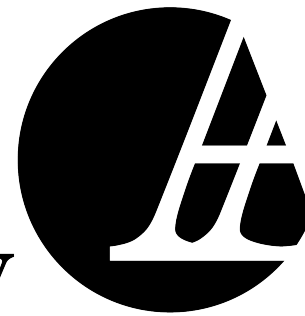




anastasis academy



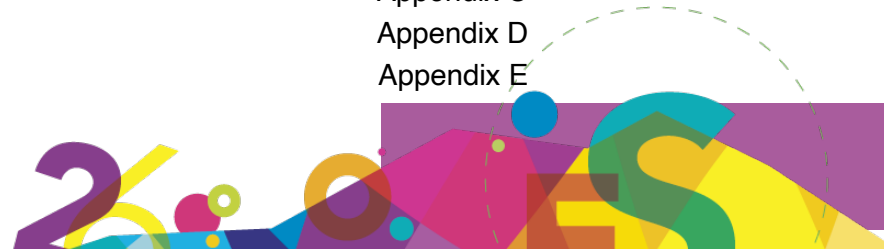
BUILDING INDEPENDENT AND CREATIVE THINKERS, WITH PURPOSE

## Community Handbook



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Centennial, CO 80121

**Contact Information:**

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Email: [info@anastasisacademy.us](mailto:info@anastasisacademy.us)

**General School Information:**

Website: <http://anastasisacademy.com>  
Easy to share site: <http://standagain.org>

**Office Administrative Staff:**

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**Volunteer Coordinator**

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**Board Members:**

Anne Randall	Wendy Winter
Joel Mecklenburg	Adam Hawk
Miki Kellerman	

Board Email [theboard@anastasisacademy.us](mailto:theboard@anastasisacademy.us)





## Essentials-2

### **School Hours:**

- Monday, Tuesday, Thursday, Friday 8:15 am - 3:15 pm\*
- Wednesday 9:30 am - 3:15 pm\*

### **Community:**

Anastasis Academy asks, what would love look like expressed as a school? We use the Fruits of the Spirit as a filter and guide when interacting as a community. uses the Fruit of the Spirit as a filter when interacting with the community of believers and the world beyond. Paul describes the “Fruits of the Spirit” as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

### **Purpose of the “Essentials” in this Handbook:**

This document is intended as a guide for living in community. The information contained within provides Anastasis Academy’s Community Interaction Plan.

Our aim, as an administrative staff, is to use these guidelines to properly manage the freedom we have been given to direct the community under our care. When in the best interest of the community, Anastasis Academy may adjust, change or re-direct these guidelines at any time, with or without prior notice. This is a living document.

*Note: You will notice that the following pages don’t include lists of rules and consequences for not following those rules. It is our intent to create a community that is aware of how our actions affect others, and to act out of love in accordance with that awareness. For example, you won’t see “detention” as a consequence of being late to school. Instead, we ask our community to think about how these actions impact others in the community: A child who enters the classroom feeling anxious about what they are walking into, other children distracted as a student joins the class, a teacher who needs to bring the child up-to-speed, the office staff who follows-up to make sure that records are updated accordingly in case of emergency. Our actions cause ripple effects.*





# Essentials-3

## A Brief History

### The Idea:

Anastasis Academy began as a bold idea: to create a new paradigm in education where children are challenged and encouraged as unique individuals to fall in love with the joy of learning.

In building our school design, we are working to re-imagine what education should look like in light of learning. We are drawing from powerful philosophies and teaching models, both old and new, and combining them to create something fresh that returns to timeless truths.

### The Meaning:

“Anastasis” is an ancient way of saying “resurrection” – literally, “to stand up again”. We were created with many gifts. One of the most important and unique among them is the ability to learn and reason.

### The Timeline:

February 2011: Kelly Tenkely and Jason Martinez meet and cast a vision for teaching, learning and pedagogy. A timeline is created to implement this vision and open a school in August 2011.

April 2011: Kelly Tenkely invites Matthew Anderson to contribute to this new venture as an administrator and lead teacher.

May 2011: Anastasis Academy is incorporated with a board of 3 founding families: Matt and Kim Amen, Barry and Melissa Clark and Brad and Amy Whitehouse. Anastasis Academy finds a building space to lease at Word of Life Christian Center in Lone Tree, Colorado.

June 2011: Matthew Anderson and Kelly Tenkely begin the interviewing process for teaching and office staff.

July 2011: A team is built that includes:

- Matthew Anderson as co-founder, lead teacher and administrator
- Kelly Tenkely as co-founder and head of curriculum and instructional design
- Jason Martinez as counsel
- Nancy Babbitt, Michelle Baldwin, Lindsey Lauer, Morgan Scott as teachers
- Kim Amen, Camille Hart and Jancy Simon as office support staff

August 2011: Anastasis Academy opens with 54 students.



## Essentials-4

### Philosophy of Learning

#### Curricular Approach

Every learner is uniquely capable, curious, creative and constantly processing how to “piece together” the world and how it works. All of these factors must be taken into consideration when designing a curriculum and program of learning.

#### Boxed Curriculum drawbacks

Boxed curriculum is unable to meet the unique cognitive, social-emotional, physical and creative developments of a child. The boxed curricula, typically utilized in school settings, are simply too narrow in scope to address the needs of creative beings.

#### The Anastasis Academy Learning Model

Children develop at different rates and in ways that are unique to them. Just as children don't all walk, talk, or lose their teeth exactly at the same time, we recognize that learning won't always occur on the same day or in a predetermined manner. By meeting each of our students where they are and allowing them to learn and develop at their own rate, we minimize the risk of gaps in learning. Rather than a one-size-fits-all approach, our teachers create learning experiences for the students based on learning style preferences, multiple intelligence strengths, developmental levels, interests, and passions.

All of these factors need to be taken into consideration when designing a learning program. No boxed curriculum will ever be able to meet the unique cognitive, social-emotional, physical, and creative developments of a child. The Anastasis inquiry-based approach creates connections across disciplines, revealing the interconnected nature of learning and life.

Too many schools approach learning through siloed subjects (math, science, social studies, reading, etc.) in rigid time blocks day-to-day, year-to-year; the result being that children begin to see the various subjects as completely separate and unrelated to one another. At Anastasis we embrace inquiry, a transdisciplinary education model, which transcends the curriculum content itself and focuses on authentic learning a new perspectives in context. At Anastasis students experience learning as a journey. Through field trips, learning excursions, and inquiry, students see that learning can happen anywhere, you can learn from anyone, and learning is life. At Anastasis, learning is fully immersive.





## Essentials-5

Biblical truth is embedded in our learning, interactions and worldview. Students are taught that, when empowered by the Holy Spirit, they can learn to connect and live by faith, moment-by-moment.

