy SE-24.0). Only the following medical authorizers are qualified to complete this form: MD, DO, PA, NP, NPP, DDS. No other types of providers are accepted on this form.

Once this form has been completed, parents may bring the form and medication to the Health Office and sign a medication form. Medications must be in their original bottles and be labeled with the student's name. All forms of medication, including Tylenol or ibuprofen, must have a doctor's note.

Students may not self-medicate.

If a student would like to carry an inhaler or epi-pen, parents must still have the student's doctor fill out a form to bring to the Health Technician. The student must then meet with the Health Tech and School Nurse to sign a self-carry form and demonstrate knowledge of use for the inhaler or epi-pen.

The nurse and the health tech may require a meeting with any student who has a health condition that needs medication. If parents have a plan from their student's doctor, it must be brought into the Health Office for record-keeping and adherence to the plan.

Immunizations

All students are required to be immunized against specific diseases per Colorado state law and the Family Handbook policy SE-24.0. Ascent Classical Academy of Northern Denver complies with state law regarding exemptions from immunization requirements.

In accordance with state law, students whose parents have not submitted the appropriate immunization records or waivers by the yearly deadline may be prohibited from attending school until these documents are submitted.



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Parents seeking a certificate of non-medical exemption may be required by state law to complete an online government course and submit proof of completion to the Health Office. Information on non-medical exemptions may be found online through the Colorado Department of Education at <https://cdphe.colorado.gov/nonmedical-exemption-nme>.

“Frequent Flyers”

Students who visit the health office repeatedly during the school day may have to be picked up by their parents if they cannot remain in the classroom.

Students who visit the health office repeatedly over multiple days may have to call their parents if they are missing excessive school time. School administrators may ask to meet with parents, students, and teachers to discuss strategies to improve a student’s class attendance.

Doctor’s Notes and PE participation

Doctor’s notes should go directly to the Registrar (Mrs. Burke) and she will notify the teachers and the nurse.

Students must have a note from a doctor to sit out of PE. Students who are medically excused from PE are expected to remain engaged in the class to the degree that they are able, and should not expect to work on other schoolwork, unless previously agreed upon by the parent, the PE teacher, and the subject teacher.



Student Life

Formal Day

Every Wednesday, students will wear formal attire. Students not in formal attire will be in violation of the dress code. Students may wear formal attire any additional day of the week if they desire.

Students missing formal-day attire will be sent to the front office to call their parents and ask them to bring the missing garments.

Opening Ceremonies

Opening ceremonies will be held every day in each classroom. Opening ceremonies will begin with the Pledge of Allegiance and the Student Pledge, and then a 30-second moment of silence. Teachers should use the opening ceremonies to announce birthdays, to lead reflections on virtue and character, or to read a short story or poem.

Due to space constraints, grammar school and upper school will alternate Wednesday Opening Ceremonies in the Garage on a weekly basis.

Wednesday ceremonies are a time for class recitations. We invite parents of reciting students to attend. We ask that parents stand behind the students during this time.

Perfect Attendance Awards

Perfect attendance awards will be given quarterly. To qualify for perfect attendance, students may not miss any school for any reason, including:

- Scheduled or emergency doctor, dentist, or orthodontist appointments.
- Family bereavement.
- Mission trips.
- Accompanying a sibling who plays a sport.
- Competing in a sport for a school other than Ascent.
- Performing music for a school other than Ascent.

Students who participate in Ascent sports can be dismissed early and still qualify for perfect attendance *only if they are participating in a game*; siblings and spectators who leave early will



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be disqualified. School-sponsored events, such as field trips or outdoor education, will not affect perfect attendance.

Lunch and the Lunchroom

Lunch is held in the Cafe space. ACAND has partnered with a lunch provider, and parents may purchase meals for their students in advance. Links for this can be found in our weekly school newsletter. Families who qualify for financial assistance should contact our Purchasing Specialist (Mrs. Jade Rush) with questions about payment for school lunches.

