
2019-2020 Parent/Student Handbook



Colorado Springs Charter Academy

We kindle enthusiasm to craft bold and effective citizen-scholars.

August 13, 2019

2577 N. Chelton Rd., Colorado Springs, CO 80909 | (719) 636-2722

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WELCOME

Welcome to Colorado Springs Charter Academy! The staff would like to welcome all new and returning families to CSCA for the new school year. We look forward to working with you as partners in creating an inviting and effective learning community. The school operates under the following founding ideas:

Vision

We kindle enthusiasm to craft bold and effective citizen-scholars.

Mission

Colorado Springs Charter Academy is love for community expressed in action. We are entrusted with dear purchase, to bind our students' days of innocence and joy with structure, content and character.

To accomplish this, we cultivate the individual potential of all our students by:

- Providing academically rigorous, proven, content-rich educational programs;
- Developing incisive analytical skills and well-stocked minds;
- Fostering self-advocacy, passion, citizenship, and exemplary character;
- Holding individualized high expectations;
- Involving and welcoming parents and community members.

COMMITMENT TO EXCELLENCE, RESPECT, CITIZENSHIP, INTEGRITY

We believe that by taking shared responsibility for learning, we can ensure that the children enrolled at Colorado Springs Charter Academy (CSCA) will be successful learners and members of our community. To that end, we pledge to work together to support the schools' mission of: (1) Providing academically rigorous, proven, content rich educational programs; (2) Developing incisive analytical skills and well-stocked minds; (3) Fostering self-advocacy, passion, citizenship, and exemplary character; (4) Holding individualized high expectations; (5) Involving and welcoming parents and community members.

Communication Policy

Any concern or need will be directed only to the person to whom it needs to be directed: the source of the issue. This turns what might be only a complaint into positive and productive communication. If unresolved, contact direct report.

Staff Commitment

We fully commit to CSCA in the following ways:

- I will do everything with *excellence*, treat students, parents, and staff with utmost *respect*, act in a manner that reflects and exemplifies *citizenship*, and be a person of *integrity*.
- I will always do what's best for students, teach in the best way I know how, and do whatever it takes for students to learn.
- I will be at CSCA every day one half hour prior to school start, and one half hour after school close.
- I will always make myself available to students and parents, and any concerns they might have.
- I will always protect the safety, interests, and rights of all individuals in the classroom.

Parent/Guardian Commitment

We fully commit to CSCA in the following ways:

- We will do everything with *excellence*, treat students, other parents, and staff with utmost *respect*, act in a manner that reflects and exemplifies *citizenship*, and be a person of *integrity*.
- We will make sure our child arrives at CSCA every day by 7:55 a.m.
- Arrivals after 7:55 a.m. will be considered tardy, and parent/guardian will be required to come in to the school to sign their child in for the day.
- We will ensure that our child is in school every day, except for illness or other legitimate reasons. We agree to make every attempt to schedule appointments after school when possible and will refrain from scheduling regular appointments during school hours. If our child is going to miss school, we will notify the office by 10:00 a.m., and we will read carefully all the papers the school sends home to us.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. We will provide a time and place for homework, and we will help our child develop good time management skills.
- We will monitor our child's homework every night, let him/her ask the teacher if there is a problem with the homework, and read with him/her every night.
- We will always make ourselves available to our children, the school, and any concerns they may have.
- We will attend all parent-teacher conferences each year and will allow our child to go on CSCA field trips.
- We will ensure that our child takes the state assessment tests and puts forth his/her best effort in doing so.
- We will make sure our child follows CSCA's uniform policy.
- We understand that our child must follow all CSCA rules to protect the safety, interests and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.
- We will support the school by volunteering 40 hours per year (or 15 hours per year for single-parent families).
- We will support the rigorous Core Knowledge curriculum by regularly asking our child about school activities, checking grades in Parent Portal (at least weekly), checking teacher web pages (at least weekly), and checking my child's planner nightly (or as frequently as appropriate for the grade level).

Student Commitment

I understand that the following is expected of me:

- I will do everything with *excellence*, treat other students, parents, and staff with utmost *respect*, act in a manner that reflects and exemplifies *citizenship*, and be a person of *integrity*.
- I will arrive at CSCA every day by 7:55 a.m.
- I will always work, think, and behave in the best way I know how, and I will respect the rights of other students in the school and their right to learn.
- I will complete my homework every night, and raise my hand and ask questions in class if I do not understand something.
- I will follow the Love and Logic principles. If I make a mistake, this means I will tell the truth to my teachers and accept responsibility for my actions.
- I will follow CSCA's dress code.
- I am responsible for my own behavior, and I will follow the teachers' directions.

Colorado Springs Charter Academy 2019 – 2020 School Calendar

We kindle enthusiasm to craft bold and effective citizen-scholars.