In light of our fundamental beliefs, we affirm the following:

- One God existing in three persons: Father, Son and Holy Spirit.
- God's revealed truth existing in the Judeo Christian sixty-six books of the Bible.
- God's plan for rescuing man from the penalty and power of sin through Jesus Christ's death, burial, resurrection and ascension.
- Relationship restored through faith in Christ Jesus.

We believe all Scripture to be truthful. We strive to model a commitment of seeking to understand, with the help of the Holy Spirit, what is written on its pages. Per the teaching in Luke's gospel, *it is Jesus Christ who opens our minds to understand the Scriptures.*

### **Our Commitment and Statement of Compelling Interests**

Human connections span all aspects of our lives. Learning occurs most often in a community that understands and cares about one another's feelings, opinions and beliefs. Positive connections within our families and the learning community are crucial components of our well-being.

At Anastasis Academy, we are intentional about creating a culture where learners practice mutual respect, appreciation, empathy, cooperation, leadership, mentoring, listening, personal integrity, valuing differences and conflict resolution. We invite parents, teachers and the wider community to join us in our growth and development by bringing their own passions and interests to the program.

### **Mission Statement**

Our mission is twofold: 1) to teach children how to live an unforgettable, honest, meaningful story - one clearly defined by **faith, hope and love** and 2) to apprentice them in the art of learning through inquiry, creativity, critical thinking, discernment and wisdom.





## Essentials-6

### Guiding Principles

- A child's growth and development is primarily the responsibility of the parents and family. Anastasis Academy seeks to support and nurture this development as a community.
- We honor God with our mind, body and spirit.
- We believe that every child is uniquely created with God-given gifts. These gifts are encouraged and developed through the influence of God's Spirit and the surrounding community.
- Gifts, talents, and character must be developed in a child. It cannot be assumed that they will naturally arrive at these independently.
- We affirm the importance of developing our God-given desire to learn.
- We believe that children develop at different rates and in ways that are unique to them. Anastasis Academy advances students in their learning as they become developmentally ready.
- We believe in hard work and working hard. Self-Discipline is a learned behavior.
- We believe that play is a catalyst for creative thought and expression. It is an important component to constructing understanding and meaning. Because play encourages learners to question, engage, think critically and imagine new possibilities, it will be capitalized on in learning.
- 

- We believe in providing an environment that inspires imagination, creative development and engages the senses.
- We believe in fostering healthy habits and inspiring an enthusiasm for wellness that lasts a lifetime.
- We believe that nature is essential to who we are as creative, intellectual, spiritual and emotional beings. We will spend time enjoying God's creation.
- We believe in a transdisciplinary learning environment that takes advantage of nine content areas. All nine of these areas are explored in order to help learners achieve standards and developmental benchmarks. The nine content areas are: language arts, social studies, science, mathematics, physical awareness/health/play, spirituality, social/emotional learning, arts and global citizenship.
- We believe that technology should permeate learning in a blended-learning model where students progress in the following areas: functional skills, effective communication, collaboration, the ability to find and select information, critical thinking/evaluation, eSafety and creativity.
- We believe in developing students in distinct habits and disciplines, including: appreciation, confidence, pride in work, willingness to make mistakes, courage, respect, perseverance, loyalty, integrity, independence, commitment, empathy, creativity, curiosity and cooperation.





# Essentials-7

- We believe there is no substitute for a teacher’s true passion. We will maintain a professional staff that will both inspire, and be inspired by children.

## **Anastasis Code of Communication and Interaction**

Our community values and promotes character, virtue and respect. These traits will be taught, fostered and expected. Students and Staff at Anastasis will follow two sets of guidelines: “The Code” (seen on the right) and a written individual “Personal Code of Ethics.” During the first block of each year both students and staff will write a “Personal Code of Ethics”. Families are encouraged to create a “Family Code of Ethics” as well. These are intended to guide our interactions with each other.

On the right, you will find a List of Virtues and The Cardinal Virtues as examples for the Personal Code of Ethics. Also refer to the Fruit of the Spirit as evidence of God’s work in us to build our character.

## **“The Code”**

1. We take care of each other.
2. If someone needs help, we give it. If we need help, we ask.
3. It’s all a gift! (no complaining.)
4. There’s glory in making a mistake. (mistakes are teachers)
5. Make the kind assumption. (when someone behaves poorly, we give them the benefit of the doubt.)
6. No skunking! (skunks spray negative energy, don’t be a skunk.)
7. Respect each other. (look at the person talking to you; make requests in the form of a question, not a demand; don’t interrupt conversations in progress; address adults with “Mr.,” “Mrs.,” or “Miss.” )

## **List of Valued Character Traits:**

Alertness	Generosity	Obedience
Citizenship	Gentleness	Orderliness
Compassion	Gratitude	Perseverance
Curiosity	Honesty	Patience
Determination	Humility	Respect
Discernment	Initiative	Responsibility
Endurance	Joyfulness	Reverence
Enthusiasm	Kindness	Self-Discipline
Friendliness	Leadership	Sincerity
	Loyalty	Thriftiness



## Essentials-8

### Home to School Communication

Open communication increases accountability and helps align goals for consistency of student expectations. Our community values appropriate, open and frequent communication. At Anastasis, we primarily communicate in two ways: email newsletters, and blogs.

- o **School blog:** <http://standagain.wordpress.com>
- o Individual classroom blogs may be found linked on the Stand Again school blog or on <http://anastasisacademy.com>
- **Email Contact** - Parents are encouraged to contact teachers and administration through email. We have a main phone number, but teachers do not have their own voicemail. The best way to contact *any* of the staff at school is by email. Our teachers' first priorities are their students. They have been encouraged to return emails or phone calls within 24 hours. In an effort to maintain healthy work/life balance, staff may not check email after 7pm. In the event of an emergency, please call the school phone 303-779-0358.

- **Email Protocol** - Please keep in mind the nature of email. It is often difficult to determine meaning, use of words and emotion. With this in mind, please remember that an extra measure of grace and patience is helpful. Please ask clarifying questions and assume the best whenever possible.
- **Email from Anastasis:**
  - o **Weekly Newsletter**- Sent out on Friday with school announcements and upcoming events.
  - o **Notes from KT**- Sent out by Kelly Tenkely
  - o **Urgent**- These emails have pertinent, urgent information and should be read and responded to immediately.





# Essentials-9

## Philosophy of Discipline

We believe social, emotional, and spiritual interactions are as important as academic preparation. We believe that mistakes are opportunities for learning and growth. Because we are dedicated to developing the whole child, we approach discipline through restorative justice protocols when possible; there are times when discipline with consequences are appropriate and necessary.

### **Restorative Justice:**

- Focuses on behavior and it's impact as opposed to the person and the character.
- It teaches responsibility and accountability.
- It teaches remorse and restitution.
- It builds social skills and capacity.
- It teacher effective communication.
- It promotes trust.
- It creates a safe learning environment.
- It develops a collaborative community.

## Restorative Justice Protocol

We believe that students are inherently wired to do well. When a student acts out, often it is because a need is not being met, there is confusion about expectations, or it is inadvertent disobedience.