Students should verify they have a packed lunch as part of their morning classroom routine. If a student forgets his lunch, he should go to the front office to call home. If a parent is not available to bring his lunch, the parent may arrange a delivery. We will accommodate his schedule to allow him time to eat before returning to class. If neither option is available, the school will provide a free lunch for the first incident. For additional incidents, the school will charge a fee to the parents equal to the cost of hot lunch for that day (approximately \$10).

Many of our students bring their own lunches. We provide basic utensils, napkins, and cups of water to all students as needed.

Our lunchroom is managed by a lunch supervisor, teachers, staff on rotation, and parent volunteers. Even though lunch feels like free time, we expect students to maintain our school's standard decorum, which includes respecting each other as well as the building as a space shared with New Hills Church.

Due to food allergies, students may not share or trade food with each other.

For liability reasons, microwaves will not be available for student use. Students may purchase hot lunch through our provider, or may bring food intended to stay warm in a thermos.

Please ensure that your student is able to open the food in his packed lunch under his own power. Lunch items should not require scissors or adult strength or dexterity to open.

Recess

During recess time, students are expected not to touch one another beyond light, brief, or incidental contact. Students may not lock or link hands or arms, pick each other up, ride on each others' backs, push or pull one another, wrestle or grapple, go to the ground together, tackle or dogpile on one another, or simulate fighting.



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Students may touch each other in the context of games such as tag, touch football, or duck, duck, goose, but contact should be limited and appropriate to this purpose.

Students may throw and kick balls to one another, run together, and play on the playground.

Our playground is the turf space on the east side of the building. Students in classes K-4 may play on the playground equipment; students in grades 5-12 may not.

All students are welcome to play with recess equipment (balls, jump ropes, etc.).

Recess is supervised by a rotation of teachers, staff, and parent volunteers. Students have recess periodically throughout the day.

We expect students to live by our core virtues while at recess:

- Treat others the way you would like to be treated.
- Respect school and church property.
- Stay in the designated playground area, in the sight of an adult.
- Report injuries or mishaps to an adult as soon as possible.
- Line up quickly and silently when the whistle blows to end recess.
- Take responsibility for personal items brought to recess.

ACAND is not responsible for items lost or damaged at school. We recommend parents be aware of what their children bring to school and avoid sending them with valuable or sentimental items that may be damaged or lost.

Please leave the following items at home:

- Trading or playing cards (including baseball, Pokemon, Magic, etc.)
- Electronic devices
- Money (over a small amount)
- Digital watches that make noise
- Board games (the school will provide chess boards on request)
- Large keychains (especially hooked to belt loops or backpacks)
- Masks, capes, or costumes
- Anything expensive or fragile
- Anything your child values deeply or holds special

Students may bring personal sports equipment to school for outdoor recess use, including soccer balls, footballs, frisbees, etc. Make sure to label these items with your child's name.



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Balls must be filled with air (like a soccer ball, football, tennis ball, racquet ball, etc.) and not solid (like a baseball, softball, lacrosse ball, billiard ball, etc.). Nerf or foam balls are acceptable.

Sidewalk chalk use is subject to teacher discretion. If allowed, it must be used on the ground only, never on the walls of the building or on playground equipment.

We want children playing outside as often as possible. Ascent will hold recess outdoors as long as the "feels like" temperature is above 15 degrees Fahrenheit. Heavy rain, strong wind, or snow may require indoor recess. Please check the weather and send your child to school with the necessary outdoor clothing to change into for recess, such as a winter coat, snow boots, snow pants, gloves, and ear protection.

If the temperature is 32 degrees or less and your child does not have a coat, they will be instructed to call home and have someone bring them a jacket.

Lost and Found

*We **strongly recommend** labeling clothes on the tags so that you can identify which items belong to your family.*

Students frequently lose sweaters, fleeces, jackets, and water bottles. Items left outside at recess or in the lunchroom or classrooms will be gathered outside the front office at the lost and found. Please check there first if your child is missing something.