School Hours

7:30 - 7:55 Arrival
 8:00 – 3:15 Monday–Thursday
 8:00 – 1:30 Friday

Lunch

Kinder 10:50 – 11:15
 1-3 11:50 – 12:15
 4-6 11:20 – 11:45
 7-8 12:20 – 12:45

Student/Teacher contact
 days=180

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-3 Winter Holiday (No School)
- 6 3rd Quarter Begins
- 17 Report Cards (K-8) Sent Home
- 20 Martin Luther King Jr. Day (No School)
- 31 Progress Reports (1st - 8th)
- 31 Parent/Tchr Conferences (Noon Dismissal)

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 6 Open House 5:00-6:00 p.m.
Ice Cream Social
- 7 First Day of School (Noon Dismissal)
- 13 Mandatory Parent Night at CSCA 6:00-7:30 p.m.
- 30 Progress Reports (1st-8th)

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 14 Progress Reports (1st - 8th)
- 17 Presidents Day (No School)
- 28 Progress Reports (1st - 8th)

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day (No School)
- 13 Progress Reports
- 27 Progress Reports

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 3rd Quarter Ends (43 days)
- 20 Report Cards Sent Home
- 23-27 Spring Break (No School)

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 2 Count Day
- 9 1st Quarter Ends (45 days)
- 23 Parent/Tchr Conferences (Noon Dismissal)
Report Cards
- 24 Parent/Tchr Conferences (No School)
- 25 No School

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Progress Reports
- 24 Progress Reports

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 8 Progress Reports
- 11 Veterans Day Observed in School
- 22 Progress Reports
- 25-29 Thanksgiving Break (No School)

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 13 8th graders – Noon Dismissal
8th grade Continuation – 7:00 p.m.
- 22 Last day (Noon Dismissal)
4th Quarter Ends (50 days)
(3 snow days built into calendar)
- 25 Memorial Day
- 29 Teacher Last Day

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 20 2nd Quarter Ends (45 days) (Noon Dismissal)
- 23-31 Winter Holiday (No School)

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3.21.2019

ATTENDANCE

School Hours

Student hours are:

	All Full-Day Grades	Half-Day K: Morning	Half-Day K: Afternoon
Monday – Thursday	7:55 a.m. – 3:15 p.m.	7:55 a.m. – 11:15 a.m.	12:00 p.m. – 3:15 p.m.
Friday	7:55 a.m. – 1:30 p.m.	7:55 a.m. – 10:30 a.m.	11:00 a.m. – 1:30 p.m.

Classes begin promptly at 8:00 a.m., and attendance is taken at this time. Please drop your student off no later than 7:55 a.m. so students have time to be in their seat and prepared for class by the time class starts at 8:00 a.m. All students are requested to arrive between 5 and 15 minutes before their scheduled start of class.

Philosophy

In order for our students to succeed academically, it is of the utmost importance that they regularly attend school. Frequent absences often lead to poor academic work, possible academic failure, and other problems. Developing a habit of regular and punctual attendance will help students throughout their educational experience and beyond, as character formation and discipline is central to CSCA's mission. Poor attendance also results in additional work for both the student and the teacher.

Colorado's Compulsory Attendance Law, JH/JHB (7104), establishes the expectation that all children between the ages of six and seventeen be registered and attending school.

Parent Cooperation

Colorado Springs Charter Academy requires cooperation from parents in the matter of school attendance and punctuality. Parents should:

- Ensure their child arrives and is picked up on time each day. CSCA cannot safely provide supervision to students past 15 minutes of dismissal. For student safety, families habitually not picking up students within 15 minutes of dismissal will meet with the Head of School or another staff member to problem solve and search for viable supervision options. Habitually late pickups may result in students being sent to the after school program and parents being charged for the service.
- Schedule medical and dental appointments after school hours when possible.
- Schedule family vacations during the school's vacation days.

Absences

Students are required to be in school except in cases listed below as "excused."

- **It is the parent/guardian's responsibility to inform the attendance office by 10:00 a.m. the same day at (719) 636-2722; otherwise, the absence will be marked "unexcused."** CSCA's automated attendance system will notify parents/guardians of the absence.
- **Any absences longer than two days must be made in writing five days in advance** by the appropriate individual (parent, medical provider, counselor, etc.) and must be signed off by the Head of School in order to be considered excused.

Excused Absences

The Head of School and/or designee will grant excused absences with substantiated reason. The following will be considered:

- **Illness**

- **Prearranged Appointments** Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot reasonably be taken care of outside of school hours. Requests for ongoing prearranged absences shall be considered on a case-by-case basis and must be made *in advance*. To qualify, the student must agree to abide by an educational contract agreed upon by student, parent/guardian, teacher, and the Head of School.
- **Prearranged Religious Observances** Absences due to religious observances when requested *in advance* by parent or guardian will be considered excused.
- **Family Emergencies** Absences due to serious illness or death in the family as well as family emergencies or hardships will be considered excused.
- **Legal Body or Social Agency** Absence required by a legal body or social agency will be considered excused.
- **Other** Other absences such as family vacations, although strongly discouraged, must be requested *in advance* with the Head of School in order to be considered excused, **with no more than five days total per school year being granted as excused absences**. If a student has poor attendance or poor academic performance, the administration may deny an excused absence for vacation purposes.

It is the student/parent's responsibility to contact the teacher for work missed due to an absence. The student/parent must contact the teacher *in advance* of prearranged absences such as appointments, extended illness, religious observances, and other prearranged absences.

School-approved excused absences do not require parent approval and include:

- **School-Sponsored Activities** A student who is attending any school-sponsored activity or activities of an educational nature with advance approval of the administration.
- **Suspension/Dismissal**

Students arriving to school after 11:30 a.m., or leaving school before 11:30 a.m. will be marked ½ day absent (H).