### **Restorative Justice Protocol:**

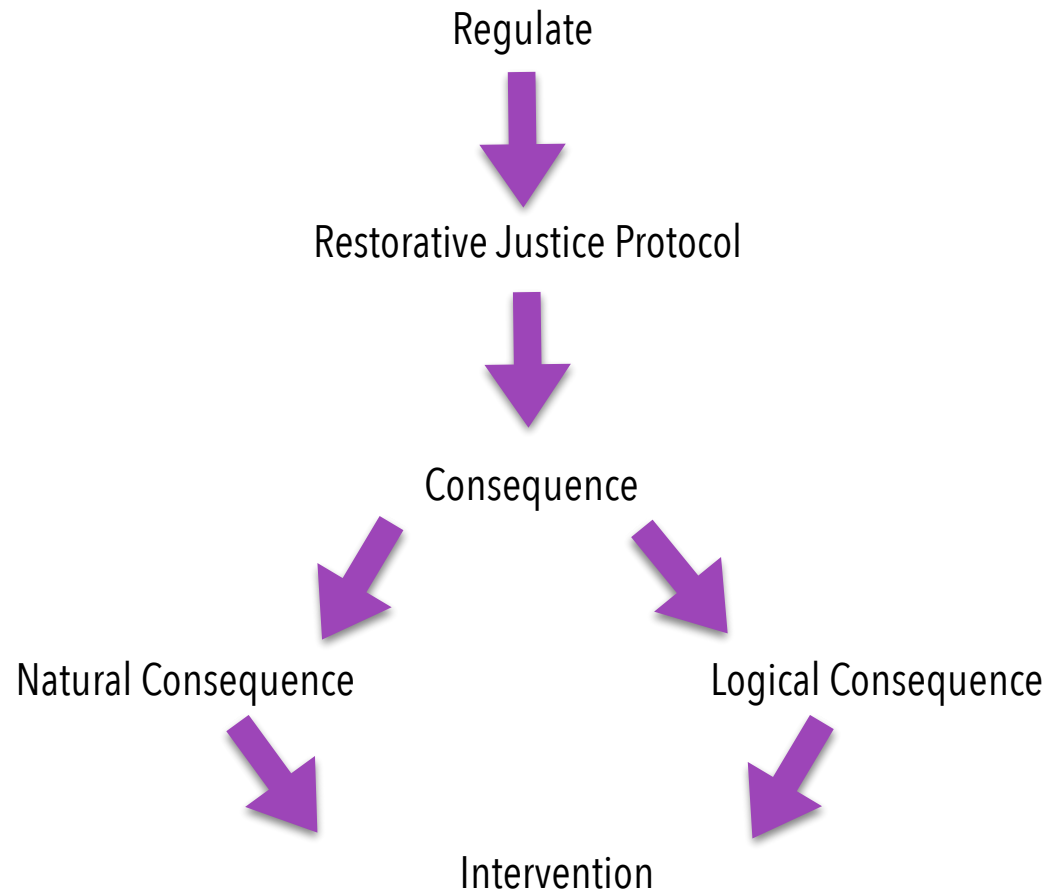
- Student is given the opportunity to describe what happened from their perspective. (if more than one student is involved, each student is given an opportunity to share uninterrupted).
- We work on making the kind assumption. We ask clarifying questions to understand the circumstance the best that we can.
- We help all involved see from the other's perspective.
- We work to own the behaviors and actions that we need to own.
- We work toward a 5 step apology so that restoration can take place.
- We discuss how the behavior will change in the short and long-term.
- We put a plan in place for changed behavior and check-ins.





# Essentials-9

## Restorative Justice Flow Chart





## Essentials-10

**Inadvertent Disobedience** - At times, students make decisions without knowing that their choice was inappropriate. When this happens, we will take the time to discuss the behavior, clearly convey the expectations, and discuss possible alternate actions in the future.

**Witness of disobedience** - When possible, inappropriate student behavior will be addressed by the adult observing the behavior. As necessary, a follow-up meeting including the Head of School and student will occur where we follow the Restorative Justice Protocol.

**Consistency** - As a community, we believe consistency in discipline is important whenever possible. The school will make every effort to communicate with the family to discuss appropriate follow through for ill behavior. However, the Head of School reserves the right to carry out disciplinary actions on behalf of the school for a student's behavior at school.

**Suspension-** The Head of School or Dean of Students can issue suspension for actions, words or attitudes severe enough to warrant correction at this level. Anastasis Academy reserves the right to determine due process and the need for this consequence.

**Expulsion-** Only The Head of School, as a result of due process through the Board, can issue an expulsion. The Head of School will present the infraction and surrounding details to the Board and the Board will reach a decision. Anastasis Academy reserves the right to determine the need for this consequence and the extent of due process.





# Essentials-11

## Life Skills

We are first spiritual, then social and emotional beings. Most of life includes social interaction. For this reason, Anastasis Academy believes the skills needed in life are as important as the academic pursuits. We will take the time to help students understand the consequences, both positive and negative, of their words, thoughts and actions. We believe respect is a learned behavior and will work to develop character in our students.

**Personal Code of Ethics:** A personal code of ethics will help students establish who they want to be and will serve as a guide as they make decisions. As part of their learning development, students at Anastasis Academy will engage the truths found in Scripture as they pertain to social, spiritual and community interaction.

## School Governance Structure

**Governance** - Anastasis Academy is governed by a Board of Trustees. The Board oversees all aspects of school business. The Board is aligned with the vision and mission of the school and exists to maintain the school's identity in light of its founding principles, ideas and ideals.

**Operations** - Founder Kelly Tenkely is responsible for everyday operations of the school including education, personnel, school culture and all other details.

**Board Members** include Rob Sadler, Wendy Winter, Miki Kellerman, Adam Hawk, and Anne Randall

## Agreement for Adults in the Anastasis Academy Community

- We agree to model the expectations that we have for students.
- We commit to work together for the benefit of students and their development.
- We agree to learn together in various opportunities throughout the year.
- We agree to use our gifts and passions for the benefit of the community.
- We agree to use discernment in our interactions with others.





# Essentials-12

## Adult Communication

Anastasis Academy seeks to maintain an atmosphere of open communication. Please recognize that during the day our staff is actively working with children.

Therefore:

- Unless an urgent situation arises, please allow our teachers 24 hours to respond to phone calls and emails during the workweek. We believe that downtime and Sabbath are important, staff may take longer to respond over the weekend.
- Whenever possible, please use electronic communication (emails). Note that whenever electronic communication is used, there is a possibility of misinterpretation of a message. As a community, we commit to asking for clarification before acting out of emotion or uncertainty.
- Personal teacher cell phone numbers will not be given out to Anastasis Academy families. Please respect the personal lives and privacy of our teacher and staff. Anastasis Academy staff will respect the personal lives and privacy of families as well. Please kindly inform teachers and staff of any particular communication guidelines you wish them to be aware of when contacting you.



