



PIKES PEAK ONLINE SCHOOL

Parent & Student Handbook

2026–2027 School Year

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1. Welcome to Pikes Peak Online School

Introduction

Pikes Peak Online School is a public school in the state of Colorado and is managed by (K12 Inc.), which also provides the curriculum and online delivery system. This Parent/Student Handbook is intended to inform Pikes Peak Online School parents and students of relevant policies and procedures and to identify specific responsibilities pertaining to families enrolling in PPOS.

Pikes Peak Online School firmly agrees with state statute 22-33-104 5(a) “the general assembly hereby declares that two of the most important factors in ensuring a child’s educational development are parental involvement and parental responsibility. The general assembly further declares that every child under such parent’s care and supervision receives adequate education and training.” For all questions regarding policy & procedures, technology, or curriculum; your experienced advisor or homeroom teacher is your first point of contact.

Mission

Achieving student success through relationships, accountability, and individualized learning.

Vision

Pikes Peak Online School will be a leading 21st century public school in Colorado and will improve student learning outcomes, as evidenced by student academic proficiency, student academic growth, post-secondary readiness, and the demonstration of 21st century skills such as critical thinking, problem solving, and self-direction.

Academic Calendar

The current academic calendar is available through PPOS/K12 school communications and the [school website](#). Families should use the PPOS calendar when planning vacations, activities, and other commitments because PPOS’s school breaks and holidays may not coincide with a family's local district calendar.

Family and Student Responsibilities

Enrollment in PPOS is a partnership among the school, student, and parent/guardian or learning coach. Families are responsible for reviewing and following this handbook and other applicable school policies.

- Students are expected to participate consistently in school, complete assigned work, attend required live sessions, complete required assessments, and communicate with school staff.
- Parents/guardians or learning coaches are expected to provide appropriate supervision and support, particularly for younger students.
- Flexibility in an online school does not mean unstructured or indefinite time. Students are expected to follow pacing guides, assignment deadlines, required assessments, and required live sessions.
- Families should keep contact information, including phone, email, and residence address, current with the school.
- Students should use their own student account when accessing curriculum and school systems and should never use a learning coach account to complete student work.
- Families are expected to maintain reliable computer and internet access or communicate promptly with the school when access is interrupted.
- Students and families should respond to school communications as promptly as possible. PPOS expects regular communication between families and school staff.

Parent-Teacher Conferences

PPOS holds parent/teacher conferences throughout the year. Families are encouraged to review student work, identify questions or concerns, and involve the student in preparing for conferences.

Enrollment Start Dates and Orientation Requirements

- **Late Start Enrollment:** Students who enroll after the initial school start date will begin school on the next available Monday, unless that Monday is a school holiday.
- **Initial Login:** All students must log in to the school within their first three calendar days after their assigned start date. Failure to log in within this timeframe will result in enrollment cancellation.
- **Orientation:** Students have one week from their start date to complete required orientation activities.
- **Additional Support:** Students who do not complete required orientation activities within the first week will receive an additional week of wraparound support.
- **Enrollment Cancellation:** At the end of the second week, students who have not completed the required orientation activities will have their enrollment canceled.

Home Visits and Well-Child Checks

PPOS may conduct a home visit or well-child check when appropriate. Circumstances may include lack of communication, safety concerns, an imminent threat to the student or others, relationship-building and continued support, or connection to community resources. A well-child check may be conducted by law enforcement when school staff are unavailable.

2. Enrollment and Student Records

Enrollment Information

PPOS is a full-time, online public school serving students in grades 9-12 who qualify for public school funding and meet applicable admission requirements. PPOS provides equal access and does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities.

Enrollment is subject to applicable admission criteria, capacity, age and course requirements, immunization requirements, and other requirements established by law and school policy.

Enrollment Application Denial

PPOS may deny an application for enrollment when any of the following circumstances apply:

- The school does not offer appropriate programs or have the necessary facilities to meet the student's identified needs.
- The student does not meet the established eligibility requirements for the school or program, including age requirements, course prerequisites, or required academic performance.
- The student has been expelled from another school in the preceding 12 months.
- During the preceding twelve months, the student has engaged in behavior in another school district that is detrimental to the welfare or safety of other students or school personnel.
- The student has already graduated from 12th grade or has received a document indicating completion of an equivalent secondary curriculum.
- The student does not meet immunization requirements established by state law.

If enrollment is denied or a student withdraws from PPOS, any future request for enrollment must be submitted through a **new and separate application for admission** to PPOS.

Residency Requirements

As a Colorado public school, PPOS serves eligible students who reside in Colorado, subject to available capacity and open-enrollment requirements. Under **§ 22-30.7-105(5), C.R.S.**, Students must physically live within the boundaries of Colorado to remain enrolled in PPOS. Students living outside the state, including those staying with relatives or other caregivers, are not eligible to remain enrolled. **1 CCR 301-71, Rule 8.06** requires the school to verify residency upon enrollment and annually thereafter.

Students who are outside Colorado may no longer be eligible to remain enrolled. Military families may qualify for an exception under Colorado rules based on permanent change-of-station orders and Colorado legal-residency requirements. Please review PPOS's **Military Family Information** for additional details.

Students may not access PPOS's educational platforms from outside the United States because international access is prohibited by the school's technology and security systems. Students must also meet all state and school testing requirements, including being physically present in Colorado when in-person testing is required.

Families must provide a **written Affidavit of Residency** using the form provided by PPOS. The affidavit must be completed and signed by the student's parent or legal guardian, or by the student if the student is 18 years of age or older.

Additional enrollment requirements and information are available through the [PPOS Enrollment Website](#).

Required Enrollment Documents

- Affidavit of Colorado Residency, as applicable
- Proof of immunizations and required health documentation
- Report card or unofficial transcript
- Home Language Survey
- Family Economic Data Survey
- Birth certificate
- Other documents required by the school or applicable law

Military Family Enrollment and Residency

Military students must meet Colorado residency requirements to enroll in a Colorado public online school.

- **Living in Colorado:** Families must provide current proof that the student and legal guardians reside in Colorado.
- **PCS orders into Colorado:** Families must provide official Permanent Change of Station (PCS) orders, or a command letter issued in place of the orders, showing assignment to a Colorado military installation. Qualifying families may begin enrollment before arriving and will be asked to provide additional residency documents after arrival.
- **Stationed outside Colorado or temporarily away for military service:** Continued enrollment may be considered when documentation confirms that the family maintains a Colorado residence, such as a home, apartment, or condominium in the parent or legal guardian's name and intends to return.

Each situation is reviewed individually based on military orders and residency documentation.

References: 1 CCR 301-71 §8.06 and C.R.S. §22-36-107

Full-Time Enrollment and Dual Enrollment

PPOS is a full-time enrollment school. Full-time students generally take a minimum of five courses in grades K–8 and six courses in high school; kindergarten students are full time. PPOS does not permit dual enrollment with another public school. Students enrolled in another public school while attending PPOS will be required to withdraw from one of the programs.

Voluntary Withdrawal

A parent/legal guardian may initiate withdrawal by notifying administration and/or the student's homeroom teacher and completing the required withdrawal form. Families should also provide information about the student's next school. Please allow up to one week for withdrawal to be processed through school systems.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act is a federal law that protects the educational rights of students experiencing homelessness or housing instability. The law helps ensure that students have equal access to education and are not denied enrollment or educational opportunities because of their living situation.

- Enrollment support when required documents are unavailable
- Transportation and assistance addressing barriers to attending school, when applicable
- Access to school programs, activities, and services
- Support addressing attendance and other educational barriers related to housing instability

The school will work with eligible students and families to identify and address barriers to enrollment, attendance, and participation. Families who believe their student may qualify should contact the school's McKinney-Vento Coordinator.

McKinney-Vento Coordinator: Kimberly Ashby | kashby@k12.com

The Coordinator will provide written notice of eligibility determinations and information about the right to appeal. If a dispute arises regarding eligibility or enrollment, the student will remain enrolled in the school selected by the parent/guardian or student, when applicable, while the dispute is resolved. Appeals may be submitted within 10 business days of written notice, and the Coordinator will provide a written decision within 5 business days of receiving the appeal.

Foster Care Students

PPOS supports educational stability for students in foster care in accordance with state and federal law and coordinates with school districts, child welfare agencies, and other service providers as needed.

Foster Care Coordinator: Kimberly Ashby | kashby@k12.com

Migrant Students

PPOS will provide eligible migrant students with access to educational opportunities and coordinate with appropriate agencies and service providers as needed.

Migrant Coordinator: Kimberly Ashby | kashby@k12.com

Learn more: [CDE McKinney-Vento Homeless Education](#)

Student Records and FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days after the day PPOS receives a request for access. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

- Contractors;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FERPA restricts the disclosure of educational records in most circumstances without prior written permission. Disclosures are permitted, however, "in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: (A) Determine eligibility for the aid; (B) Determine the amount of the aid; (C) Determine the conditions for the aid, or (D) Enforce the terms and conditions of the aid" [34 CFR 99.31(a)(4)(i)].

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

Learn More: [US Department of Education Privacy Program](#)

Custody and Educational Records

PPOS recognizes that parents may share legal custody and the right to participate in educational decisions regarding their student. Unless the school receives a signed legal document establishing otherwise, PPOS will presume that both parents have the right to receive information about their student's education and participate in the student's educational experience.