We encourage parents to check the lost and found for personal items frequently.

Periodically throughout the school year (usually quarterly), items in the lost and found will be donated. We will announce in the Family Newsletter when these donations will occur so that families have time to check for lost items.

Special Events and Parties

Any special event or party must be approved in advance by the Headmaster or his designee. Special events or parties must be directly related to the curriculum and add to the instructional environment. Typically, we do not change our routines to commemorate historical holidays out of the context of their historical period. We may recognize these as part of our opening ceremonies in the classroom.



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We recognize that birthdays are important and significant events, especially for younger children, and teachers are able to recognize them in small, non-distracting ways at their discretion. Instructional time should not be interrupted for birthday parties.

Invitations for exclusive parties or events may not be handed out on campus. Party or event invitations that are distributed at school must include an invitation for each student in the class.

Due to health concerns, students may NOT bring birthday treats to share with other students. Parents may bring a treat to their child to enjoy or stop by the lunchroom to spend time with their child, but parents may not distribute candy, toys, or other items to students. Balloons, flowers, or other gifts delivered to the Front Office for a student's birthday will be kept there until the end of the school day if deemed distracting for a classroom.

Our school holds Wonder Days throughout the year to celebrate the virtue of wonder and to engage the whole school in a variety of activities related to our curriculum and mission. These may include games, competitions, art shows, crafts, costumes, recitations, field-days, or in-class activities. We will announce these activities in advance and welcome parents and parent volunteers to attend.

Field Trips

We encourage our teachers to plan one field trip per year for their class. Classes have been to the Denver Zoo, the Butterfly Pavilion, the Denver Museum of Science and History, and on mountain hikes.

Field trips are an extension of the classroom and are intended to enrich the academic and cultural experience of students. All school-sponsored field trips shall be directly connected to the curriculum or school program. They must align with the mission of the school and support the formation of students in both intellect and character.

Expectations for student conduct shall remain consistent with all school policies. Written parent or guardian permission is required for all student participation. Student medical information and emergency contact information must be accessible during the trip. The school reserves the right to deny or revoke participation based on academic, behavioral, or safety considerations.

Day trips are defined as school-sponsored excursions occurring within a single school day and not involving an overnight stay. All day trips require approval from the Headmaster or designee. The Headmaster shall ensure that appropriate supervision, transportation, and safety measures are in place prior to the trip.



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Overnight trips are defined as school-sponsored excursions that include one or more overnight stays. Due to their extended nature, these trips require additional planning and oversight. All overnight trips require approval from the Head of School, and the Governing Board shall receive advance notification of such trips. A detailed itinerary must be prepared, including lodging, transportation, and scheduled activities. All non-staff chaperones are required to complete background checks prior to participation. An emergency response plan must be established, including access to medical care and clear communication protocols.

All trip costs must be communicated clearly to families in advance. Payment schedules and refund policies must be established prior to registration. Financial assistance may be provided in accordance with school policy and available resources.

Teachers will request parent chaperones and parent support with transportation. All chaperones will be required to complete a background check with our front office. All parents driving students for field trips will be asked to submit proof of driver's license and insurance before the day of the field trip.

Under Colorado law, all students under nine years old must bring a child restraint system or booster seat to school on the day they plan to attend a field trip. Students without a proper seat may not be able to participate in their class field trip. Please remember to label all seats and boosters with your child's name.

Student drivers

Upper school students who intend to drive themselves to school must bring:

- valid driver's license
- vehicle registration
- proof of insurance

To Mrs. Burke in the front office.

Ascent considers it a privilege for students to drive themselves to campus. This privilege is enabled by good standing with the school, including grades, attendance, and behavior. Self-driving privileges may be revoked with a loss of good standing.