Students must be present 95% of school days (no less than 90%) to maximize the educational opportunities at CSCA. A letter will be sent home to parent(s)/guardian(s) of students who are habitually absent or tardy indicating that continued absences may materially affect the student's progress and ability to move on to the next grade level. Considerations will be reviewed on a case-by-case basis by the Head of School.

Unexcused Absences

An unexcused absence is defined as one not covered by one of the exceptions above.

In accordance with law, the Head of School may impose **academic penalties** that relate directly to academic time missed while unexcused. The school administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may appeal for exceptions to this policy or the accompanying requirements imposed, first to the Head of School, then to the Board.

Habitual Absenteeism

If a student is absent from school or class for multiple days, the student may be considered habitually absent. If the student is deemed to be habitually absent, a meeting between Administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interest of the child's educational process. Additionally this evaluation might include a home visit by a Colorado Springs Charter Academy staff member. If the parents do not allow a visit or attend the meeting, CSCA Administration's decision shall be final, with an opportunity to appeal to the CSCA Board. A habitually absent student will have serious discussions with the CSCA Administration, and the State or DHS may be contacted if students are habitually absent.

Tardiness

Tardiness is defined as the appearance of a student after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties

shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness. Parents and students share responsibility for being on time to school. **If your student is tardy, it is necessary for the parent to come into the office and sign the student in. Because classes promptly start at 8:00 (students need to be in their seats with all their materials), walking into the building at 7:59 still makes a student tardy.**

Excessive tardiness shall be referred to the administration for consideration as an attendance problem.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy, provided that the teacher or administrator gives the student a pass to enter class. Teachers shall honor all passes presented in accordance with this policy.

Legal Refs: C.R.S. 22-33-101 *et seq.* (School Attendance Law of 1963)

Leaving School Early

A parent or guardian must sign out students before leaving the school campus. If the student is going to leave with someone other than a parent or guardian, the parent must grant permission. Students will be called out of class once the parent has signed the student out for the day. Please plan to wait up to 5 minutes for your student to be pulled out of class. Leaving school early should not be a common occurrence.

After-School Activities

A student who was absent during a school day will not be allowed to participate in any after-school activities on that day.

Make-Up Work

One day for each day that the student has been absent, plus one, will be allowed for make-up work. It is the **student's** responsibility to find out what work was missed, and assignments will be provided upon the student's return to school. This includes students who have been suspended. Families requesting work for extended absences that are not prearranged should **contact classroom teachers directly** and can expect work to be ready at the end of the **next school day** of the request.

e.g. Student is absent Tuesday, and family expects student to be out Wednesday and Thursday. The family calls the classroom teacher on Tuesday for make-up work; the work will be ready Wednesday after school for pick up from the classroom teacher or at the middle school front desk if the student is in 7th or 8th grade.

Tests or announced projects before the student's absence will be given the extended time only if arrangements have been made prior to a student returning. Credit for work missed during excused absences will be allowed when the required work has been satisfactorily completed within the time specified. No credit will be given for any student for any class or portion of a class during which time the student was absent without an excused absence. Students with unexcused absences are responsible for work missed and are expected to make it up, even if no credit is given.

Prearranged Absences Teachers will do their best to collect and provide as much make-up work as possible prior to the absence if the front office is notified at least 5 days in advance with a pre-arranged absence form. It is still the student's responsibility upon return to check with their classroom teacher to see if there are additional assignments that need to be completed.

Student Fees

CSCA requires students to pay fees for expendable materials and other miscellaneous fees as set forth in the school's fee policy and in compliance with law. Although CSCA requires student fees, it is not a condition of enrollment in school or as a condition of attendance in any class that is considered part of the academic portion of the school's educational program except tuition when allowed by law.

Waiver of Fees

All fees, fines and charges shall be waived for indigent students. For purposes of determining if a student is able to pay, an indigent student is defined as any child who is eligible for a free or reduced price lunch under the federal poverty income guidelines. Students qualifying for a fee waiver shall receive it without unnecessary embarrassment or public exposure of their need. Parents or guardians may contact the school counselor, business office, or Head of School to request waivers.

STUDENT FEE SCHEDULE

<u>Item or Activity</u>	<u>Amount of Fee</u>	<u>Purpose of Fee and Participation</u>	<u>Voluntary/Mandatory*</u>
<u>Copy paper, library fee, technology fee, other instructional materials</u>	<u>\$25</u>	<u>To cover the cost of copy paper, library materials, technology hardware/software, other instructional materials</u>	<u>Mandatory (see previous page)</u>
<u>Athletics</u>	<u>\$60</u>	<u>To cover the cost of equipment, staffing, and registration.</u>	<u>Mandatory for students to participate in this voluntary activity.</u>
<u>Chess Club</u>	<u>\$60</u>	<u>To cover the cost of equipment and staffing.</u>	<u>Mandatory for students to participate in this voluntary activity.</u>
<u>Musical Theater Production</u>	<u>\$60</u>	<u>To cover the cost of equipment, staffing, and registration.</u>	<u>Mandatory for students to participate in this voluntary activity.</u>

STUDENT DROP-OFF AND PICK-UP

CSCA has two drop-off and pick-up zones. Students in grades 5 – 8 are to be dropped-off and picked up in front of the middle school, using the driveway on the west of the main campus. Drop-off and pick up for kindergarten through 4th - grade students is in the Hug and Go lane in front of CSCA. You may park on any paved surface adjacent to the gymnasium to escort your children into or out of the school.