When a custody or parental rights dispute arises, PPOS will rely on the most current **signed court order or other legally binding documentation** provided to the school. A parent who wishes to establish or restrict another parent's educational rights must provide PPOS with a copy of the applicable legal documentation.

Unless a valid legal document specifically limits a parent's rights, **both parents have the right to:**

- Review and access their student's educational records.
- Receive school progress reports and other information regarding their student's educational progress.
- Communicate with school staff regarding their student's education.
- Participate in school activities and other opportunities available to parents.

If a court order or other legal document restricts a parent's access to the student or the student's educational information, the parent with legal custody or the appropriate legal authority must provide PPOS with a **signed copy of the current court order** outlining the specific restrictions.

PPOS will follow the requirements of applicable law and any valid, current court orders provided to the school.

Directory Information and Opt-Out

The Family Educational Rights and Privacy Act (FERPA) permits Pikes Peak Online School to disclose certain information from a student's education records that has been designated as directory information without prior written consent, unless a parent or eligible student has notified the school that they do not want this information disclosed.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. PPOS may use directory information for appropriate school-related purposes and publications, such as yearbooks, graduation programs, honor rolls, school activities, and other school communications. Directory information may also be shared with certain outside organizations as permitted by law.

PPOS has designated the following information as directory information:

- Student's name
- Address
- Telephone number
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Most recent educational agency or institution attended
- Student identification number or other unique identifier used for identification or communication, when permitted under FERPA

Right to Opt Out: Parents or eligible students who do not want PPOS to disclose directory information must notify the school in writing by October 1. The written request should identify the student and specify that the parent or eligible student does not authorize the disclosure of directory information.

Parents should understand that opting out of directory information may affect the school's ability to include the student's information in certain school publications or activities.

Link: [Family Directory Opt Out SY26-27](#)

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that provides parents and eligible students with certain rights regarding student privacy, surveys, the collection and use of personal information, and certain physical examinations or screenings. PPRA applies to programs and activities receiving funding under programs administered by the U.S. Department of Education.

Parent and Eligible Student Rights

Parents and eligible students have the right to:

- Provide consent for certain surveys. Parents must provide consent before a student is required to participate in a survey funded by a U.S. Department of Education program that concerns one or more of the following protected areas:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental or psychological problems of the student or the student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom the student has close family relationships;
 - Legally recognized privileged relationships, such as those with lawyers, physicians, or ministers;
 - Religious practices, affiliations, or beliefs of the student or the student's parent; or
 - Income, other than information required by law to determine eligibility for a program or financial assistance.
- Opt out of certain activities. Parents may receive notice and have an opportunity to opt their student out of:
 - Certain protected-information surveys that are not funded by a U.S. Department of Education program;
 - Certain non-emergency, invasive physical examinations or screenings required as a condition of attendance and administered by the school, except for examinations or screenings permitted or required by law; and
 - Activities involving the collection, disclosure, or use of personal information from students for marketing, selling, or otherwise distributing that information to others.
- Review certain materials and instruments. Parents have the right, upon request, to inspect certain surveys, instructional materials, and instruments used to collect personal information before they are administered or distributed to students, as provided by PPRA.

PPRA rights transfer from the parent to a student when the student reaches 18 years of age or becomes an emancipated minor under applicable state law.

Annual Notice and Parent Notification

PPOS will provide parents with annual notice of its policies and procedures related to PPRA. Parents will also receive direct notice when their student is scheduled to participate in an activity covered by PPRA, when applicable, and will be provided with any required opportunity to review materials, provide consent, or opt their student out of participation.

If PPOS makes a substantive change to its PPRA policies, parents will be notified within a reasonable period of time.

Questions or Concerns

Parents or eligible students who believe their rights under PPRA have been violated may contact PPOS for assistance or may submit a complaint to the U.S. Department of Education's Student Privacy Policy Office (SPPO).

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
Phone: 1-800-872-5327

Learn More: [U.S. Department of Education — PPRA Information](#)

Immunization Requirements

Colorado law requires students attending school to be immunized against certain communicable diseases unless a valid exemption is on file. Before a student's first day of school, families must provide an up-to-date immunization record, an approved in-process immunization plan, or a valid medical or nonmedical exemption.

Learn More: [CDPHE Immunization Requirements](#)

Sex Offender Registry Information

Colorado law (C.R.S. 22-1-124) requires public schools to provide parents and community members with information about where and how they may obtain information regarding registered sex offenders.

Information about registered sex offenders in Colorado is available through the [Colorado Bureau of Investigation \(CBI\) Sex Offender Registry](#). For information about registered sex offenders in a specific community or jurisdiction, families may also contact their local law enforcement agency.

3. Attendance and Student Engagement

Attendance in an Online School

Students enrolled in PPOS are subject to Colorado compulsory school attendance requirements (§22-30.7-105(2)(a)). In an online school, attendance is demonstrated through participation in the online program. Regular participation is essential to academic progress.

PPOS considers daily student login, course progress, completed and submitted work, grades, required live classes, and other participation measures when determining attendance and engagement.

Annual Hours and Overall Attendance Guidelines

Grade Level	Annual Hours	Suggested Weekly Hours	Suggested Daily Hours
Full-Day Kindergarten	990	25.5	5.5
Grades 1–6	990	25.5	5.5
Grades 7–12	1,080	30	6.0

Daily Attendance Expectations

- School is in session Monday through Friday according to the PPOS school calendar. Students are expected to log in and participate every school day.
- Students must log in using their student account every school day. Logins made using a Learning Coach account do not count toward attendance.
- Students should complete lessons on the day they are assigned. Working ahead is discouraged, and lessons should not become overdue.
- Students should spend approximately 45–60 minutes in each course each day. ELA may require approximately 60–90 minutes daily.
- Student participation and time spent in lessons are monitored to support engagement and academic progress.
- Attendance at required live classes is expected and will be monitored.
- Students and families should check school email daily for important communications.
- Students are expected to complete required state and district assessments.

How Attendance Is Calculated

Attendance includes **daily student login, completion of online lessons, submitted assignments, and grades**. Students are expected to work on their online coursework throughout each school week. Attendance is calculated based on completed and submitted assignments and evidence of genuine student effort. If a student does not log in and participate in school for an entire week, the student will receive two days of unexcused absences for that week. Absences are processed the following Tuesday.

- If a student does not log in and participate in school for an entire week, the student will receive **two days of unexcused absences** for that week. Absences are processed the following Tuesday.
- Students will receive **one day of absence for every two courses below 70% with a missing assignment**.
- Absences are cumulative for the entire school year and do not reset at the semester.

Excused Absences

Absences may be excused in limited circumstances, including:

- A debilitating illness or medical condition verified in writing by a medical professional, including hospitalization
- A debilitating condition identified in the student's IEP
- An unforeseeable circumstance, such as a natural disaster or death of an immediate family member
- Other circumstances approved by school administration when permitted by applicable law and school policy

For an absence related to a medical condition, documentation must be provided to the Family Compliance Liaisons at attendance@coloradoprepacademy.org. Students remain responsible for completing missed coursework as directed by the school.

Family vacations and other planned school leave are not considered excused absences. Families should plan vacations and other activities around the PPOS school calendar. Students should continue to log in and complete coursework during travel when school is in session.

Technology and Internet Access

Lack of access to a computer or internet connection is generally not an excused absence. Families are expected to maintain a backup plan for school participation if their primary computer or internet connection becomes unavailable. A backup plan may include temporarily borrowing a computer, using a cellphone when appropriate, or accessing a reliable computer and internet connection at a library or other location. Families should contact the Homeroom Teacher as soon as possible to develop a plan for completing missed work.

Prearranged Absences and School Breaks

Family vacations during school time are strongly discouraged. PPOS school breaks and holidays may not coincide with a family's local school district calendar. Students are expected to remain engaged in school during scheduled school days.

School-Sponsored Activities

Absences related to school-sponsored activities are considered excused. Students should continue to participate in school as directed so attendance and academic progress can be documented.

Unexcused Absences and Attendance Intervention

An unexcused absence is an absence that does not meet an applicable excused-absence exception. Families may receive email or automated notifications when an unexcused absence is recorded.

Under Colorado law, a student may be considered **habitually truant** when the student has four unexcused absences in one month or ten unexcused absences during the school year.

PPOS will automatically initiate an Attendance Intervention Plan (AIP) when a student:

- Accumulates **four unexcused absences within one month**; or
- Accumulates **10 total absences during the school year**.

Attendance and Students with Disabilities

When attendance concerns involve a student receiving special education services, the student's IEP team may review whether the student's services and supports are appropriate and whether the student's disability may be contributing to attendance concerns. PPOS will follow applicable special education procedures and requirements when addressing attendance concerns.

Communication and Attendance

Families are expected to maintain regular communication with teachers and school staff. Students and parents/guardians should respond to school communications as promptly as possible and communicate with the school when circumstances interfere with regular attendance or participation.

Continued lack of communication may result in additional outreach, a family meeting, an attendance intervention, a curriculum lock, or other appropriate action.

Curriculum Locks and Attendance Interventions

Curriculum may be temporarily locked when a student does not complete required assessments, when required school participation is not occurring, or when the school is unable to establish needed communication. The school will work with the student and family to address the reason for the lock and determine next steps. A curriculum lock may affect attendance and academic progress.

Well-Child Checks and Attendance

When the school is unable to establish contact with a family or has concerns regarding a student's safety or well-being, a well-child check or home visit may be initiated in accordance with school procedures and applicable law.