Parent authorization of student pick up

A parent may authorize a driving student - preferably an older sibling - to be the designated pick up for a younger student.

However, the parent's authorization must remain consistent with state law and the school's safety policy. Ascent requires that:



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- The pickup person is listed in writing in the student-information system.
- The student presents the self-driving criteria (listed above)
- The student remains in good standing with the school
- A parent confirms the arrangement directly.
- An early-dismissal pickup person be 18, even if ordinary end-of-day dismissal permits older students to accompany younger ones.

During the first six months after receiving a license, a driver under 18 ordinarily may not transport passengers under 21; during the next six months, only one such passenger is ordinarily permitted. There is an exception for passengers who are members of the driver's immediate family, so transporting a younger sibling is permitted. See the [Colorado DMV's minor-driver requirements](#) and [Colorado Driver Handbook](#).

Common Uniform Concerns

Our dress code expectations provide an opportunity for our students to practice virtue in the small things. Our dress code is available on our school website, with pictures of the pieces of the uniform. To help parents understand uniform expectations, this short list provides an example of the most common uniform violations:

All Students:

- Must wear a belt (grades 3 and up)
- Must have visible shirt collars under sweaters and jumpers
- May not wear jackets or hoodies indoors
- May not wear long sleeve undershirts with short sleeve uniform shirts
- May not wear polos on formal attire days
- Must keep their shirts tucked in
- May not wear open-toed shoes, heels, or other accents. Shoe colors must be aligned with dress code requirements
- May not wear socks with bright colors or patterns
- May not write or draw on their skin
- Must change into P.E. clothes for P.E. (grades 6 and up)
- Wear uniforms on field trips. Exceptions may be made for extended trips, such as Outdoor Lab, for which dress expectations will be communicated in advance.

Boys:

- Must wear pants, not shorts, on formal attire days
- Must wear shirts that are long enough to stay tucked in
- Wear undershirts of a uniform color
- Trim their hair above the collar of their shirt.



Girls:

- May only wear stud earrings, no hoops, nothing dangling
- Must have nails of a natural length so as not to interfere with school activities (e.g., PE or handwriting in class)
- May not have visible piercings beyond stud earrings (no nose, eyebrow, lip, etc)
- May have hair of a natural color only, and may not have additions such as glitter
- May only wear heels of no more than one inch in the upper school only.

Refer back to the section on student discipline for information on how dress code will be enforced.

Students who have PE first period may arrive in their PE uniforms. If the student forgets or does not have their regular uniform, he or she must remain in in-school suspension until their uniform can be brought to them.

Student Data Privacy

Security camera system

Ascent has multiple security cameras located in the common areas of the building. Administrators have access to the camera footage and may review it for a variety of reasons. Camera footage is governed by federal privacy laws (FERPA), and is considered property of the school. Camera footage may be shared with parents under some circumstances when it does not conflict with the privacy rights of other students.

Student data and privacy

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

- Annual staff training on student data privacy.



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

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

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the Dean of Students a written request that identifies the records they wish to inspect. The Dean of Students will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school Dean of Students, 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 consent in writing before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Among other exceptions, FERPA permits disclosure without consent to school officials with legitimate educational interests.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Security and Security Protocols



Doors during business hours

All of the exterior doors to our building remain locked during school hours. The only point of entry for all visitors is the main office entrance. Visitors must ring the doorbell to gain access, and present a photo ID to the front office to be given a visitor's badge. The badge allows our faculty and staff to recognize you as an authorized presence in the building.

Armed faculty and staff

Compliant with state law, Ascent employs a number of armed and trained faculty and staff who are present on campus at any given time. For reasons of confidentiality, the identities of armed personnel are kept private.

Threat assessments

We know that in today's world, threats of violence uttered by any student can feel terrifying. We are sympathetic to this instinct. At the same time, teachers and administrators encounter a variety of extemporaneous remarks from students in a given year. Not every comment made in a moment of frustration is a credible threat, and not every credible threat is made in an obvious way.