# Essentials-13

## Continued Parent Input and Accountability

Each of us comes with a unique view point, insight and recommendations. To build a healthy culture and community we must have accountability. If you have any questions, comments, concerns or insights to share, please do! We want to hear what you have to say.

## Financials

**Enrollment Fee** - The \$500 enrollment fee is non-refundable and due with the enrollment forms. This fee is used for materials and processing, and guarantees your child's placement in classes at Anastasis Academy.

**Withdrawal Policy**- Withdrawal of a student during the school year should be given careful consideration. Because Anastasis Academy has purchased supplies, planned schedules for learning excursions, and hired teachers based on the number of students enrolled, the following policy will be enforced:

*Each family is responsible for tuition and fees for the entire school year should they choose to withdraw (regardless of the withdrawal date), or if expulsion occurs before the conclusion of that school year.*

Report Cards and transcripts will not be released until full payment and other obligations have been met including all tuition, fees, fines, all Anastasis property has been returned, and an exit interview has been conducted.

**Payment Schedule** - Three payment schedules are available:

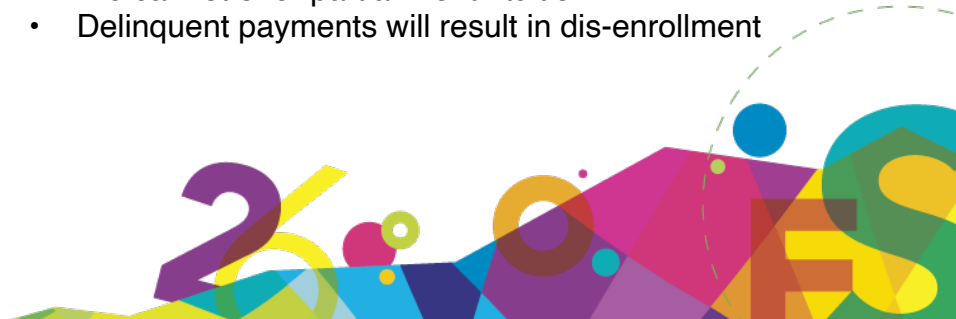
- 1) Yearly, tuition paid in a lump sum prior to start of school
  - Due July 1
- 2) Bi-yearly
  - First half-tuition due July 1
  - Second half tuition due January 1
- 3) Monthly
  - Tuition due the 1st of every month - 10 months
  - If unpaid by the 5th of the month a \$50 late fee will be applied
  - First tuition payment due July 1

All payments must be made through the FACTS Management System via automatic payment or credit card.

**Financial questions may be directed to bookkeeper, Jancy Simon ([jsimon@anastasisacademy.us](mailto:jsimon@anastasisacademy.us)) or board member Anne Randall ([arandall777@yahoo.com](mailto:arandall777@yahoo.com)).**

### Note:

- Any returned checks will be charged a \$55 bank fee.
- Tuition cannot be refunded for illness or vacations.
- We cannot offer partial month tuition.
- Delinquent payments will result in dis-enrollment







# Essentials-14

## Weather-related School Closures/Emergency Notification

Anastasis Academy uses email, 9news, and Remind 101 text messaging system to alert families to any school closures. At the beginning of each year, please enroll in all lists as appropriate for your family. *\*\*We do not follow any one county's policy for school closures, please check your email for any weather related information!*

To sign up for alerts, send a text message with the message below to (512) 865-5957

- Anastasis School Alerts- send the message @standagain
- Team Amanda - send the message @teamamanAA
- Team Rummy - send the message @teamrummy
- Team Todd- send the message @teamtoddAA
- Team O'Brien- send the message @teamobrien

## Outdoor Activities

**General** - Students will go outside for brief periods during every day unless the temperature and other weather conditions render outside activities unhealthy. Please make sure that children are dressed appropriately for the weather every day!

## Scheduled time for outside movement

### Morning Walk

- Each morning Anastasis Academy students, staff and families (optional) will enjoy a morning walk around the school. The morning walk is designed to get the students' blood flowing, oxygen to the brain, help them regulate, and offer them an opportunity for socializing with friends.
- *The morning walk is a crucial part of the day. Our morning walk is not optional but part of the school day.* Students benefit from physical movement prior to learning. It is important that kids are at school for the walk every day!

## Tardy Policy

- Doors will be locked at 8:16 am. If your child is late, please pull into a parking spot to park (NO PARKING IN FIRE LANE), then sign them in the front office. Students **must** be signed in by a parent/guardian at the front office!



# Essentials-15

## Metanoia (morning worship)

- 8:15-8:45 am (parents, you are welcome to join us!)

## Lunch at School

- Lunch Recess 12:00-12:20pm
- Lunch 12:20-1:00pm
- Families are invited to join their children for lunch.
- If you plan to take your child out of the building for lunch, please notify your child's teacher and the front desk.
- Anastasis Academy uses Wholesome Food Services for our hot lunch program. Sign up and pay for lunches through the "hot lunch" link on <http://anastasisacademy.com>
- Skye Downard is in charge of the school lunch program. Please direct any specific questions to [office@anastasisacademy.us](mailto:office@anastasisacademy.us)
- *Please note that we have students with a variety of dietary needs, for this reason we ask students NOT to share food.*
- *We have designated peanut tables for students who choose to include peanut products in their lunch.*

## Soft Close

- Anastasis Carpool begins at 3:15 pm every day.
- Anastasis Academy teachers are available Tuesday, Wednesday and Thursday until 4:00 pm. This provides students time to work with teachers one-on-one, additional time to complete learning goals, or work on projects they are passionate about. Arrangements must be made with the specific classroom teacher. Please don't count on a teacher to sit with your children if you are running late for carpool. Teachers may be working with another student or have prior obligations.
- Siblings are not permitted to be at school when another child is working with a teacher. Siblings should be picked up during the 3:15 pm carpool time.

## Carpool

### Morning Carpool

- Drop off begins at 8:10 am M, T, Th, F. A staff member will be at the curb to greet students and ensure their safety getting into the building. Drop off begins at 9:20 am on Wednesday late start days.
- At 8:15 school starts with Metanoia in the Meyer's Theater





# Essentials-16

## Afternoon Carpool

- Afternoon Carpool begins at 3:15 pm Please follow guidelines outlined in the carpool documents in Appendix A
- Students who are not picked up during carpool will call parent or authorized adult who can pick up. Students will wait in the lobby for parent/authorized adult. Please sign out with an Anastasis staff member.

## Authorized Pickup

- Please fill out the Authorized Pick Up form (Appendix A) and return to school. Any one who picks up a child from school must be designated on this form. If you need to add someone to this form, please inform the front desk of the addition/change as soon as possible.

## Signing in/out of school

- If you need to sign your child in or out of school, they MUST be accompanied by a parent/guardian who can sign them in/out at the front office.
- Please notify the office and teacher if you will be signing your child in/out during the day so that the teacher can be prepared.