Attendance Resources for Families

- [PPOS Attendance Handbook](#)
- [Newsletter](#)

4. Student Rights, Responsibilities, and Conduct

Positive Behavioral Interventions and Supports (PBIS)

PPOS uses a tiered framework to support students' academic, behavioral, social-emotional, and mental health needs. The goal of PBIS is to identify barriers to student success, provide appropriate levels of support, and help students develop the skills and strategies needed to be successful in an online learning environment. Supports may include increased communication, Student-Centered Success Agreements, Check-In/Check-Out (CICO), required meetings, social-emotional interventions, attendance referrals, in-person interventions, wraparound support, and other targeted interventions.

Tier	Description
Tier 1	Universal academic and behavioral support for all students.
Tier 2	If a student demonstrates the need for additional support to be successful at PPOS, the homeroom teacher, student, and learning coach will work together to identify barriers and develop strategies to address them. During four weeks of Tier 2 targeted support, the student will participate in daily Check-In/Check-Out (CICO), and the homeroom teacher will meet with the student and learning coach to review data and monitor progress. At the end of four weeks, the student will return to Tier 1, remain in Tier 2 with a new intervention, or escalate to Tier 3 for intensive support.
Tier 3	If Tier 2 support does not result in increased success, the student and learning coach will be notified in writing that the student will move to Tier 3 wraparound support. The homeroom teacher, Family Resource Coordinator, and additional school support staff will work with the student and family to identify and address continued barriers and provide additional wraparound support. The problem-solving team will develop a Student-Centered Success Agreement with the Family Resource Coordinator and monitor progress, adjusting support as needed.

Student Rights

As digital citizens, students have the right to:

- Learn in a safe virtual environment free from harassment, discrimination, and cyberbullying.
- Use technology and digital tools that support learning and academic success.
- Access appropriate online resources that support the school's educational goals.
- Receive instruction and guidance on digital citizenship, online safety, and responsible technology use.
- Use school-provided technology in a secure environment with appropriate safeguards and content filtering.
- Report unsafe, inappropriate, threatening, or harmful online behavior to a school administrator or staff member.

Students are expected to use technology responsibly and understand that **there is no expectation of privacy when using school-owned devices, school accounts, networks, email, or other school-provided technology**. To support student safety and the appropriate use of school systems, PPOS may monitor, access, review, or retain electronic communications, files, activity, and other information as permitted by law and school policy.

Student Responsibilities

- Participate consistently in school and complete assigned work.
- Treat students, families, learning coaches, staff, and community members with respect and dignity.
- Follow school, course, technology, attendance, and assessment expectations.
- Communicate with school staff and respond to school outreach.
- Protect school property, accounts, devices, and confidential information.
- Complete academic work honestly and follow academic integrity expectations.
- Follow directions from school staff and participate in required interventions or meetings.

Code of Conduct

Students are expected to be safe, respectful, and responsible in online and in-person school settings, including school-sponsored activities and events. The same expectations apply to communications through email, messaging, social media, and other electronic platforms when those communications affect the school environment.

Personal Respect and Inappropriate Behavior

PPOS administrators, instructors, parents, and students recognize that personal respect is the foundation of a positive learning environment. Language, comments, images, or behaviors that demonstrate disrespect, harassment, intimidation, or hostility toward individuals or groups will be addressed promptly and may result in disciplinary action.

The following behaviors are considered inappropriate and are prohibited in connection with the school, including online interactions, school-sponsored activities, and other settings when the behavior impacts the school community:

- Insulting, verbally attacking, or engaging in abusive behavior toward another person.
- Using loud, offensive, profane, or abusive language, obscene gestures, or threatening language directed at an individual, family, or group, whether communicated in person, by telephone, in writing, electronically, or through social media.
- Harassing, intimidating, threatening, or coercing another person.
- Engaging in sexual harassment or other forms of harassment prohibited by applicable Board policies.
- Making discriminatory slurs or derogatory comments regarding an individual's protected characteristics or disability.
- Engaging in stalking, including persistent following, contacting, monitoring, or other threatening actions that compromise another individual's safety or well-being.

- Engaging in extortion or using verbal, physical, or electronic coercion to obtain money, property, or other material gain from another person.
- Engaging in physical aggression or assault, including striking or intentionally touching another person or their property with the intent to cause harm.
- Threatening to cause physical harm to a student, parent, learning coach, staff member, or visitor.
- Making threats of violence or other communications intended to terrorize others or that demonstrate reckless disregard for the risk of creating fear, panic, or serious disruption.
- Possessing, threatening with, or using a dangerous weapon in violation of the Board's weapons policy.
- Possessing, using, distributing, selling, or being under the influence of alcohol, illegal drugs, unauthorized controlled substances, or drug-related paraphernalia in violation of Board policy or applicable law.
- Smoking, using, or possessing tobacco or nicotine products in violation of Board policy or applicable law.
- Damaging, destroying, or defacing school property or property belonging to another person.
- Engaging in disruptive behavior that interferes with or threatens to interfere with the operation of a classroom, employee work area, school-sponsored activity, or other school setting.
- Defying or refusing to follow legitimate directions or authority in a manner that significantly disrupts the school environment.
- Engaging in gang activity or participation in secret student societies.
- Creating, posting, or distributing obscene, defamatory, threatening, or intentionally harmful material, including spam, chain emails, viruses, or other destructive content.
- Posting or distributing defamatory, offensive, threatening, or derogatory comments about the school, students, parents, learning coaches, or staff through social media or other public platforms. Concerns regarding the school should be communicated through appropriate school channels.
- Contacting another person's child directly to confront, discuss, or chastise the child regarding a conflict or incident involving their own child. Concerns involving another student should be directed to school staff.

When prohibited behavior occurs within the school setting or otherwise impacts the school community, PPOS may take appropriate disciplinary or administrative action. Depending on the nature, severity, and circumstances of the behavior, disciplinary action may include school suspension, expulsion, or other consequences permitted by school policy. The school may also contact law enforcement or other appropriate authorities and, when necessary, restrict or prohibit an individual's access to or interaction with school personnel or participation in school-sponsored activities.

Harassment, Nondiscrimination, Bullying, and Sexual Harassment

PPOS is committed to providing a school environment in which all individuals are treated with respect and dignity. No student, parent, learning coach, or staff member should be subjected to harassment or discrimination in connection with the school.

Harassment is prohibited and includes name-calling, taunting, gestures, intimidation, inappropriate conduct, jokes, pictures, slurs, ridicule, or other behavior that demeans, threatens, or creates a hostile or offensive environment for an individual or group.

Harassment or discriminatory conduct directed toward an individual or group based on race, ethnicity, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, or other protected characteristic is prohibited. Such conduct may result in disciplinary or other appropriate action in accordance with applicable school and district policies.

Bullying

Bullying is prohibited. Bullying includes any written or verbal expression, physical or electronic act or gesture, or pattern of such behavior that is intended to coerce, intimidate, or cause physical, mental, or emotional harm to another student.

Bullying may occur in person or through electronic communication, including email, messaging, social media, or other online platforms. Bullying is prohibited regardless of the reason or motivation for the behavior, including behavior directed toward a student based on academic performance or any characteristic protected by federal or state law.

PPOS takes harassment, bullying, and intimidation seriously. Appropriate disciplinary action may include school suspension, restriction or suspension from participation in school activities, expulsion, and/or referral to law enforcement authorities. The severity, frequency, pattern, and circumstances of the behavior will be taken into consideration when determining appropriate disciplinary action.

For a first offense of harassment, bullying, or intimidation, parents/guardians will generally be contacted through a warning letter and/or phone call. Subsequent or more serious offenses may result in school suspension, restriction or suspension from participation in school activities, expulsion, and/or referral to law enforcement authorities.

The school will promptly and thoroughly investigate reports of harassment and bullying, whether the conduct is physical, verbal, written, electronic, or otherwise communicated. Students may report concerns to any PPOS staff member. Anonymous reporting options may also be available. PPOS will take reasonable steps to protect individuals who report concerns from retaliation.

Sexual Harassment

Sexual harassment is prohibited and includes unwelcome sexual conduct, sexual advances, or other sex-based behavior that creates an intimidating, hostile, or offensive school or work environment or otherwise violates applicable law or district policy.

- Sexually suggestive looks, gestures, or communications.
- Sexual jokes, pictures, comments, or teasing.
- Unwelcome pressure for dates or sexual activity.
- Sexually demeaning, degrading, or inappropriate comments.
- Unwanted or inappropriate touching, including deliberate touching, cornering, or pinching.
- Unwelcome attempts to kiss, fondle, or engage in other sexual contact.
- Threats, demands, or suggestions that academic, employment, social, or other benefits will be provided in exchange for sexual favors or tolerance of sexual advances.
- Unwelcome sexual communications or content shared through email, messaging, social media, or other electronic platforms.

Reporting and Response

Any student, parent, learning coach, or staff member who experiences, witnesses, or becomes aware of possible harassment, discrimination, bullying, or sexual harassment should report the concern to a PPOS staff member or administrator as soon as possible.

PPOS will review and investigate reports as appropriate, take reasonable steps to address substantiated concerns, and provide support to individuals affected by the behavior. Retaliation against an individual who reports a concern, participates in an investigation, or otherwise seeks assistance is prohibited.

Dress Code

Students should wear appropriate attire for school-sponsored activities and maintain good hygiene. Clothing, accessories, grooming, paraphernalia, or body adornments that are disruptive or potentially disruptive to the educational environment, or that represent gang affiliation as determined by administration, are not permitted.