Ascent follows the Colorado Department of Education's threat assessment guidelines and uses a threat assessment process to evaluate reports of potential threats. All reported threats of violence are reviewed in accordance with the school's formal threat assessment procedures.

The purpose of threat assessment is not to determine whether a student made a threatening statement, but to determine whether the student poses a genuine risk of violence.

FERPA laws require that the details of threat assessments remain confidential. Ascent can verify the outcome of the assessment, but cannot reveal specific information about the investigation.

Ascent uses a similar process for suicide assessments.

Lockdown Drills

Ascent will conduct regular lockdown drills. The dates and times of these drills will remain confidential.

Animals on campus



Faculty, staff, parents, or students may not bring animals onto the property during business hours. Please notify the front office if you intend to bring a service animal onto campus.

Notice of Nondiscrimination and Harassment Policies

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

For questions, contact the school's ADA/504 Coordinator: Mrs. Jessica Lile (jessica.lile@nd.ascentcolorado.org) or the school's Harassment and Discrimination Compliance Officer (matthew.summers@nd.ascentcolorado.org - for harassment complaints outside of Title IX).

ACACS Harassment and Discrimination investigation procedures (for complaints outside of Title IX) are available on the school website (here: <https://nd.ascentcolorado.org/wp-content/uploads/sites/7/2024/12/ACACS-Harassment-and-Discrimination-ND.pdf>).

For questions, contact the school's Title IX Coordinator, Mr. Matthew Summers (matthew.summers@nd.ascentcolorado.org)

ACACS Title IX policies may be reviewed on the school website (here: https://nd.ascentcolorado.org/wp-content/uploads/sites/7/2024/10/ACAND-TitleIX-Procedures-9_2024.pdf).



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2026-2027 ACAND Staff Directory

Faculty/Staff Name	Position	Email Address
Adam, Millie	First Grade Teacher	millie.adam@nd.ascentcolorado.org
Adam, Natalie	Third Grade Teacher	natalie.adam@nd.ascentcolorado.org
Arcand, Lauren	Reading Interventionist	lauren.arcand@nd.ascentcolorado.org
Asmonga, Caitlin	Special Education Paraprofessional	caitlin.asmonga@nd.ascentcolorado.org
Belousov, Jacquelin	Front Office and Attendance	jacquelin.belousov@nd.ascentcolorado.org
Bretz, Amber	Communications Specialist and Executive Assistant	amber.bretz@nd.ascentcolorado.org
Broadworth, Danielle	Kindergarten Teacher	danielle.broadworth@nd.ascentcolorado.org
Burgess, Andrea	Third Grade Teacher	andrea.burgess@nd.ascentcolorado.org
Burke, Emilyn	Teaching Assistant	emilyn.burke@nd.ascentcolorado.org
Burke, Rachelle	Registrar	rachelle.burke@nd.ascentcolorado.org
Burns, Allyson	Math Interventionist	allyson.burns@nd.ascentcolorado.org
Caum, Laura	Composition Teacher (Upper School)	laura.caum@nd.ascentcolorado.org
Clawson, Blake	Choir Teacher	blake.clawson@nd.ascentcolorado.org
Conte, Ashlei	Kindergarten Teacher	ashlei.conte@nd.ascentcolorado.org
Cooke, Ella	Math and Science Teacher (Upper School)	ella.cooke@nd.ascentcolorado.org