THERE IS NO PARKING ON CHELTON ROAD. Cars parked on Chelton Road will be towed at your expense. Please, let's be good neighbors and not block residential driveways.

Morning Drop-Off

- * **Kindergarten through 4th grade**
 - ✓ Use the Hug and Go Lane in front of the school
 - ✓ Pull all the way forward before stopping and follow the one-way arrows
 - ✓ Do NOT exit your car while in the Hug and Go lane
- * **Gymnasium Parking Lot**
 - ✓ Entrance into lot is **ONE WAY**
 - ✓ Exit out of the lot is **ONE WAY**
- * **5th grade through 8th grade**
 - ✓ use the Middle School Loop for drop-off, students will gather behind the main building

7:30 – 7:45 a.m. - Kindergarten students wait in the main lobby
1st – 8th grade students must wait behind the main building

Afternoon Pick Up

- * **Kindergarten through 4th grade**
 - ✓ Dirt drive should be used when lining up in the afternoons (please do not block neighbors' driveways)
 - ✓ Do NOT exit your car while in the Hug and Go lane
 - ✓ Children must always get in or out on the right side of the car
 - ✓ Students will be lined up *with their classroom teacher*
 - ✓ **DO NOT stop in front of your child's teacher. Pull all the way forward for an efficient student pickup, and we will ensure that your student is safely walked to your car.**
 - ✓ **RIGHT TURN ONLY** when exiting M-Th 3:15 – 3:30 Fri 1:30 – 1:45
- * **Gymnasium Parking Lot**
 - ✓ Entrance into lot is **one way**
 - ✓ Exit out of the lot is **one way**
 - ✓ **RIGHT TURN ONLY** when exiting
M-Th 3:15 – 3:30 Fri 1:30 – 1:45
- * **5th through 8th**
 - ✓ pick up in front of the Middle School
 - ✓ **Right turn only** when exiting onto Chelton M-Th 3:15-3:30 Fri 1:30-1:45
 - ✓ Families with **two or more children**, older students gather with the youngest

Pick Up – What if I can't be here on time to pick up my child?

If you cannot be here to pick up your student within 15 minutes of dismissal, please make other arrangements with a family member or daycare provider. Late pick-ups interfere with scheduled meetings, trainings, and our ability to use resources effectively.

CSCA cannot provide supervision to siblings of students participating in athletics, clubs etc. It is the family's responsibility to ensure students not involved in after school activities are:

- picked up within 15 minutes of school dismissal
- attending Springboard
- allowed to play at the playground (no supervision) by completing After School Release form available in the office or on our website
- Habitually late pickups may result in students being sent to the after school program and parents being charged for the service.

LUNCH

General questions and/or concerns, please contact D11 at (719) 520-2967.

CSCA serves hot lunch every day in the café, according to the following schedule:

Grades K: 10:50-11:15; Grades 1-3: 11:50 – 12:15; Grades 4-6: 11:20-11:45; Grades 7-8: 12:20 – 12:45

Menus, procedures, and payment processing instructions will be available at the beginning of the school year. Students may choose to bring their own lunch to school on any given day. Microwave ovens are available in the cafeteria, and lunch volunteers can assist younger students with their operation. It is recommended that you **prepay** for your child to eat, whether it is once in a while or every day. If your child's account falls into a negative balance equivalent to five lunches, their account will be frozen, and they will not be allowed to buy lunch until their bill has been paid.

Free and Reduced Lunches

We encourage all families to apply for free and reduced lunches. To see if your family qualifies, fill out the application on MySchoolApps.com. If you have questions or concerns regarding free and reduced lunch program, please call 520-2934 for assistance.

Please note: being accepted into the free and reduced program is private information. CSCA staff does not know the status of your family. If you have questions or need clarification as to what your status is, you may contact the District 11 Nutrition Department.

Online Lunch Payments

Pay for your student's lunch meals online service that provides a quick and easy way to add money to your student's lunch account using a credit/debit card or electronic check.

Enrollment

1. Go to www.MySchoolBucks.com and click "sign up today" to register for a free account.
2. When asked to select "District" please select Charter School Institute.
3. When you "add a student" please select CSCA for your school.
4. You will receive a confirmation email with each successful student account you create.
5. You may begin making payments to your students' accounts with your credit/debit card or electronic check immediately. A \$2.50 per transaction fee will apply.

If you have any questions, you may contact the school at 719-636-2722. You may also contact MySchoolBucks directly at 855-832-5226 or parentsupport@myschoolbucks.com.

Sharing Lunches

Students are not allowed to share food. The CSCA staff is very sensitive to shared information regarding food allergies, and we also want to honor what families have decided is best for their own children to eat in packed lunches.

COMMUNICATION

We create an effective community only when everyone's issues are recognized and respected. To that end, CSCA encourages communication by as many means as possible, including the following.

School Visits

The most direct means of communication is personal presence. Colorado Springs Charter Academy welcomes parents and visitors. However, all visitors, volunteers, and parents **must check in with a state-issued I.D.** at the reception desk before continuing on campus, and must wear a school lanyard or visitor's pass at all times.

Class Newsletters

On a regular basis, every teacher posts a newsletter on the website (link can be found on teacher page and in weekly newsletter). Teachers also send home a folder of the previous week's work every Friday. The purpose of the newsletter is to communicate academic and social information regarding the classroom on a regular basis.