Academic Integrity and Plagiarism

PPOS maintains high expectations for academic integrity and expects students to complete their work honestly and independently. Academic integrity means demonstrating your own learning, giving appropriate credit to the work and ideas of others, and following the expectations established by each course and instructor.

Cheating and Unauthorized Assistance

- Submitting work that was completed by another person or is not the student's own work.
- Allowing another student to submit the student's work as their own.
- Using unauthorized resources or assistance on assignments, quizzes, tests, or other assessments, including the internet, translation tools, artificial intelligence tools, answer-generating websites, or other resources not specifically approved by the instructor.
- Submitting the same work for more than one course or assignment without prior approval from the instructor(s).

Fabrication and Falsification

- Fabricating, falsifying, or manipulating data or information to achieve a desired result.
- Reporting results for experiments, activities, or assignments that were not actually completed.
- Falsifying citations, sources, research, or other academic information.
- Creating or submitting fraudulent information or documentation.
- Destroying, tampering with, or altering another student's work or academic records in an attempt to impede academic progress.

Plagiarism

Plagiarism is presenting another person's words, ideas, images, creative work, or other intellectual property as one's own without appropriately acknowledging the original source. Plagiarism applies to electronic, online, and printed sources.

- Copying or closely paraphrasing information from a source without appropriate citation.
- Using responses obtained from online chat groups, discussion forums, or other sources and submitting them as one's own work.
- Relying excessively on a source, even when cited, so that the student's work substantially mirrors the original source's wording, structure, or organization.
- Using copyrighted material without appropriate attribution or permission when required.
- Copying or distributing software, music, movies, or other copyrighted media without appropriate authorization.
- Using another person's work, including work generated or substantially created by artificial intelligence, without following course or instructor expectations for disclosure and citation.

False Progress

Students must complete the learning activities associated with a lesson before marking the lesson complete or completing its assessment. Falsely reporting progress may include completing an unreasonable number of lessons, marking lessons complete without completing required activities, or other activity indicating the student has not completed assigned learning.

Academic Integrity Review

When there are concerns about a student's academic integrity or the authenticity of submitted work, the student may be required to complete an assessment, assignment, or other academic task in person or online with school staff present. The purpose is to verify the student's understanding and ensure submitted work accurately represents the student's learning.

Plagiarism and Academic Integrity Consequences

PPOS uses a progressive approach to addressing plagiarism and repeated academic integrity violations. The response may take into consideration the nature and severity of the violation, the student's prior academic integrity history, and the circumstances surrounding the incident.

First Offense

The student will initially receive a 0% on the assignment. The teacher will attempt to contact the student's listed phone numbers twice within a 48-hour period and will email the student and learning coach/mentor. If contact is not established, the student and learning coach/mentor must respond within five school days. If no response is received, the 0% will remain in the gradebook. If contact is established, the teacher may provide an opportunity for the student to demonstrate understanding and may determine whether the assignment can be revised or reassessed. Resources explaining plagiarism and PPOS's expectations will be provided.

Second Offense

The student will initially receive a 0% on the assignment. The teacher will attempt to contact the student's listed phone numbers twice within a 48-hour period and will email the student and learning coach/mentor. If contact is not established and no response is received within five school days, the student's account may be restricted or locked until contact is established. The student will also be placed on an Academic Behavioral Plan and required to participate in a meeting. The student's signature acknowledges participation and receipt of the plan, not necessarily agreement with its contents.

Third Offense

The student will be required to conference with an administrator. The student will receive an automatic failing grade for the course in which the third plagiarism offense occurred. Plagiarism offenses are cumulative across the school year and across all content areas.

Fourth Offense

The student will be referred for an expulsion hearing in accordance with applicable district policies and procedures.

Citing Sources

Direct quotations, paraphrased information, images, and other material taken from textbooks, online resources, or outside sources must be appropriately cited according to course or instructor requirements. Examples include author and page number for a textbook; unit, lesson, and page number for PPOS course materials when applicable; and author, title, publisher or website, publication date, page number when applicable, and URL for outside online sources.

Suspension and Expulsion

PPOS will administer student discipline, including suspension and expulsion, in accordance with applicable Colorado law, Board of Education policy, and applicable federal law, including C.R.S. §§ 22-33-105 and 22-33-106.

Suspension or expulsion may be considered when a student's conduct violates school expectations or falls within the grounds established by Colorado law. Depending on the circumstances and applicable legal requirements, the following may be grounds for suspension or expulsion:

1. **Continued willful disobedience or open and persistent defiance of proper authority**, including failure to participate in mandatory state or school-required assessments.
2. **Willful destruction or defacing of school property.**
3. **Behavior on or off school property that is detrimental to the welfare or safety of other students or school personnel**, including behavior that creates a threat of physical harm to the student or others.
4. **Declaration as a habitually disruptive student.** A habitually disruptive student is a student who has caused a material and substantial disruption three or more times during the school year on school grounds, in a school vehicle, or at a school activity or event. The student and the student's parent, legal guardian, or legal custodian will receive the notices required by Colorado law regarding each disruption counted toward this designation and the definition of a habitually disruptive student.
5. **The use, possession, or sale of a drug or controlled substance** as defined by applicable Colorado law.
6. **The commission of an act that, if committed by an adult, would constitute robbery or certain forms of assault** as specified in Colorado law.
7. **Carrying, bringing, using, or possessing a dangerous weapon** without authorization from the school or school district.

For purposes of this section, a dangerous weapon includes:

- a. A firearm, whether loaded or unloaded.
- b. A pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- c. A fixed-blade knife with a blade longer than three inches, a spring-loaded knife, or a pocketknife with a blade longer than three and one-half inches.
- d. Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

In accordance with federal law, expulsion is mandatory for a period of not less than one full calendar year for a student who is determined to have brought a firearm to, or possessed a firearm at, school. The Chief Education Officer may modify the length of the expulsion on a case-by-case basis when permitted by federal law. Any such modification will be made in writing.

8. **Repeated interference with the school's ability to provide educational opportunities to other students.**
9. **Carrying, using, actively displaying, or threatening with the use of a firearm facsimile** that could reasonably be mistaken for an actual firearm in a school building or on school property without authorization from the school or school district.
10. **Making a false accusation of criminal activity against a school or district employee** to law enforcement or to the school or district.
11. **Misuse of an electronic device**, including a smartphone or computer, on school grounds, on school buses, at school-sponsored activities, or on field trips when the misuse substantially interferes with school purposes or an educational function, is profane, indecent, or obscene, or constitutes an invasion of privacy.

Expulsion, Denial of Admission, and Alternative Educational Placement

Consistent with applicable Colorado law and subject to the school's responsibilities under the Exceptional Children's Educational Act (ECEA), the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and other applicable federal and state requirements, PPOS will follow all legal requirements when considering expulsion, denial of admission, or placement in an appropriate alternative educational program.

Colorado law identifies certain circumstances involving a student's physical or mental disability or disease that may be considered in determining eligibility for school programs or services. Such determinations will be made only in accordance with applicable federal and state law and the student's rights to appropriate educational services and protections.

For students with disabilities, disciplinary decisions and any resulting changes in placement or educational services will comply with all applicable IDEA, Section 504, ECEA, and other federal and state requirements, including requirements related to manifestation determinations, disciplinary removals, and the continued provision of educational services.

Nothing in this section is intended to limit or restrict a student's rights or the school's obligations under applicable federal or state law or Board of Education policy.

Curriculum Lock

A student's access to the curriculum may be temporarily restricted for failure to complete required school or state assessments or when the school is unable to establish contact with the student or parent/guardian as required by school policy.

Once the required assessment(s) has been completed or contact has been reestablished, the student or parent/guardian should notify the student's homeroom teacher so that the curriculum access can be reviewed and restored, as appropriate.

Student Support and Re-Enrollment

Students who demonstrate significant attendance, engagement, or behavioral concerns prior to enrollment or while attending PPOS may be placed in the school's Tiered Support Program. The level of support and any additional expectations will be determined by PPOS administration based on the student's individual circumstances and identified needs. Additional support or expectations may include attendance monitoring, regular communication with school staff, participation in intervention meetings, or other appropriate measures designed to support the student's successful participation in school.

Students who have previously withdrawn from PPOS due to failure to comply with school requirements or expectations may be required to obtain administrative approval before re-enrolling. PPOS administration may review the circumstances of the previous withdrawal and determine whether additional conditions or supports are appropriate for re-enrollment.

5. Academics and Learning

Course Support

Teachers, homeroom teachers, learning coaches, counselors, and specialized support staff work together to support student progress. Families should contact the student's teacher when academic concerns arise.

Child Find

PPOS follows Colorado Child Find requirements. Screening tools and a body of evidence may be used to identify students who are performing below same-grade peers. The MTSS process may be used as part of the school's problem-solving approach. Questions may be directed to the Director of Special Programs.

Multi-Tiered System of Support (MTSS)

PPOS uses a data-driven MTSS process to identify and respond to academic and other educational needs. Teachers communicate and collaborate with the learning coach and/or student regarding targeted interventions. Recommended intervention sessions are required for identified students unless a parent/guardian declines a school-recommended intervention. Students with repeated missed services may be referred for additional support.

MTSS Coordinator: Email coloops@k12.com

Health and Family Life / Sex Education

PPOS provides health education as an important part of each student's education. The health curriculum addresses physical and mental health, healthy habits, decision-making, and other topics that support students in developing lifelong healthy behaviors and making informed choices that affect their health and well-being.