## Security

- All outside doors into the school remain locked following carpool. There is a doorbell and speaker to the left of the front doors that can be used to notify front office staff of arrival after this time.
- Anastasis requires that all visitors wear an identifying badge when in the building.

## Absences

- Amazing learning happens every day at Anastasis, if a day must be missed due to illness, meet with the classroom teacher to find out what make-up work may be done.
- All absences should be reported to the front desk: [office@anastasisacademy.us](mailto:office@anastasisacademy.us) or called into the front desk 303-779-0358 AND reported to the teacher by 9am each day.
  - **Anastasis Academy must report students who are “habitually truant” to the State Department. A student is considered habitually truant if he or she has four or more unexcused absences in one month or 10 or more absences in a school year. We are also required to report students who have missed 70 hours or more of school. Tardies and early departures count toward this total.**



# Essentials-17

## Electronic Devices

- Students are free to bring electronic devices with them to school.
- Cell phones must remain in backpacks during school hours.
- Electronic devices must be used appropriately.
- Inappropriate use will result in consequence according to our Responsible Use Internet policy.
- The school cannot be responsible for loss, damage or misuse of any devices brought to school.

## iPads, School Supplies and Backpacks

### iPads

- Students are responsible for their own iPads.
- Because each family owns these, they are responsible for back-up, restrictions, loss or damage.
- Students MUST charge iPads at home in preparation for the next school day.
- Parents, please know all iPad passwords and monitor students' iTunes accounts for app purchases and downloads that occur outside of school.
- Anastasis Academy will periodically purchase curriculum related apps for students.

### School Supplies

- We expect students to respect all school provided materials and furniture.
- Students are asked to avoid wasting supplies and materials

## Backpacks

- Backpacks should be stored in the classroom and out of the way of foot traffic.

## Technology

- Our technology use is governed by the Anastasis Academy Responsible Use Policy. This policy outlines responsible use of technology in an education setting and must be agreed to and signed by both parents and students (Appendix B).
- Google Classroom and SeeSaw are used for digital classwork.
- Restrictions- parents are asked to set and maintain safety restrictions on the iPad through the settings app. Instructions for setup can be found in Appendix B.



# Essentials-18

## Lost Items

Please note that we share space with a church. Various activities happen in our classrooms throughout the week. If something is misplaced, it could be lost forever. Anything found by the school staff can be found in the lost and found in the library during school hours.

## Adults in the Classroom

### Parents are always welcome at Anastasis Academy!\*

- We have an open door policy.
- If you would like to stop by to observe, please let your child's teacher know that you will be coming. We want to reduce the amount of distraction and help promote a good working environment for students first and foremost.
- Parents are welcome to drop by after it's been cleared by the teacher.
- Please try to reduce the amount of distraction and help promote a working environment. Our students work hard at school and play hard at home!
- Visitors will periodically be touring Anastasis Academy; each will have scheduled a visit and will be wearing a visitor badge.
- All community adults and Jr. High students are encouraged to be proactive with visitors who do not have a badge. Greet them and ask if they need help.

\*Please note COVID 19 changes to this policy

## Academics

- Anastasis Academy is an inquiry-based school model. A break down of each inquiry block for the year can be viewed in Appendix C.
- Individual Learning Plan- Each student has an individualized learning plan that takes into account their: learning style preferences, multiple intelligence strengths, brain dominance and interests and passions. The learning plan seeks to move students through the "foundational skills" found within the Anastasis Standards while honoring who the student is as a learner. You can learn more about the Anastasis Standards during Meeting of the Minds.
- Anastasis Standards have a variety of "Strands". A student moves through these strands at a pace that is developmentally appropriate for the child. Strands are separate from subjects, a student could be advancing quickly through a specific math strand in Operations and Algebraic Thinking while struggling through Measurement and Data strands.



## Student Progress/Assessment at Anastasis

The Latin root of Assessment is *assidere*, which means “to sit beside.”

At Anastasis, we believe that assessment is more than just a measurement; it is an opportunity for apprenticeship, a time for us “to sit beside” and guide. Our goal is to assess in a way that offers a more holistic picture of learning while creating a growth-mindset and intrinsic motivation for students.

- UpGrade reports are sent to parents at the end of each trimester. The goal of the UpGrade Report is twofold:
  1. To give students feedback that causes them to think, engage, and reflect on their own learning process.
  2. To give families an account of the student’s learning journey and forward progress.
- Specific questions about reporting can be directed to your child’s teacher.
- Different levels of mastery are noted at right.
- **A breakdown of different types of assessment used at Anastasis can be found in Appendix E.**
- Anastasis Academy offers a Meeting of the Minds conference several times during the year. The current MOMs schedule can be found on the calendar. Signup for these conferences is available the week before. To accommodate these conferences, a Meeting of the Minds week includes a half-day of school on Friday.
- Please take a look at your child’s Evernote portfolio daily! This is the best way to keep up with the work your child is completing at school.
- Rubrics- Anastasis teachers use rubrics to determine where a student falls within a standard. These may be shared at a Meeting of the Minds.



## Essentials-19

Marks	Marks indicate levels of proficiency on individual standards and are recorded in UpGrade. Assessments include both summative and formative assessments.
Change Maker	Concept and/or skill comes second nature and can be used to make connections with other learning. Students understand concept/skill and can apply, evaluate, analyze, and create using the skill/concept. Student can use skill/concept for in-depth inferences and applications.
Scholar	Student can apply concept and/or skill to new and/or different situations with little guidance. Student is ready to build on the learning (next level of standard)
Practitioner	Concept and/or skill can be done consistently and independently. Student may require occasional prompting or guidance.
Apprentice	Some prompting or guidance is needed for the new concept and/or skill.
Novice	Concept and/or skill is brand new, student is just getting started in the learning. Student requires much teacher guidance and prompting.



## Essentials-20

### Learning Excursions/Field Trips

- We believe that learning happens everywhere and that there is something we can learn from everyone we encounter. For this reason, we work to take students on Learning Excursions throughout the block.
- Learning Excursions are tied directly to student learning in the inquiry block or are opportunities to build community.
- Parents are updated weekly about upcoming Learning Excursions through the newsletter and emails to the class lists.
- We invite parents to join us on any learning excursion! Please sign up for a specific Learning Excursion with your child's teacher.
- Transportation: Anastasis Academy owns a 15 passenger van that is used to transport students. We occasionally call on parents to help as drivers for our trips.
- Michelle Baldwin coordinates Learning Excursions, for any questions email her directly at [mbaldwin@anastasisacademy.us](mailto:mbaldwin@anastasisacademy.us) .