Report Cards

Colorado Springs Charter Academy divides its school year into quarters, creating four separate grading periods. Upon conclusion of the fourth quarter, a final grade will be issued for transcript purposes.

Parent/Teacher conferences will be held at the end of the first grading period, at which time report cards will be issued. Both parents are expected at these conferences if possible. At the end of the second and third, grading periods, report cards will be sent home with students. Report cards will be mailed home after the fourth grading period.

Parent Portal

We use PowerSchool for grading and some elements of family communication. Families have the ability to look at current assignments and grades live, as they are posted. Except for major projects, you can expect all grades to be entered into PS within one week of completion. PowerSchool is also used to communicate school announcements, delays, etc., with a choice of notification (email / text / phone).

Teacher Conferences

Formal parent/teacher conferences will be scheduled at the end of the first quarter, and again second semester. Arrangements for additional conferences may be made at any time with your child's teachers. We urge you to exercise this option should any concern or questions arise. Please send a note or email to your child's teacher to set up a time for a phone or direct conference.

Email

Email addresses for all staff and for the board are posted on the CSCA website (www.cscharter.org). Parents are encouraged to communicate with school personnel regarding any concerns or suggestions.

Social Media

CSCA maintains a Facebook page to promote communication and dialogue among our community—feel free to join the conversation. CSCA also sends weather updates and other announcements through PowerSchool.

School Board Meetings

The school's Board of Directors meets on the third Thursday of every month, with agendas and announcements posted in the school lobby and on the CSCA web page (www.cscharter.org). These meetings are open to the public and include time for public comments. Meetings are at 6:30 unless posted otherwise on the school's website.

Re-Enrollment

In December of each year you will be required to inform the school of your interest in re-enrolling your children for the following year. Space for existing students is guaranteed for the following year; however you must fill out the Intent to Re-enroll Form.

Contact Information

Please notify the office of any changes of your child's address, phone number, emergency number, or parent work numbers as soon as possible. It is vital that the office keep this information up to date. This form is available on our website.

GREIVANCE

For public complaints, including complaints regarding curriculum, any concern or need should be initially directed only to the person to whom it needs to be directed: the source of the issue. This person is generally, but is not always, the classroom teacher.

If meaningful and satisfactory resolution is not found, the party should direct their concern to the Academic Dean for instructional or curricular issues and to the Head of School for all other concerns. If resolution cannot be found with the Academic Dean, the Head of School should be contacted. If resolution is not found with the Head of School, the grieving party should then contact the CSCA Board in writing either through email (CSCABoard@cscharter.org) or in person by attending posted monthly meetings (typically every third Thursday) and bring copies of written documentation. The written grievance must detail (i) the date of the incident (if applicable); (ii) the school staff member involved; (iii) a description of the incident, decision, or practice that gave rise to the issue; (iv) the conflict resolution strategies that have been attempted thus far; and (v) the grievant's requested resolution. Individual board member contact information can be found at www.cscharter.org.

If the grievant is not satisfied with the CSCA School Board's determination not to review the written grievance or the written resolution reached by the School Board after reviewing the grievance, the grievant may submit its concerns in written format to the Charter School Institute (CSI) within five business days from receiving the written decision of the School Board. After review, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days from receipt of the written concern. The decision of the School's Board will not be overturned unless there are compelling grounds that the school violated an applicable law, regulation, policy, or contract provision. The Institute can be contacted at (303) 866-3299 or csi_info@csi.state.co.us.

Classroom Teacher and/or source of the issue → Academic Dean → Head of School → CSCA Board → (CSI)

PARENTS' RIGHT TO KNOW

As a parent of a student at Colorado Springs Charter Academy, you have the right to know the professional qualifications of the classroom teacher who instructs your child. This is a requirement for all districts that receive Title I funds. Federal law allows you to request certain information about your student's classroom teacher. The law also requires the district to give you this information in a timely manner upon request. Listed below is the information about which you have the right to ask for regarding each of your student's classroom teachers.

- Whether the Colorado Department of Education (CDE) has licensed or endorsed your student's teacher for the grades and subjects taught.
- Whether CDE has decided that your student's teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any teachers' aides or similar para-educators provide services to your child and, if they do, their qualifications.

Please contact the Head of School at (719) 636 – 2722 if you would like to receive any of this information.

FERPA

Notification of Rights under FERPA and PPRA

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

1. ***The right to inspect and review the student's education records within 45 days after the day Colorado Springs Charter Academy receives a request for access.***

Parents or eligible students who wish to inspect their child's or their education records should submit to the Head of School a written request that identifies the records they wish to inspect. The Head of School will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. ***The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.***

Parents or eligible students who wish to ask Colorado Springs Charter Academy to amend their child's or their education record should write the Head of School, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. ***The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colorado Springs Charter Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:***

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Colorado Springs Charter Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Colorado Springs Charter Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Colorado Springs Charter Academy to the contrary in accordance with Colorado Springs Charter Academy procedures. The primary purpose of directory information is to allow Colorado Springs Charter Academy to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Colorado Springs Charter Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Colorado Springs Charter Academy in writing by October 1 of the current school year. Colorado Springs Charter Academy has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Address
- Telephone listing
- 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
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

ACADEMICS

Core Knowledge

For years, educators have identified skills that should be taught at each grade level, but content decisions have been left to individual classroom teachers. Thus, a vast disparity of topics is taught depending on the personal interests and expertise of a specific teacher. Curricula across schools and even within schools at the same grade level have been quite diverse.