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Coors, Laura	First Grade Teacher	laura.coors@nd.ascentcolorado.org
Dressler, Apryl	PE Teacher	apryl.dressler@nd.ascentcolorado.org
Duncan, Autumn	Fifth Grade Teacher	autumn.duncan@nd.ascentcolorado.org
Flager, Breanna	Second Grade Teacher	breanna.flager@nd.ascentcolorado.org
Garcia, Jesus	Spanish Teacher and MLL Coordinator	jesus.garcia@nd.ascentcolorado.org
Graves, Brooke	Special Education Paraprofessional	brooke.graves@nd.ascentcolorado.org
Guild, Marit	Art Teacher and Marketing Lead	marit.guild@nd.ascentcolorado.org
Hahn, Jessica	Logic/Rhetoric and Literature Teacher (Upper School)	jessica.hahn@nd.ascentcolorado.org
Hewitt, Samantha	Teaching Assistant	samantha.hewitt@nd.ascentcolorado.org
Hunt, Josh	Facilities Operator	joshua.hunt@nd.ascentcolorado.org
Hyland, Sydney	Art Teacher	sydney.hyland@nd.ascentcolorado.org
Jones, Andrew	Math and Science Teacher (Upper School)	andrew.jones@nd.ascentcolorado.org
Knowles, Jessica	Dean of Faculty	jessica.knowles@nd.ascentcolorado.org
Leebrick, Dylan	Testing Coordinator and Post-Graduate Advisor	dylan.leebrick@nd.ascentcolorado.org
Lile, Jessica	Special Education Paraprofessional	jessica.lile@nd.ascentcolorado.org
Loan, Dana	Teaching Assistant	dana.loan@nd.ascentcolorado.org
Lukes, Mary	School Psychologist	mary.lukes@nd.ascentcolorado.org



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McCall, Dana	Teaching Assistant	dana.mccall@nd.ascentcolorado.org
McPheters, Ruthie	Teaching Assistant	ruthie.mcpheters@nd.ascentcolorado.org
Moyer, Carrie	Dean of Student Services	carolyn.moyer@ascentcolorado.org
Ngo, Dani	Teaching Assistant	dani.ngo@nd.ascentcolorado.org
Owen, Angela	Inventory Specialist	angela.owen@nd.ascentcolorado.org
Phipper, Casey	Speech Language Pathologist	casey.phipper@nd.ascentcolorado.org
Pike, Harrison	Humanities Teacher (Upper School)	harrison.pike@nd.ascentcolorado.org
Pike, Laura Lee	Second Grade Teacher	lauralee.pike@nd.ascentcolorado.org
Roberts, Shelby	Music Teacher	shelby.roberts@nd.ascentcolorado.org
Rush, Jade	Purchasing Specialist	jade.rush@nd.ascentcolorado.org
Ryan, Rebecca	School Nurse	rebecca.ryan@nd.ascentcolorado.org
Sammoury, Emma	Teaching Assistant and History Teacher (Upper School)	emma.sammoury@nd.ascentcolorado.org
Sampish, Rebecca	Teaching Assistant	rebecca.sampish@nd.ascentcolorado.org
Simmons, Vicky	Special Education Paraprofessional	victoria.simmons@nd.ascentcolorado.org
Smith, Justin	Fourth Grade Teacher	justin.smith@nd.ascentcolorado.org
Steele, Julia	Remote Special Education Teacher	julia.steele@dc.ascentcolorado.org
Summers, Matthew	Dean of Students, Economics, and Philosophy Teacher (Upper School)	matthew.summers@nd.ascentcolorado.org



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VanDenBerg, Ashley	Health Tech and Biology/Life Science Teacher (Upper School)	ashley.vandenberg@nd.ascentcolorado.org
Varela, Kristy	Teaching Assistant Supervisor and Sub Coordinator	kristy.varela@nd.ascentcolorado.org
Wallestad, Valoie	Teaching Assistant	valoie.wallestad@nd.ascentcolorado.org
Warden, Andrew	Latin Teacher	andrew.warden@nd.ascentcolorado.org
Warden, Sierra	Teaching Assistant	sierra.warden@nd.ascentcolorado.org
Wood, Warren	Athletic Director and PE Teacher	warren.wood@nd.ascentcolorado.org
Yates, Kristin	Occupational Therapist	kristin.yates@nd.ascentcolorado.org