### Missions/Service

- At our core, we believe in serving others and teaching students to do the same. We actively look for opportunities for our students to serve others. Some service projects are completed at Anastasis, while others require us to go somewhere to serve others.
- Families are updated weekly about upcoming service/missions projects through the newsletter and emails to the class list.
- We invite parents to join us for any service/mission project! Please sign up for these with your child's teacher.
- Michelle Baldwin coordinates Missions/Service opportunities at Anastasis, for any questions email her directly at [mbaldwin@anastasisacademy.us](mailto:mbaldwin@anastasisacademy.us)







# Essentials-21

## Parent University

- Anastasis occasionally holds a Parent University night. Because we believe that learning begins at birth and continues throughout life, we think it is critical for children to see the adults in their lives as learners. Please make time in your schedule to join us for these evenings. In addition to learning, there are great opportunities to connect with the parent community.
- Child care is available on Parent University evenings, sign up for child care is sent out the week before a Parent University.
- Parent University topics include: educational practice, technology use, Biblical studies, and community.

## Medical Information

- Anastasis Academy does not have a registered nurse onsite.
- All staff members are trained in CPR and universal precautions should your child need emergency services.
- Students who need medication administered at school must have a Care Plan that includes: doctor signed Care Plan sent to the school with exact dosage, instructions and time medication should be administered. Medication must be provided in the container it was issued in.
- Parents must drop off all medication with an Anastasis Staff member at the front desk with a Care Plan, *students may not drop off their own medication.*
- **PLEASE SEE APPENDIX D FOR OUR CONCUSSION POLICY!**

## Emergency Medical Procedures

- Should any medical emergency or illness occur, parents will be notified via the phone numbers on file with Anastasis.
- In case of medical emergency, staff will call 911 and notify parents immediately.

## Illness

Please keep children at home who are too sick to participate in learning activities or who have symptoms listed below:

- Have a fever of 100 degrees or higher (*child must be fever free for 24 hours before returning to school*).
- Have diarrhea or vomiting (*child must be symptom free for 24 hours before returning to school.*)
- Have red or pink eyes
- Have unexplained rash or infection
- Have been prescribed antibiotic (*may return 24 hours after first dose*)
- Have cold or flu that makes them too sick to participate in class
- Have chicken pox

**\*\*Any communicable disease (COVID-19, chicken pox, fifth's disease, measles, hepatitis, meningitis, etc.) must be reported to school and Health Department.**







# Essentials-22

## Counseling Services

- Anastasis Academy staff can refer a student or family to private or public counseling resources as requested.

## Directory

- Anastasis Academy has a family directory of all parent and student names, addresses, phone numbers and email addresses available.
- Please use this directory for personal connection only.

## Photographs/Videos

- Photos and videos are taken regularly at Anastasis Academy. These may be used for:
  - Classroom projects
  - Portfolio entries
  - Class and School blog posts
  - Yearbook
  - Marketing publications
  - Slideshows
- Parents sign an agreement for these uses as part of the enrollment agreement.
- Professional pictures are taken in the fall and will be used as yearbook portraits.

## Birthdays and Birthday Bash

- Birthdays are special for children. We celebrate birthdays at Anastasis by honoring students for their gifts. Students are given a special blessing for the year during our worship time.
- In class, students create a special card for birthday students with gifts they see in the student.
- *Please do not send birthday treats to school with children. Because of dietary restrictions, we ask that students do not bring treats to share at school.*
- Birthday Bash: one day a year Anastasis holds a “Birthday Bash” fun day to celebrate together.

## Re-enrollment

- Re-enrollment information is sent home in January.
- Enrollment for returning families begins in January.
- Open enrollment for new families begins in February.





## Essentials-23

### Tuition Assistance

Tuition assistance may be available for kindergarten-8th grade students. Assistance is offered based on need and financial ability of the school. For more information, please see appendix F or contact the Anastasis Academy Board.

### Giving to Anastasis

Anastasis parents, trustees, grandparents, alumni families and friends support us and advance our mission in remarkable ways every day by providing volunteer, financial, and (perhaps most importantly) moral support.

At Anastasis we believe strongly in doing the best for our community every day. Most are surprised when they learn that Anastasis was started without any loans or outside financial backing of any kind. From the very beginning we have been running a completely balanced budget, starting-up and operating on tuition alone. Like all independent schools, we raise funds to ensure that we can always hire and retain the very best faculty, take care of our students and families who struggle to afford a private education, and support special programs and activities.

### You can support Anastasis Academy in a number of ways:

- Volunteer- we could not do what we do without the incredibly selfless manner that our community serves us every day! Contact Lori Clerihue at [volunteers@anastasisacademy.us](mailto:volunteers@anastasisacademy.us) for more information. Our hope is that all parents will join in and find the volunteer opportunities that make them feel the most alive! (Every family is required to volunteer a minimum of 25 hours/school year).
- Special Events- consider supporting us through attending special events like our Christmas tree auction, local restaurant nights, and our theater program.
- Major gifts and planned giving- all gifts are tax deductible through our 501c3 status.
- Visit the Anastasis Amazon Wishlist.
- Help us collect prototype donations from local stores. To learn more and download a flyer, please visit our website <http://updatEDdesign.com>.
- Buy swag from our [Anastasis online store](#)

To learn more about various giving options, contact Kelly Tenkely at 303.779.0358





## Appendix A: Carpool

# Carpool Instructions

## Morning Carpool

- \* Carpool times for drop off are 8:05 am - 8:15 am
- \* Please Enter and Exit through the South entrance off of Colorado Blvd. (see map)
- \* Please follow the signs through the “One Way” lane running along the backside of the parking lot to the front of the building.
- \* A teacher/staff member will supervise drop-off in the morning.
- \* **Please do not park in the drop-off zone.** If you wish to walk your child(ren) in, **or are tardy**, please park in the designated spots.
- \* Please drop off students from the passenger side of the vehicle. They will walk up to the lobby, drop their backpacks, and wait for the morning walk to begin.

## Afternoon Carpool

- \* Carpool times for pick-up are from 3:15 - 3:25 p.m.
- \* Please Enter and Exit through the South entrance off of Colorado Blvd. (see map)
- \* Please follow the signs to line up through the “One Way” lane running along the backside of the parking lot to the front of the building.
- \* Please pull up to the curb in front of the building and stop at the lamp post.
- \* Students will be entering from the passenger side of the car.
- \* Please wait until all the students have entered their cars before pulling forward. **Please do not pull out of line.**
- \* Thank you for helping us keep carpool safe for you and yours!

*Any questions or concerns please contact the front desk at  
[office@anastasisacademy.us](mailto:office@anastasisacademy.us) or 303.779.0358*



## Appendix A: Carpool Authorization to Ride/Walk Home

Please review the following form and sign below to state your acknowledgement:

**My signature below acknowledges that I, \_\_\_\_\_**  
**(Parent Name)**

**have requested approval for my child(ren) to be released at the end of the school day to ride their bicycle or walk home other than be pick-up in carpool.**

The student(s) below must sign out at the front desk on the days they are riding their bicycle or walking home.

My child(ren) will ride their bike or walk home.