The Core Knowledge Sequence was developed to provide students with a rich vocabulary and broad knowledge base on which future instruction can build, broaden, and deepen. The ultimate goal is to ensure that all children are given access to the same knowledge base that assures later educational success. Thus, the Core Knowledge Sequence provides a detailed, explicit, and systematic sequence of grade-specific content that can be taught consistently year after year. This core content is organized to spiral through the grade levels, becoming more sophisticated and detailed in each successive grade.

Our academically oriented program is organized so the entire class generally works as a single group on grade-level material with ability grouping occurring for language arts and mathematics. Emphasis is placed on the basic foundations necessary for an academically sound education: Reading (with emphasis on phonics), mathematics, English, grammar, geography, history, government, penmanship, spelling, fine arts, physical education, foreign language, and science. Homework will be assigned on a regular basis with the goal of strengthening and enriching daily work.

PROMOTION AND RETENTION

Colorado Springs Charter Academy staff and the administration will decide promotion and retention of students. Promotion is to be viewed and determined on two levels: Academic performance, and emotional and social readiness.

Students who show decided and documented deficiencies in both academic and social areas should be considered for retention. Retention decisions will be based upon:

- Teacher-documented anecdotal information.
- Parent anecdotal information.
- Developmental and achievement test scores, along with attendance information.

If the teacher is considering retention of a student, the parents and Head of School should be informed as soon as possible. In any case, this recommendation or consideration should come no later than Second Semester Parent Teacher Conferences. **CSCA reserves the right to determine final placement of any student.**

Students who maintain academic work consistent with their talents and age level and who are in good standing with attendance will be promoted so long as their social and emotional behavior patterns are in norm with others of that class or grade level.

Homework

Homework is part of our general academic expectations for our students. It prepares students for high school and college, and the work world to be faced upon graduation. It also helps develop a strong work ethic and personal organizational skills. Its immediate educational purpose is:

- to reinforce skills and concepts learned in class,
- to develop study skills and habits, and
- to inform parents of what is being taught in the classroom.

Homework assignments should be expected Monday through Friday of each week. They may be modified to accommodate the needs of your child. If your child consistently is not getting homework assignments finished in the allotted time, please contact your child's teacher. The goal is to reinforce, not burden, the student. Please remember that a middle-school child's homework requirements (both in content and length of time required) will look significantly different from an elementary child's homework requirements.

In addition to regular classroom assignments we would like each child to read, or be read to, at least three times a week—and preferably every day. We believe that becoming a competent reader is critical to becoming a good student, and is the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his or her education. By reading to your child and participating in this process as a parent, you encourage your child's growth and strengthen family ties. By reading in front of your children, you model good habits and reinforce your expectations. For these reasons we request that you establish a "family reading time" at least three times a week.

The expected homework time allotment for each grade is as follows:

Kindergarten	10 minutes
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes etc.

These are general allotted times and are subject to change depending upon the nature of a given assignment and the student's personal organizational and study skills. Some days may require less time while others require more; some students may require less time while others require more.

Extra Credit

Extra credit will not be used to make up for missing or incomplete assignments. Extra credit is extremely rare and is a tool for additional learning on top of what is expected in the curriculum at the discretion of the teacher. It will be given infrequently.

Late and Unlabeled Work

Full credit will be given for homework, projects, or assignments turned in at any time on the due date. Late homework assignments will be graded as follows in grades 1-6:

- First day assignment is late: 50% of earned grade (example: earned grade 85%, final grade 42.5% rounded up to 43%).
- Second day assignment is late: zero credit
- Students who have missed school due to illness or other excused absences will still have one day for each day that the student has been absent, plus one, to complete and turn in make-up work to receive full credit. Make-up work not turned in within this grace period will be considered late and graded accordingly.
- Homework passes very per grade level; see Academic Dean for further information.

For projects/major papers: for each day late, up to three, ten points will be deducted from the overall grade. Projects/major papers over three days late will receive a zero.

Assignments that receive a zero due to being late should still be completed and turned in.

All homework, projects and assignments are to be completed in the student's best **cursive** handwriting, including a heading appropriate for the student's grade. Headings will include name, date, and subject. Students may be penalized if their name is omitted from a paper/assignment.

Late Assignments – Middle School Policy

Assignments are due on the assigned due date when the teacher asks for the assignment. ***Credit will only be given to those assignments that are turned in on time.*** Any work turned in the following day will be given a zero, but the work is still expected to be completed. ***Projects not turned in on the due date will be given a 10% deduction per day the project is late.***

*This is a different policy for the middle school students than for the elementary students.

If a student is absent the day the assignment is due, it will be due on the day that the student returns to school. If a student is absent the day the assignment is given, one day for each day the student has been absent +1 will be allowed for make-up work. It is the ***student's*** responsibility to find out what work was missed (as stated in the Parent/Student Handbook) and complete in the allotted time.

Student Planners

Organizational skills are so important to lifelong success that we have made them part of our curriculum. Daily assignment books are available for students in grades 1-8. Planners may be purchased from the PTO.