Parents/guardians may request an exemption from a specific portion of the health education curriculum when the material is contrary to the religious beliefs, teachings, or closely held personal beliefs of the student or the student's parent/guardian, consistent with applicable school and state requirements.

For the human sexuality unit identified in the current health course, a parent/guardian may request an exemption without providing a reason. When an exemption is requested, the student will be excused from the applicable material without penalty and will be provided with alternate instructional content. The alternate content will be approved by school administration before it is provided to the student or family.

Parents/guardians should communicate directly with the student's teacher to request an exemption and arrange for the alternate assignment.

Objectionable Materials

If a parent/learning coach has a concern about a lesson, book, or instructional material, the family should contact the student's teacher. The teacher will work with the family to identify an alternative lesson that meets the learning objective when appropriate. Required assessments remain part of the course unless otherwise approved. Families may also use the feedback option available in the online school.

Grading Structure at Pikes Peak Online School

Pikes Peak Online School is an alternate education campus that provides students the opportunity for students to graduate high school and begin their pathway to the future goals through a virtual platform. Instruction is delivered both live and through our online courses.

Block System

Pikes Peak Online School breaks each semester into four blocks in which all assignments need to be completed. At the end of the block, all assignments from that block will be closed. Submission beyond the block window will require an appeal meeting with the student's Champion Teacher.

Grading Scale

Semester course = .5 credits (unless otherwise noted)

- 80% - 100% = A
- 70% - 79% = B
- Below 70% = No Credit (NC)

Explanation of Appeals

If a student has not completed the required work during a block, has behavioral, or attendance issues they must participate in the appeal process with their Champion Teacher to determine a plan of action to restore their status as a student. A student must participate in the appeal process if they want to complete work and improve their grade once a block is closed.

Students Who Made It!

Students who earned an A or B of in all of their classes will not need to participate appeals.

Students Participating in Appeals

Students who did not complete enough course work during the block to maintain an A or B in a course will need to schedule an appeal with their Champion Teacher.

Live Instruction

Live classes are Monday – Thursday and attendance is mandatory unless arrangements are made prior to class. Students are required to be on camera and engaged in all live sessions. Teachers may assign points for participation.

Fridays are school days and several activities may be scheduled for students to take advantage of.

- Appeal meetings
- Help sessions
- Field trips
- Blended Meet-Ups

Promotion and Retention Policy

Grade Level Promotion Guidelines

Pikes Peak Online School starts with the expectation that most of our students who regularly attend school will be promoted to the next grade level by the end of the school year. Grade-level promotion is not based solely on percentages, numbers of lessons completed, or test scores. Grade-level promotion is based on a more comprehensive body of evidence that includes satisfactory progress in skill development, acceptable attendance, prior school experience, achievement on lesson assessments, and teacher assessment of student ability. As would be the case in a traditional classroom, students at Pikes Peak Online School will exhibit a significant range of achievement in a certain grade and most students in this range will move to the next grade.

Retention Policy

High School students at Pikes Peak Online School will move with their cohort and will graduate upon completion of the high school graduation requirements.

Grading Policy:

Graded activities will be assigned points or by using a weighted system at the teachers' discretion. Final grades will reflect the actual points, or weight, earned compared with the total points, or weight, possible out of 100.

Final semester grades are awarded as follows:

- 80+% = A
- 70-79% = B
- Below 70 % = NC (No Credit)

Honor Roll

The Honor Roll is a great tool to recognize students for their hard work, as well as incentive to continue working diligently. Honor roll status will be determined at the end of each semester.

Honor Roll Definitions:

Honor Roll with Distinction

Students who earn "A" in ALL courses
GPA 4.0 or above.

High Honor Roll

Students who earn all A's and B's in their courses
3.50 + GPA and no grade below "B"

Honor Roll

Students with a "B" average in all courses
3.0-3.49 GPA and no NC grades

Grade Concerns

Grade Appeals Process

If for some reason a parent or student has a valid dispute about a final grade given in a class, this dispute for change must begin within three months from the end of the semester when final grades were posted. The parent should contact the administrator with any grade disputes.

Late Work

Teachers will accept work that is late for up to full credit when reasoning is sufficient, and communication is timely from the student (before or during the week the assignment is due). However, all assignments are locked at the end of each block and will only be reopened after the completion of an appeals meeting.

Late policy:

- Teacher Graded Assignments
 - Must be completed during the designated block unless an exception is made during Appeals Meeting
 - Late Work Reduction after close of appeals and with teacher permission, 80% of earned grade
 - Corrections are accepted - credit at teacher discretion
- Computer Scored- accepted until the last day of the block unless appealed
 - Quiz- 3 attempts
 - Test- 1 attempt, retake options available
- Blank documents earn 0 points
- Overdue assignments will receive temporary 0 (or equivalent) the day after they are due.
 - Students with an extended time modification will receive temporary 0 (or equivalent) on the last day of each week

Assignment Deadlines

- Assignments are locked at the end of each block. An appeal meeting with a Champion teacher is required for late submissions, which can be up to one week after the closing of the block.

Graduation Requirements

Pikes Peak Online School calculates grade level based on the student's cohort graduation requirement year. This means that a student who started 9th grade in 2023-2024 will have a graduation requirement year of 2027.

In Colorado, the year a student entered 9th grade determines the graduation cohort. The graduation rules are based on this graduation cohort regardless of the year the student graduates from high school.

Use the table below to determine Graduate Cohort.

9 th Grade Year	Current Grade	Graduation Cohort
2024-2025	9 th	2028
2023-2024	10 th	2027

Valedictorian and Salutatorian

The **Valedictorian** is the highest-ranking student in the graduating class, and the **Salutatorian** is

the second-highest-ranking student. Class rank is determined by cumulative GPA at the end of the second semester of the student's graduating year.

To be eligible for Valedictorian or Salutatorian, a student must have earned a minimum of **6 credits while enrolled at PPOS High School**.

In the event of a tie for the highest class rank, **Co-Valedictorians** will be recognized. Class rank and eligibility are determined by the school in accordance with applicable graduation and academic policies.

Credit Recovery and Summer School

Students who fail a course or are missing credits needed for graduation should meet with their school counselor to review options for completing the required coursework.

PPOS does not provide credit recovery courses. Students and families are responsible for completing any required credit recovery or replacement coursework through an approved outside provider. Students should work with their counselor **before enrolling** in an outside course and must complete the required **Outside Course Approval Form**. The cost of outside credit recovery coursework is the responsibility of the student and family.

Students should be aware that failing a prerequisite course may affect their ability to enroll in the next course in a required sequence until the prerequisite has been successfully completed.

Summer School

K12 may offer online summer school opportunities. Information about available courses, enrollment, tuition, and deadlines will be provided during the spring preceding the summer session.

Summer school courses typically run for approximately four weeks and require tuition to be paid in full by the established deadline. Availability of courses is subject to change each year.

Concurrent Enrollment

Concurrent Enrollment allows eligible high school students to enroll simultaneously at Colorado Preparatory Academy (PPOS) and a participating public institution of higher education. Approved courses may provide both high school and college credit and may include academic, career, and technical education courses.

Concurrent Enrollment provides students with opportunities to pursue advanced coursework, earn college credit, explore career and academic interests, and access courses that may not be available through PPOS.

Eligibility and Approval

Students interested in Concurrent Enrollment should work with their PPOS College Advisor and counselor well in advance of enrollment deadlines. To be eligible, students generally must:

- Demonstrate academic preparedness for college-level coursework.
- Have a minimum cumulative GPA of **2.0**, unless a different requirement applies to the college or program.
- Demonstrate the maturity and responsibility necessary to successfully complete college-level coursework.
- Select courses that align with the student's Individual Career and Academic Plan (ICAP) and graduation requirements.
- Complete all required PPOS and college enrollment documentation by established deadlines.
- Provide advance written notice to PPOS of their intent to enroll.

Meeting PPOS eligibility requirements does not guarantee admission to a participating college or enrollment in a specific course.

Students must receive PPOS approval before enrolling in a college course for high school credit. A written cooperative agreement between PPOS and the participating college is required, and students must also complete the **PPOS Concurrent Enrollment Agreement**.

Tuition and Expenses

For approved Concurrent Enrollment courses, PPOS will pay applicable base tuition at the participating public institution, subject to state requirements, program guidelines, and applicable limits. Under the cooperative agreement, PPOS may pay tuition up to the applicable in-state community college tuition rate for the first **12 credit hours taken during an academic semester**.

PPOS does not pay for transportation, books, supplies, fees, or other expenses associated with participation. PPOS does not pay tuition for summer courses taken at a post-secondary institution. Students and families are responsible for costs not covered by the program.

Student Responsibilities

Students participating in Concurrent Enrollment are responsible for:

- Completing all PPOS and college requirements and meeting established deadlines.
- Understanding how college courses will apply toward PPOS graduation requirements.
- Successfully completing their college coursework while maintaining their PPOS coursework and school requirements.
- Completing required PPOS assessments.
- Providing PPOS with required official college grade reports and transcripts.

College Credit and PPOS Transcript

To receive high school credit for an approved college course, students must provide official documentation from the participating college, including the course title, number of credits, and final grade.

A grade report must be provided to the PPOS high school registrar at mid-year when applicable, and an official college transcript must be submitted at the end of each semester. PPOS will determine the amount of high school credit awarded based on the approved course and applicable requirements. In general, one semester-long college course may equal **one high school credit**.