\_\_\_\_\_  
(Child's Name) (Teacher)

\_\_\_\_\_  
(Child's Name) (Teacher)

Home Address

\_\_\_\_\_

Phone number where parents can be reached during the day

\_\_\_\_\_

I understand and accept that once my child(ren) leaves the school, Anastasis Academy is no longer responsible for their well being and safety. I understand and accept that my child(ren) will no longer be under the supervision of a teacher or staff member, and, therefore, I release Anastasis Academy from any liability. ***I will also include a google map showing the route taken from 6495 S. Colorado Blvd. Centennial, CO 80121 to our home.*** It will be kept on file at school.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date



## Appendix A: Carpool Change/Add Information Form

Parent(s) Name \_\_\_\_\_

Student(s) Name \_\_\_\_\_ Grade(s) \_\_\_\_\_

### Add/Remove **Authorized to Pick Up** \_\_\_\_\_

Name(s) _____	Phone #(s) _____	Relationship _____
Name(s) _____	Phone #(s) _____	Relationship _____
Name(s) _____	Phone #(s) _____	Relationship _____
Name(s) _____	Phone #(s) _____	Relationship _____

### Add/Remove **Emergency Contacts** \_\_\_\_\_

Name(s) _____	Phone #(s) _____	Relationship _____
Name(s) _____	Phone #(s) _____	Relationship _____

### **Change the following information:**

Address \_\_\_\_\_ Email address \_\_\_\_\_  
Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

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Parent(s)/Guardian Signature

Date

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## Appendix B: Responsible Use Policy RULES AND RUP AGREEMENT

At Anastasis Academy, we believe that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of learning opportunities. Our goal for providing these services is to enhance the educational development of our students. We have taken every effort to protect students from inappropriate material, but because the Internet is a global network, it is impossible to control all materials. Students may inadvertently gain access to material that is not consistent with our school goals. Students will be expected to responsibly use the Internet within an educational activity, such as performing research, developing projects, and disseminating information.

Our desire is to help shape the whole child. We believe that technology use and character development go hand in hand. As students interact with technology, it is expected that they do so in a responsible manner. If a student comes in contact with inappropriate material, they should immediately let an adult know so that filters can be adjusted accordingly.

Anastasis Academy is a Bring-Your-Own-Device (BYOD) school. While on school grounds, devices are monitored by our Open DNS system and subject to our Internet filters. Open DNS provides students with a modified school profile that adheres to our school guidelines. When taken off campus, the devices return to their primary “default” profile. We recommend that parental restrictions be set up on all student devices. Please restrict access to Safari and install one of the recommended filtered browsers for home use.

### **The following are our agreements about the use of technology at Anastasis Academy.**

#### **Using technology to learn is a privilege and responsibility, I promise to follow these rules:**

1. I will use all technology that I bring to school in a responsible and safe manner. I will not damage or attempt to change any of the school network settings.
2. I will not use any form of electronic communication to harass, frighten, gossip, insult, tease or bully anyone. I will not cyberbully.
3. I will use the technology at school for the job that has been assigned to me. I will use apps, programs and websites that my teacher has approved. I will not use my technology for non-educational purposes unless I am given permission by my teacher.
4. I will not share my passwords with anyone other than my parents and school staff.
5. I will not view, send, or display inappropriate messages or pictures of myself or others.
6. I promise to tell an adult right away if I read or see anything on my iPad or other technology that is inappropriate or makes me feel scared, uncomfortable or confused.
7. I will obey copyright laws.



## Appendix B: Responsible Use Policy RULES AND RUP AGREEMENT

1. I will NEVER give out my address, phone number, last name, password, family names, or a picture of myself online without first checking with an adult. I promise NEVER to meet someone in person that I met online.
2. I will only use appropriate language.
3. I will help others be responsible citizens. If I see anything or anyone that does not follow these rules, I will immediately tell a teacher or staff member.
4. I will come to school with my technology in working order, charged, and updated.
5. I will check with my teacher or another staff member if I have any questions about the rules. I understand if I break any of my promises, I may not be able to use my technology at school.
- 6.

### **iPad Content Management**

Anastasis Academy has created an Google account for each student that will act as an ePortfolio. The Google account is automatically backed up online with each use.

\_\_\_\_\_ I understand and acknowledge that Anastasis Academy has taken every reasonable precaution, within current technologies and understandings, to secure the student technology that is used on campus. Anastasis Academy recommends that Safari be disabled, and that apps/video/music be restricted to an appropriate age level for the student. I understand that at school, my child will have a restricted profile to access their device. No safeguards are completely foolproof. I will not hold Anastasis Academy responsible if any safeguards fail or are breached. I will immediately report any knowledge of a security breakdown to Anastasis administration.

As part of a 21<sup>st</sup> century learning environment, teachers and students will be utilizing a variety of web 2.0 tools such as blogs, Twitter, wikis, podcasts, vodcasts (video podcast) and video streaming. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. At Anastasis Academy we use Google tools and SeeSaw regularly. We hope that you will communicate about these tools regularly with your child(ren).



## Appendix B: Responsible Use Policy RULES AND RUP AGREEMENT

I give Anastasis Academy permission to create and maintain web 2.0 accounts for my child on my behalf. I understand that Anastasis Academy has access to all usernames and passwords and can disable or shut down an account at any time for inappropriate use.

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

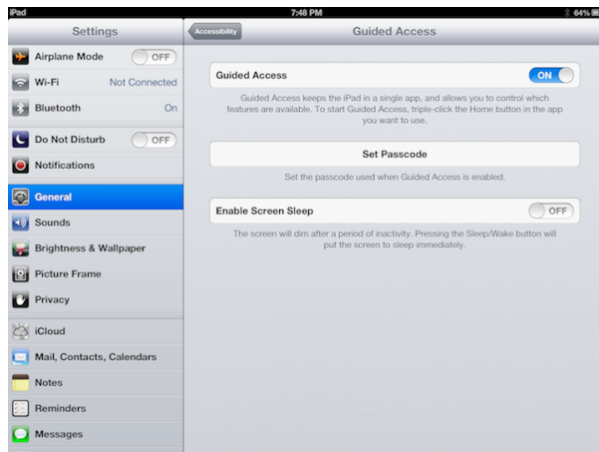
Date \_\_\_\_\_



## Appendix B: Guided Access on the iPad

Hello parents! You know all of those great educational apps that your child's teacher recommends for practice at home? Now you can ensure that your children are really engaging in that practice by limiting other iPad distractions (i.e. Minecraft!). The new Apple operating system (iOS6) comes with a brand new feature called Guided Access. It keeps the iPad locked into a single app and lets you control what features are available during use. This is helpful for keeping children on task and focused on only that task. Below are instructions for turning this feature on and off:

1. Launch the Settings App.
2. Go to "General" and choose "Accessibility".
3. Turn Guided Access On.
4. Set a passcode (something easy for you to remember is KEY or you will lock them out of other apps for good!).
5. Launch the app that you want to lock the device into.
6. Click the home button (the button on the bottom of the iPad) three times.
7. You can choose to disable touch or motion in addition to disabling the Home and volume buttons.
8. Tap the Start button.
9. When you are ready to turn this feature OFF, click the home button three times and enter the Guided Access password you created before.