Grading Scale

The grading scale for **Kindergarten** is as follows:

E	Exceeding
S	Satisfactory Progress
IP	In Progress
N	Needs Improvement

The grading scale is as follows for **all higher grades**:

A (90-100)	Exceptional Achievement
B (80-89)	Above Average Achievement
C (70-79)	Average Achievement
D (60-69)	Below Average Achievement
F (Below 60)	Unsatisfactory Achievement

Academic Content Weighting Scale

Tests and large projects will comprise 75% of each student's grade. Large projects will always have grading rubrics. Homework, assignments, and quizzes will count for the remaining 25%.

Cheating

Cheating is a clear violation of the spirit and practice of Colorado Springs Charter Academy, and is not tolerated. Individual consequences will be handled on a case-by-case basis.

Academic Awards (7th-8th Grade)

Colorado Springs Charter Academy encourages students to develop and maintain high academic standards. Special honor is given to students in grades 7th and 8th after each quarter's report card that have attained a GPA of 90% or above, with no grade being lower than an 85%. High Honor Roll is awarded to students who have achieved all A's in all subject areas.

Students who miss more than five days in a quarter will not be allowed to be on the Honor Roll unless they have a doctor's excuse for the extended absences, or extenuating circumstances, at the discretion of the Head of School. Any student caught cheating will automatically be ineligible for honors regardless of their grade point average.

Continuation Ceremony (8th Grade)

Participation in the Continuation Ceremony (even if a student is not recommended for retention) is at the discretion of the Head of School contingent upon:

- C average in all classes
- Number and seriousness of discipline infractions
- Teacher feedback on student effort

SPECIALS CLASSES

Art; Music; Physical Education; Spanish; Library

Specials classes have expectations appropriate to the specials class. Participation grades may be given based on best student effort, homework, safety, respect, kindness and responsibility in the classroom. Specials classes at CSCA are more academic than at some schools. Students are expected to study particular facts and concepts and will be subsequently tested over that material. At least one weeks' notice will be given before a test is given. Students are responsible for entering tests or other assignments into student planners. Specials classes may give assessments, quizzes, and major projects

Absences

An absent student from a specials class is responsible for getting notes or sheets given on that day.

- Every effort will be made for CSCA-provided sheets to be sent to classroom teachers for the student.
- It is the student's responsibility to ask if there were any sheets given in class during an absence.
- A student that is absent from specials is responsible for getting notes, obtaining planner entries, assignments and/or tests intended for upcoming classes. They are to get this information from a responsible classmate or by contacting the specials teacher.

CSCA Provided Work Sheets

- CSCA will provide occasional sheets for reference and study.
- All are considered reference/study materials; parents, please do not discard sheets provided by specials teachers if they provide study information.
- CSCA is a Love and Logic school that emphasizes student responsibility. Sheets that are lost, misplaced, thrown away or recycled WILL NOT be reissued unless extreme circumstances warrant their replacement.
- Students are responsible for the replacement of discarded, lost or recycled sheets.

Art, music, computers, world language, and physical education will be offered to all students. If a student is to be excused from the PE program for short periods of time due to illness or injury, a note of explanation from the parent (preferably doctor) should be sent to the PE teacher.

GIFTED AND TALENTED

Gifted children mean those persons between the ages of 5 and 21 whose abilities, talents, and potential for accomplishment are so outstanding that they require special provisions to meet their educational needs. Children under 5 who qualify may be served. Gifted students are capable of high performance in any or a combination of these areas:

- ✓ General Intellectual Ability
- ✓ Specific Academic Aptitude
- ✓ Creative, Productive Thinking

- ✓ Leadership & Human Relation Skills
- ✓ Visual & Performing Arts

Identification Process

Eligibility:	Usually determined by the beginning of 3rd grade, but CSI schools offer an early access student identification process for students in grades K-2.
Referral	Parents, staff, peers, and the student can make a referral. When a referral is made, licensed staff members trained in G/T processes will make the qualifications decision.
Advanced Learning Plans:	ALP is developed by school administration, teachers, parents, and student. Information is gathered from the student/parents social/emotional needs & making a plan to address during the development of the ALP about any needs that are discussed. Written progress is required when a student is on an ALP.

Early Access Identification

“Early Access” means early entrance into Kindergarten or first grade for **highly** advanced gifted children under the age of six and means a gifted student is placed in a grade level above other same aged peers. Early Access shall be provided by the Authorizing Unit (AU) to identify and serve highly advanced gifted children who are:

- Four years of age and for whom early access to kindergarten is deemed appropriate by AU.
- Five years of age and for whom early access to first grade is deemed appropriate by AU.
- Early Access shall not be an acceleration pattern recommended for the majority of age 4 or 5 gifted children who will benefit from preschool gifted programming.
- The purpose of early access is to identify and serve the few highly advanced gifted children who require comprehensive academic acceleration.

Criteria for Early Access are based upon Aptitude, Achievement, Performance, Readiness, Social Behavior and Motivation. All criteria must be considered in making the determination. Test scores alone do not meet determination.

Application Process for Early Access into Kindergarten

Step 1: Applications accepted from February 1 to April 1. Application materials must be submitted to the GT coordinator.

The following information must be included in application portfolio:

Parent contacts Gifted and Talented Coordinator and makes request to enter Kindergarten.