Students and families should work with their College Advisor and counselor before enrolling to confirm that the selected course meets PPOS graduation requirements.

For current information regarding participating colleges, available courses, eligibility requirements, and enrollment procedures, contact:

Tara Nordstrom, PPOS College Advisor
tnordstrom@coloradoprepacademy.org

FAFSA and Financial Aid

The Free Application for Federal Student Aid (FAFSA) is used to determine eligibility for federal financial aid for college and other postsecondary education. PPOS encourages graduating seniors and their families to complete the FAFSA and work with their counselor or College Advisor to understand available financial aid opportunities.

Support Structure

Champion Teachers

Relationships are part of our mission at Pikes Peak Online School. Research shows that students who feel safe and supported by adults at school are better able to learn. Therefore, each student at Pikes Peak Online School is assigned a Champion Teacher and will be a part of a Champion Team. Champion Teams meet Mondays and Thursdays in a required Class Connect session.

Advisors

Each Champion Team is a part of a larger League and assigned an Advisor. Advisors provide targeted and intensive support to students who are struggling or who require more support. Monthly drop in opportunities will be advertised to students and can also be arranged by appointments. These meetings will be held at local coffee shops, libraries, or other public spaces.

Counselors

Counselors will also be assigned to each league and will support students in ensuring that they are on track for graduation and their postsecondary path.

Social Workers

Social Workers are also available for students who need or want additional social and emotional support. Like advisors, they offer targeted and intensive support as needed.

Advanced Learners / Gifted

PPOS provides gifted education services for students who demonstrate exceptional abilities or potential and may benefit from advanced learning opportunities. Students may be referred for gifted identification by teachers, school staff, parents/guardians, students, or other appropriate sources. PPOS may also use universal screening to help identify students who may benefit from gifted services.

When a student is identified as gifted, PPOS will work with the student and parent/guardian to develop an Advanced Learning Plan (ALP), as required by Colorado law. The ALP identifies the student's strengths, needs, and goals and guides appropriate educational programming and support.

For more information about gifted identification, screening, or Advanced Learning Plans, please contact the student's homeroom teacher or PPOS's gifted education staff.

State and District Assessments

PPOS follows all applicable state and federal assessment requirements. As a Colorado public school, PPOS is required to administer statewide assessments to students in accordance with Colorado law. Students enrolled in a public school are required to participate in assessments applicable to their grade level and program.

PPOS believes that state and district assessments provide valuable information about student progress and are one component of a comprehensive system of multiple measures used to support student learning and achievement.

District Assessments

District assessments are required and are not optional. Current district assessments may include:

- **Star360** in reading and mathematics, administered at the beginning, middle, and end of the school year.
- **Writing samples**, administered at the beginning, middle, and end of the school year.
- **Interim assessments**, administered in October and February.
- **Required federal and state assessments**, including assessments such as TS Gold, READ Act assessments, and ACCESS, as applicable to the student.

Assessment Communication and Completion

PPOS will communicate assessment requirements and deadlines to students and parents/guardians. The school may use the following communication and follow-up process when required assessments are not completed:

- **First attempt:** Email notification with the assessment due date.
- **Second attempt:** Email notification and automated phone call after the due date has passed.
- **Third attempt:** Additional follow-up and required student accountability/attendance until the assessment is completed.

Failure to complete required end-of-year assessments may result in additional administrative action, including potential ineligibility to enroll for the following school year, when permitted by applicable law and school policy. For students approaching graduation, failure to complete required assessments may also affect graduation requirements.

Assessment Opt-Out

CMAS, PSAT and SAT are the only assessment for which parents/guardians may request that their student not participate, subject to applicable state law and district procedures. During the spring testing window, PPOS will provide families with information regarding CMAS, PSAT and SAT testing, participation requirements, and available opt-out procedures. Requests to opt out must follow current district and state requirements.

Parents/guardians who have questions or concerns about student assessments should contact their school administrator.

False Progress and Course Progression

Students are expected to complete learning activities associated with assigned lessons before marking them complete or taking assessments. Students should not simply test through curriculum to avoid required learning activities. Math may allow assessment through the curriculum with teacher approval. In other subjects, students are generally expected to complete assigned lessons.

Additional progress may be coordinated with the homeroom teacher. False progress concerns may result in an assessment demonstration with school staff and may lead to the progressive consequences described in the Academic Integrity section.

Activity and Course Fees

PPOS is a publicly funded, tuition-free online school. Courses and related materials are provided for full-time students who are residents of Colorado at no charge. Fees may apply to field trips and extracurricular clubs or activities.

Work Permits

Under the Colorado Youth Employment Opportunity Act (CYEOA), certain employment restrictions and work permit requirements apply to minors. Students under age 16 who wish to work during school hours on a school day must obtain a school release permit, unless otherwise permitted by law.

A school release permit may be issued by an administrator of the school in which the student is enrolled. Students and parents/guardians should contact PPOS administration if a work permit or school release permit is needed.

For current requirements regarding the employment of minors, including work permits, permitted hours, and employment restrictions, please refer to the [Colorado Department of Labor and Employment's Youth Law resources](#).

6. Student Support and Specialized Services

Special Education and Section 504 Plans

PPOS is committed to providing students with disabilities access to an appropriate educational program and the supports and services necessary to participate in and benefit from their education.

Special Education and Individualized Education Programs (IEPs)

When a student is referred for a special education evaluation, a team of qualified school personnel, the parent/guardian, and other appropriate professionals will review the evaluation results and determine whether the student meets eligibility criteria for special education under the Individuals with Disabilities Education Act (IDEA).

If a student is found eligible for special education and requires specially designed instruction, the Individualized Education Program (IEP) team will develop an IEP based on the student's individual educational needs. The IEP will identify the student's educational goals, services, accommodations, supports, and educational placement, as appropriate.

For more information about special education eligibility categories and requirements in Colorado, visit the [Colorado Department of Education Special Education website](#).

Section 504 Plans

A student may have a disability that does not meet the eligibility requirements for special education under IDEA but may still require accommodations or services under Section 504 of the Rehabilitation Act of 1973.

Students who qualify under Section 504 may receive a 504 Plan that identifies the accommodations and supports necessary to provide equal access to the school's educational programs, services, facilities, and activities.

PPOS will provide qualified students with disabilities the appropriate accommodations, services, and supports required by applicable federal and state laws. These services and accommodations will be provided without discrimination and without cost to the student or family when required as part of the student's educational program.

For additional information about Section 504, visit the [Colorado Department of Education Special Education Law and Regulations](#) or the [Colorado Department of Education Section 504 resources](#).

Consent and Revocation of Services

Parents/guardians have the right to revoke consent for special education services after initial placement. Revocation of consent for special education services may result in the student no longer receiving the services and supports provided through the IEP.

Questions regarding an IEP or 504 Plan should be directed to the student's special education or 504 team.

Discrimination and Grievance Process

PPOS is committed to providing an educational environment free from discrimination. Students who believe they have experienced discrimination or that PPOS has not appropriately followed applicable requirements under federal or state civil rights laws may file a complaint or grievance.

This includes protections under:

- **Title VI of the Civil Rights Act of 1964**, which prohibits discrimination based on race, color, or national origin.
- **Title IX of the Education Amendments of 1972**, which prohibits discrimination based on sex.
- **Section 504 of the Rehabilitation Act of 1973**, which prohibits discrimination based on disability.

Whenever possible, students and families are encouraged to first seek an informal resolution by bringing the concern to the appropriate school administrator. A formal complaint may be submitted when an informal resolution cannot be reached.

A formal discrimination complaint should be submitted to the Head of School and/or Principal within ten (10) school days of the incident, when applicable under school procedures.

Individuals may also file a complaint directly with the Office for Civil Rights (OCR) of the U.S. Department of Education.

For additional information or to access the student complaint form, contact the school administration.

Parent Complaint Process

PPOS values parent and family feedback and is committed to addressing concerns in a timely and fair manner. Families are encouraged to follow the process below when seeking resolution to a concern:

1. **Teacher:** The teacher is generally the first point of contact for a concern or complaint. If the concern involves the teacher, the parent/guardian should communicate directly with the teacher when appropriate.
2. **Principal:** If the concern involves another school employee or cannot be resolved at the teacher level, the parent/guardian may submit the concern to the Principal in writing. The Principal will respond within 48 hours of receiving the written concern.
3. **Head of School:** If the concern remains unresolved after 10 working days, the parent/guardian may escalate the matter to the Head of School. The Head of School will review and investigate the concern and respond within 48 hours of receiving notification.
4. **District 49:** If the matter cannot be satisfactorily resolved through the school-level process, the concern may be escalated to District 49 in accordance with applicable procedures.

Parents/guardians may also be provided with additional complaint or grievance procedures when required by applicable law or school policy.

English Language Learners

PPOS provides support for eligible English Language Learners and coordinates instructional services, screening, and family communication in accordance with applicable requirements.

Gifted and Advanced Learners

PPOS screens students for gifted and advanced-learning needs through referral and request processes. Students who qualify may receive an Advanced Learning Plan.