## Appendix C: Concussion Policy

Due to the increased awareness of the long-lasting effects of concussions and the increased number of concussions experienced by children in sports around the country, the following “Concussion Prevention and Attention” policy has been adopted by Anastasis Academy.

### **Concussion Prevention/Attention at School**

If at any time during participation, a student is removed from participation due to head trauma, the student must obtain a written release from a licensed practitioner before participating again.

In addition to immediate removal from play, when a concussion is observed or suspected, the student will be removed from any and all types of physical activity during the recovery, including but not limited to removal from PE classes, recess and school organized sports.

*If Anastasis Academy receives information from an outside source (reported to the school from the student, a parent, Primary Care Provider, an Emergency Department) that a student has sustained a concussion (e.g. motor vehicle or biking accident, fall, ski/snowboarding), the same principles of removal from all physical activity at the school will apply. This includes not only removal from PE classes and recess but also removal from all school-organized sports, even though the injury did not happen at school.*

### **RETURN TO PLAY**

If a student is removed from play due to signs and symptoms that cannot be readily explained by a condition other than concussion, the school’s designated personnel shall notify the student’s parent or legal guardian and shall not permit the student to return to play or participate in any supervised activities involving physical exertion, including games, competitions, or practices, until he or she is evaluated by a health care provider and receives written clearance to return to play from the health care provider.

"Health Care Provider" means:

- A Doctor of Medicine
- Doctor of Osteopathic Medicine
- Licensed Nurse Practitioner
- Licensed Physician Assistant
- Licensed Doctor of Psychology with training in neuropsychology or concussion evaluation and management.

After a concussed student has been evaluated and received clearance to return to play from a health care provider, the school staff, with written instructions from the health care provider, will manage the student's graduated return to play.

**Take Home Point:** The reporting and monitoring of symptoms after a concussion and throughout the recovery is absolutely essential. Symptoms, in essence, become our “lab tests” for how the concussion is resolving. Please immediately report any and all suspicions of head injury to the school. Thank you!



## Appendix D: Assessment

At Anastasis, we believe that the purpose of assessment is to “sit beside.” To help build student ownership over learning and intrinsic motivation.

- Graphing progress: Students graph their progress. Use for math workbook goals, or to track progress in an inquiry project.
- Tracking goals: Students create their own system for keeping track of learning- their own scale, stars, thumbs up/down, “like” button, blog reflection, audio note, etc.
- Answering self reflective questions (the Anastasis self-assessment slider)
- Student surveys: likert scale based on growth mindset words, elect words from a bank of words, ranking items.
- Rubrics
- Checklists
- 10 minute feedback system:
  1. Elevator pitch
  2. Clarifying questions
  3. Feedback
  4. Paraphrase feedback
  5. Next steps
- Structured feedback- a conversation between teacher and student offering authentic, specific feedback. This can be diagnostic, clarifying, or critical feedback.
- 3-2-1 Students reflect on learning offering 3 strengths, 2 areas of improvement they could make, and 1 question they have (for themselves or others).
- One-on-one conferences
  - Advice conference- kids ask for advice or questions based on an area of struggle
  - Reflection conference- students reflect and engage meta cognition about learning or goals.
  - Mastery conference- kids judge/defend mastery over a piece of learning



## Appendix E: Tuition Assistance

### **Philosophy**

Anastasis is committed to providing access to an outstanding Christian school education to qualified applicants. We seek students who aspire to personal growth, engaging the learning journey, and active participation in Anastasis and its activities. The financial aid program is designed to enable students to attend Anastasis when they might not otherwise do so for financial reasons.

### **Policy for Awarding Aid:**

- The financial aid process is conducted with concern and respect for the family's privacy within the school community, and all financial aid awards are confidential agreements.
- Anastasis Academy makes its Financial Awards confidentially. Please do not discuss the amount your child receives with other families.
- Timely submission of the Parents' Financial Statement is critical to the financial aid process. We are unable to grant financial assistance without the complete application and tax returns. Because we have limited funds, late submission will be considered only if funds are still available. Returning families: April 30. New applicants by May 25.
- We believe that families have the primary responsibility for financing their child's education. It should be understood that lifestyle choices that result in increased expenses or decreased income cannot be underwritten by the financial aid program and Anastasis Academy. We expect a Christian school education to be among the family's highest priorities for discretionary spending.
- Financial need is defined as the differences between the tuition cost at Anastasis Academy and the amount which your family is able to pay for the student's education in a give year. The report of family contribution from FAST provides a recommendation of a family's ability to pay for education, after considering such factors as net income, assets, unusual expenses such as medical expenses, number of dependents, and number of children attending tuition-charging educational institutions. The school will use this recommendation to help determine the amount of aid that will be awarded. A signed copy of the family's Federal Income Tax Return (form 1040) and the W-2s, K-1s and 1099s are required.

- The school aspires to meet a portion of the families demonstrated need for tuition assistance through FAST, not to exceed 90%
- Families who are applying for flexible tuition follow the regular re-enrollment procedures; including a \$500 non-refundable enrollment fee for each student.
- All financial aid awards are based on availability each year. Each subsequent year, and for each child, parents must re-apply and submit appropriate paperwork.

### **Methodology and Guidelines**

- Awards are granted to families for whom all school accounts are current. If a family's accounts lapse after an award is made, then that award may be revoked or reconsidered.
- Financial aid is applied toward tuition only, not for fees.
- If a parent in a family has chosen not to work, Anastasis will impute an income of \$30,000 for that parent unless there are extenuating circumstances (e.g. the parent is serving as primary caregiver or has a disability that does not allow them to work). These items should be noted in the family essay.
- In the case of financial aid, the matter of divorce or separation of parents is a difficult one. Anastasis will consider the assets and obligations of both natural parents, if living, before making any award. If either parent has remarried, we will also consider the assets and obligations of the stepparent, always bearing in mind the obligation of that step-parent to his or her own natural children. In view of this policy, it is necessary for both natural parents and their current spouses, if any, to fill out a separate FAST financial aid form, and it is the responsibility of the custodial parent to ask the non-custodial parent to fill out this form. If one parent chooses not to fill out the FAST forms, a minimum income of \$30,000 will be imputed.
- Priority is given to returning students and to those who complete the process on time.
- Prospective parents may apply at any time; however, the financial aid application will only be processed once the student is accepted and enrolled or re-enrolled to Anastasis.
- Financial assistance is awarded with the expectation that a student will meet and exceed all expectation of scholastic work, attendance, and community participation. Funds are limited, so we suggest you enter the admissions process and submit your financial assistance application as early as possible if you anticipate needing financial assistance to attend.