Student Support Contact Matrix

Program	Primary Contact
Special Education	Christa Seger cseger@k12.com
Section 504	Christa Seger cseger@k12.com
English Language Learners	Christa Seger cseger@k12.com
Gifted	Sami Bly sbly@k12.com
Health/Nurse	School nurse through Special Programs
McKinney-Vento/Foster Care/Migrant	Kimberly Ashby kashby@k12.com

Civil Rights and Title IX

PPOS is committed to providing a school environment free from all forms of sex discrimination, including gender-based discrimination, sexual harassment, and sexual violence, in accordance with applicable federal law, including Title VII and Title IX. PPOS is also committed to providing accessible procedures for reporting and addressing concerns involving sex discrimination and sexual harassment.

PPOS may take appropriate action when it becomes aware of conduct that may constitute sex discrimination or sexual harassment, regardless of whether a formal complaint has been filed through the grievance procedures described below.

Information and Assistance

Definitions for Students

Sex Discrimination occurs when a person is denied participation in, or the benefits of, an education program or activity that receives federal financial assistance because of their sex.

Sexual Harassment is unwelcome conduct of a sexual nature that limits or denies a student's ability to participate in or benefit from a school's educational program or activity. Sexual harassment may be verbal, nonverbal, or physical.

Definitions for Employees

Sex Discrimination occurs when an individual who is qualified for a position is subjected to an adverse employment action because of their sex.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made a term or condition of employment;
2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Reporting and Assistance

Any individual who believes they have experienced sex discrimination or sexual harassment, or who has observed conduct that may constitute sex discrimination or sexual harassment, may seek information, assistance, and guidance regarding PPOS's policies and reporting procedures from the individuals or resources listed below.

Title IX Coordinator:

Christa Seger
cseger@k12.com

8601 Turnpike Dr. Suite 100
Westminster, CO 80031

[Title IX Non Discrimination Notice](#)

[Title IX Grievance Procedures and Form](#)

Language Assistance

PPOS is committed to providing families with access to important school information. Families who need information translated into another language may use [Google Translate](#) or contact the school for additional language assistance.

Crisis Plan

PPOS maintains a crisis management plan addressing events that threaten safety and security, including suicide, death, violence, trauma, natural disasters, and accidents. Families should follow school communications and directions during a crisis.

Medical Needs and Medications

PPOS follows the [District 49 Medical Policy](#). School Staff will not administer prescriptive or non-prescriptive medications to students.

Medical Alert Information

PPOS cares deeply about the safety and well-being of our students. Because PPOS offers blended learning opportunities, clubs, events, field trips, and other face-to-face activities, it is important for the school to have relevant medical information on file in the event of a medical emergency.

This form allows parents or legal guardians to provide medical information that may be important to the care and safety of their student. Information may be shared with appropriate school personnel when necessary to respond to a medical situation.

If your student has a medical condition, concern, allergy, or other health-related need that you would like the school to be aware of, please complete the form below.

[Medical Alert Form](#)

Health and Safety

PPOS follows [District 49 Board Policy](#) and the school crisis plan regarding health and safety.

Student Searches

PPOS follows [District 49 Board Policy](#) regarding student searches.

Restraint and Seclusion

PPOS follows [District 49 Board Policy](#) regarding restraint and seclusion.

Contact and Communication Policy

At PPOS, we believe consistent and timely communication between students, families, and teachers is essential to supporting student learning and success.

Students and families are expected to respond to teacher outreach within **24 hours** when contacted by phone or email. PPOS teachers will make a minimum of **one phone contact with each student or family per month** as part of ongoing student support.

If a student or family does not respond to repeated attempts to make contact, the school may involve administration to facilitate communication between the teacher, student, and Learning Coach. If communication cannot be established, access to the student's curriculum may be temporarily restricted. A curriculum restriction may impact the student's ability to complete required coursework and may result in attendance or truancy concerns.

Families are encouraged to communicate with teachers proactively if they are unable to respond within the expected timeframe or need additional support.

7. Technology, Materials, and Online Learning

Technology Use and Digital Citizenship

Technology is an essential part of the learning experience at PPOS. Students are expected to use school-provided technology, accounts, networks, and online learning platforms responsibly, safely, and in accordance with school and district policies.

Student Rights

- Learn in a safe virtual environment free from harassment, discrimination, and cyberbullying.
- Use technology and digital tools that support learning and educational success.
- Access appropriate online resources that support educational objectives.
- Learn about digital citizenship, online safety, and responsible technology use.
- Use school technology in a secure environment with appropriate safeguards and content filtering.
- Report unsafe, inappropriate, threatening, or harmful online behavior to a school administrator or staff member.

Students should understand that they have no expectation of privacy when using school-owned devices, school accounts, networks, email, or other school-provided technology. The school may monitor, access, review, or retain electronic communications, files, activity, and other information as permitted by law and school policy.

Student Responsibilities

- Do not use technology to bully, harass, threaten, intimidate, demean, or discriminate against another person.
- Do not create, access, transmit, or distribute obscene, pornographic, sexually explicit, or otherwise inappropriate material.
- Do not access, create, or distribute content that promotes violence, threats, illegal activity, or destruction of property.
- Do not use school accounts, devices, or services for unlawful purposes, personal financial gain, commercial activity, advertising, or political purposes.
- Do not impersonate another person or intentionally provide false information to harm another person's reputation.
- Do not share confidential or personally identifiable information about yourself or others without authorization.
- Do not share usernames, passwords, or other account credentials or allow another person to use your school account.
- Do not access another person's account, files, communications, or information without authorization.
- Do not bypass, disable, or interfere with school security measures, content filters, monitoring systems, or other technology safeguards.
- Do not download or install unauthorized software, applications, browser extensions, plugins, proxies, or other programs on school-owned devices.
- Do not plagiarize or violate copyright or other intellectual-property rights.
- Do not use school technology in a way that disrupts learning, compromises network security, or interferes with school systems.

School Accounts and Email

Students are provided school accounts and email for educational purposes. Students are responsible for protecting login credentials and should monitor school communications regularly. School email, accounts, and other technology may be monitored for educational, safety, security, and compliance purposes.

Virtual Class and Webcam Expectations

PPOS uses online platforms, including Zoom and other virtual learning tools, to provide students with opportunities for instruction, collaboration, and connection with teachers and peers. Students, families, and school staff share responsibility for maintaining a safe, respectful, and appropriate virtual learning environment.

When a student uses a webcam during a live class or school activity, the area visible on camera and any sounds that can be heard are considered part of the student's learning environment. Students and Learning Coaches are expected to ensure that the environment is appropriate for a school setting.

Home Learning Environment

When using a webcam or microphone during a school session:

- The area visible on camera should be appropriate for a school setting and free from obscene, discriminatory, profane, or otherwise inappropriate images, symbols, signs, words, or materials.
- Students should position their camera so that, whenever reasonably possible, the student is the primary focus of the camera view.
- Background sounds should be kept to a minimum. Television, music, conversations, pets, or other noises should not interfere with instruction or distract other participants.
- Students should use appropriate language and behavior consistent with the Student Code of Conduct.
- Students should not intentionally display or share inappropriate content through their camera, microphone, screen, or other virtual learning tools.

A neutral background, such as a blank wall or a window with the curtain closed, is recommended when possible.

Parent/Learning Coach Responsibilities

Parents and Learning Coaches are expected to:

- Support their student in maintaining an appropriate home learning environment.
- Ensure their student can access required live sessions and virtual learning platforms.
- Review the area visible on camera before the student turns on their webcam.
- Provide reasonable supervision and support while the student's webcam is in use.
- Help minimize background noise and other distractions during live instruction.
- Allow the student to participate independently in instruction whenever appropriate.

Parents and Learning Coaches may be present in the room during instruction. However, if their presence or participation becomes disruptive to the learning environment, school staff may ask them to leave the immediate area or otherwise limit their participation.

Student Responsibilities

Students are expected to:

- Check their home learning environment before turning on their webcam.
- Know how to appropriately use the webcam, microphone, and other virtual learning tools.
- Attend and actively participate in all required live sessions.
- Follow the Student Code of Conduct during all virtual classes and school activities.
- Use appropriate language, behavior, and attire during live sessions.
- Keep background noise and distractions to a minimum.
- Keep their webcam on when required by the teacher or school for the duration of the live session.

Learning Coach Attendance During Live Sessions

The student should be the primary participant in all live instructional sessions. Learning Coaches should not log in or participate as the student. Learning Coaches may provide appropriate support but should allow the student to independently participate and complete their schoolwork.

Background conversations and other sounds should be kept to a minimum and should not interfere with instruction or disrupt other students.

School-Issued Computers

PPOS provides a school-issued computer to each student to support participation in the online learning program. Students are responsible for using the computer appropriately, maintaining its condition, and following school technology and acceptable-use requirements.

- School-issued computers are PPOS property and are provided for educational purposes.
- Students may not alter, disable, or remove security settings or install unauthorized software or applications.
- Students and parents/guardians must promptly report lost, stolen, damaged, or malfunctioning equipment to the school.
- Additional requirements for care, use, replacement, and return may be provided in the school's device agreement.

Internet Filtering and Security

PPOS uses filtering and security safeguards on school-issued devices and school systems to support compliance with applicable student-safety requirements. Students may not attempt to disable, circumvent, or bypass these safeguards. Attempts to disable or bypass filtering or security safeguards may result in disciplinary action, up to and including school suspension or expulsion.

Technology Monitoring and Privacy

PPOS instructional computing resources, networks, accounts, devices, and other technology systems are provided for educational purposes. Students should have no expectation of privacy when using school-provided technology or instructional computing resources. PPOS reserves the right to monitor, access, review, and retain information transmitted, received, stored, or posted using school technology or instructional computing resources, as permitted by applicable law and Board policy. Monitoring may occur with or without prior notice when necessary to maintain the security, integrity, and appropriate use of school technology and to support a safe and productive learning environment.

Electronic communications, including email and other communications transmitted through PPOS instructional computing resources, may be monitored or reviewed and should not be considered private.

Materials and School Property

PPOS provides curricular materials and supplies for enrolled students. School property must be kept in good condition and returned as required when a student withdraws. Materials may not be sold or transferred and are for the student's educational use while enrolled. Printed and digital instructional materials may be protected by copyright; unauthorized copying or distribution is prohibited.

Textbooks and Materials

Most courses include instructional materials within the online course. In some cases, textbooks or other materials are sent to the student.

[How To Track Course Materials](#)

Return of Textbooks & Materials

Visit: [How To Return Materials](#)

Lost, Stolen, or Damaged Equipment

Students and families are responsible for promptly reporting any lost, stolen, or damaged school-issued technology equipment to PPOS. If a school-issued computer is stolen, a **police report must be filed** before a replacement computer will be issued.

School insurance does not cover equipment that is lost, stolen, or damaged by fire. Families are strongly encouraged to add school-issued technology equipment to their homeowner's or renter's insurance policy. When equipment is not covered by insurance, the student and family may be financially responsible for the cost of replacing equipment that is lost, stolen, or damaged by fire.

All school-issued technology equipment must be insured for up to \$2,000.

Consequences of Misuse

Technology, materials, and online learning resources are provided to support student learning and academic success. Students who do not follow established expectations may have their access to technology, materials, or online learning resources restricted or revoked. Depending on the nature and severity of the violation, consequences may include loss or restriction of technology privileges, disciplinary action, restitution for damaged or lost property, referral to law enforcement when required or appropriate, or other consequences permitted by school policy and applicable law.

Nothing in this policy is intended to limit or restrict a student's rights under applicable federal or state law or Board of Education policy.

Internet Service Provider Reimbursement

PPOS may provide eligible families with reimbursement for internet service used to support their student's participation in the online school program. Eligible families may receive **\$15.00 per eligible month**, with a maximum reimbursement of **\$75.00 per payment period**.

Eligibility Requirements

To qualify for ISP reimbursement, all of the following requirements must be met:

- The student's legal guardian or adult student must complete the required **Federal Family Data Form** at the beginning of the school year or during the semester.
- The legal guardian or adult student must be determined eligible based on the information provided on the Federal Family Data Form.
- The student must be enrolled on the **last day of the semester** for which reimbursement is being requested.
- The student must complete all required district assessments.

Reimbursement Requirements

- Additional documentation may be requested if the address listed on the internet service bill does not match the address on file with the school.
- If the household does not have internet service, the family is not eligible for ISP reimbursement.

Reimbursement Process

The legal guardian must complete the **ISP Subsidy Request for Payment Form** and submit **one complete internet service bill** for any month during the semester for which reimbursement is being requested.

When the reimbursement request period opens, families will be notified through the legal guardian's email, K-mail, and school announcements. Once submitted, payment requests will be processed through the school's business office.

Please note: Reimbursement payments may take up to **four weeks after the submission deadline** to be processed.

Data Privacy

K12 and PPOS collect and use information through online learning systems, school websites, communications, and other educational services. Families should review current privacy notices and applicable school/district policies for information about collection, use, sharing, and protection of student data.

8. Activities, Clubs, and Community Opportunities

Extracurricular and Interscholastic Activities

Online students may participate on an equal basis in extracurricular or interscholastic activities offered by a public school when PPOS does not offer the activity, subject to applicable state law, eligibility requirements, and participation fees.

Student Clubs

PPOS offers a variety of school-based and national student clubs and organizations. Membership must be open to all interested and/or eligible students. Secret societies will not be recognized or sponsored by PPOS.

The school administration is responsible for approving student organizations and determining whether their purpose and activities align with the school's educational mission and applicable policies.

Each curriculum-based club must have a designated faculty or staff advisor who attends official club meetings. All clubs must comply with applicable school policies, procedures, and the Student Code of Conduct.

Field Trips, Blended Learning, Community Events, and Face-to-Face Opportunities

Field Trips

Field trips are optional educational opportunities. A student's inability to participate will not negatively affect their course grade. Students and families are responsible for any associated costs and transportation to and from the event. A completed permission form is required for each field trip. Backpacks are not permitted unless otherwise communicated by the school.

Blended Learning Opportunities

PPOS may offer Blended Learning opportunities throughout the school year. Students and families are responsible for transportation to and from these events. Students are expected to follow all school policies and the Student Code of Conduct.

Informal Events

Students and families may organize informal PPOS events with prior approval from the PPOS Head of School. Events that have not received approval may not be represented as PPOS-sponsored events.

Informal PPOS events must be appropriately supervised by responsible adults. Students must follow the Student Code of Conduct, and families are responsible for transportation to and from the event.

Dances

PPOS may offer dances at locations throughout the state. Dances will be supervised by designated school staff, administrators, parents, and/or other chaperones. Students must follow the Student Code of Conduct. Backpacks are not permitted unless otherwise communicated by the school.

Students and families are responsible for transportation to and from dances. PPOS students inviting non-PPOS guests must notify the school in advance. Guests may be required to provide identification and must be under 21 years of age.

Transportation

Students and families are responsible for transportation to and from school-sponsored and informal events unless transportation is specifically provided by the school. Students under 18 should not drive non-related students to or from school-sponsored events.

Photo Release

Parents or guardians who do not wish to have their student’s photograph taken or released must notify the school in writing by emailing ColoOps@k12.com.

Students may occasionally be photographed or recorded by the school or news media for publication, broadcast, or other school-related purposes. In accordance with school policy and applicable privacy laws, only information designated as directory information will be shared when permitted.

Questions regarding photo release or student privacy may be directed to ColoOps@k12.com.

Parent Organizations

Parent organizations provide opportunities for parents and school staff to work together in support of students, teachers, families, and school goals. These organizations may meet regularly throughout the school year and provide opportunities for families to become involved in the school community.

Each PPOS school is responsible for organizing and supporting its parent organization. Families interested in learning more about their school's parent organization or getting involved should contact their school's principal.

Principal: Greg Terry – gterry@k12.com

Appendix A: Important Contacts and Resources

Who to Contact

Need	First Contact
Academic question	Course Teacher / Homeroom Teacher
Attendance concern	Homeroom Teacher / Attendance Team
Technology support	K12 Customer/Technical Support
Special Education / Section 504	Christa Seger, Director of Special Programs
McKinney-Vento / Foster Care / Migrant support	Kimberly Ashby
High School counseling	Assigned Counselor
College advising	Tara Nordstrom
General concern or complaint	Teacher, then Principal/Head of School as applicable

K12 Technical Support

K12 Customer and Technical Support is available 24/7 at 1-866-K12-CARE, or at [K12 Online Customer Support](#)

Key Online Resources

- PPOS/K12 school information: <https://ppos.k12.com/>
- McKinney-Vento information: <https://ed.cde.state.co.us/studentsupport/homeless-index>
- Colorado Department of Education: <https://www.cde.state.co.us/>
- Colorado Department of Public Health and Environment: <https://cdphe.colorado.gov/>
- Colorado youth employment information: <https://cdle.colorado.gov/youth-law>
- Title IX information: <https://ppos.k12.com/title-ix-non-discrimination-notice/>
- Medical Alert Form: <https://tinyurl.com/K12ColoMedicalAlert>
- Photo Opt-Out: <https://tinyurl.com/K12CO-PhotoOptOut>
- U.S. Department of Education Family Policy Compliance Office: <https://www2.ed.gov/about/contacts/gen/index.html#frs>
- U.S. Department of Education Privacy Program: <https://www.ed.gov/about/ed-overview/required-notices/privacy-program>
- U.S. Department of Education PPRA Information: https://studentprivacy.ed.gov/topic/protection-pupil-rights-amendment-ppra?utm_source=chatgpt.com
- Colorado Sex Offender Registry: <https://apps.colorado.gov/apps/dps/sor/>
- Google Translate: <http://translate.google.com/>

Translated Materials

Families may use the school's current translated-materials resources or contact PPOS for assistance accessing information in another language. Translation resources and procedures may be updated during the school year.

Handbook Review and Policy Updates

This handbook is intended to provide families with a consolidated overview of PPOS's policies, procedures, expectations, and resources. Applicable Board policies, federal and state law, and current school procedures govern when a conflict exists. PPOS may revise policies and procedures as necessary, including to comply with changes in law, regulation, or governing-board policy. Updates may be communicated electronically or through other school communications.

Appendix B: Parent/Student Handbook Acknowledgment

By receiving this electronic copy of the Colorado Preparatory Academy Parent/Student Handbook, I acknowledge that the handbook has been provided to me and that I am responsible for reviewing its contents with my student.

I understand that this handbook contains important information regarding school policies, procedures, expectations, student responsibilities, attendance, academic requirements, technology use, student support, and other matters related to enrollment at Colorado Preparatory Academy.

I understand that school policies and procedures may be revised as necessary to comply with changes in law, regulation, or school policy. Updates may be communicated electronically or through other school communications.

By enrolling in and continuing to attend Colorado Preparatory Academy, students and their parents/guardians are expected to follow the policies, procedures, and expectations outlined in this handbook and other applicable school policies.

If I have questions regarding the information contained in this handbook, I understand that I may contact the school for clarification.