Coordinator contacts parents and obtains information about student and reason for request. Parents are informed about the process. If parent decides to continue with process, **they are responsible** for collecting and creating a portfolio about the child. GT coordinator will mail to parents appropriate forms for parents to fill out that is needed by the AU. Information that must be included in the portfolio:

1. Letter from parent requesting early entrance into Kindergarten.
2. Parent completes items such as Kingore Observation Inventory/Parent checklist – Child’s Strengths /Student Sample Work Form.
3. The preschool teacher completes mastery skill checklist.

4. Supporting anecdotal information (doctor's observation/reports, outstanding accelerated achievements which could include reading ability, musical ability, etc.)
5. Any available test data, which may include private testing.
6. Student performance work samples.
7. Any other items the parent may deem appropriate.

Step 2: Parents send the portfolio to the GT coordinator and the preschool teacher sends the skill checklist to GT coordinator within a two week time frame from receipt of portfolio forms and required information. The GT team (which includes an Early Childhood professional) reviews the portfolio and determinations will be made within 60 days of the school receiving the portfolio. Parents are informed of decision. If the child is a possible candidate for Early Access, the school obtains permission to test from parents and schedules assessments.

Highly advanced level of performance compared to age-peers or 97%tile and above must be obtained. Every child with a score above 97%tile may not benefit from early access to Kindergarten or first grade. An achievement test, to determine knowledge skills in reading, writing and mathematics will also be given. Highly advanced performance of level of performance compared to age-peers or highly advanced must be obtained.

Typically, early access children function two or more years above their age peers. If the decision is made to test, the GT coordinator will schedule two testing dates.

Parents must pay a fee*for administration of Cognitive Abilities Test. *Up to \$25 application fee and \$75 test administration fee.

A review of the student's performance will be done using actual demonstration of the student's work, which would include work samples, independent reading, advanced vocabulary and observations data. Performance supporting early access is indicated by work samples and informal teacher and/or parent data indicating demonstrated ability above age peers. Readiness, Social Behavior and Motivation will be assessed using a readiness checklist (this may involve a visit to the Kindergarten class) Readiness, social behavior and motivation for early access are determined by the child's ability to demonstrate the indicators deemed near for Kindergarten or first grade by the schools' standards or national standards.

Step 3:

The Body of Evidence will be used to determine placement* which includes information collected and assessment results. The GT placement team (including an Early Childhood teacher) will review the portfolio and assessment results. Parents will be contacted in writing with the decision of the placement team.

*Early access decisions will be a consensus process within the school determination team that analyzes multiple criteria from the body of evidence resulting in a student profile of strengths, needs and interests of the child.

Test scores alone will not determine placement. Parents may accept or decline the offer of early access by the school. If a child qualifies for early access, an advanced learning plan (ALP) will be developed no later than September 30. The ALP will include academic and transition goals. The student's teacher will monitor student performance at least every five weeks during the student's first year of early access. Parents will be kept abreast of student progress.

Gifted & Talented Resources

Colorado Dept. of Education (CDE)	www.cde.state.co.us/gt
Colorado Association for Gifted & Talented (CAGT)	www.coloradogifted.org
Davidson Institute for Talent Development	www.davidsongifted.com
Hoagies Gifted Education	www.hoagiesgifted.org
National Association for Gifted Children (NAGC)	www.nagc.org

DISCIPLINE

School-wide Discipline Program

Colorado Springs Charter Academy has implemented a school-wide discipline plan based on the **Love and Logic** Core Beliefs. The Love and Logic model incorporates discipline, responsibility, and academic achievement using research-driven solutions for creating responsible children. This plan mirrors the philosophy of Colorado Springs Charter Academy's "no excuses" core values.

Love and Logic parenting materials are available in the library to be checked out by parents. In the case of in or out of school suspensions, no academic penalties will be imposed, but count as "Excused" absences and students are expected to make-up work. The following list of core beliefs outlines the professional actions and attitudes of all staff members at CSCA.

- Every attempt will be made to maintain the dignity and self-respect of students and teachers.
- Students will be guided and expected to solve their problems or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences, instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a "due process" hearing with the teacher whenever consequences appear to be unfair.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities. (Criminal activity includes, but is not limited to, bringing a weapon to school, threats of any type, sexual harassment, etc.).

Every classroom at Colorado Springs Charter Academy will have the same five rules:

- Treat me, as your teacher, with the same respect with which I treat you.
- Your actions may not cause a problem for anyone else.
- If you cause a problem, you will be asked to solve it.
- If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
- If I do something that appears to be unfair, whisper to me, "I'm not sure that's fair," and we will talk about it.

Consequences in lieu of punishment:

- will not be punitive, but will allow the student to experience the results of a poor choice, enabling him or her to make better choices
- will be designed to fit the problems of individual students, and they may be different, even when problems appear to be the same

Hallway Rules

Students are expected to be respectful to others at all times, including in the hallways. The rules for the hallway apply school-wide and are the same at each grade level:

- Stay in line.
- Keep your hands and feet to yourself.
- No talking at any time.
- Stay with the group.
- Stay on the right.
- Move quietly.

Cafeteria Rules

- Lunchroom conversations should be quiet. Loud talking and shouting are not permitted.
- Please remain seated during lunch. If needed, you may ask permission to visit the restroom.
- Pickup all trash around you when you are dismissed for recess.
- Please do not throw or play with your food in any manner.
- Please do not run in the cafeteria.
- Please do not line up for recess or exit the cafeteria until instructed by your lunch supervisor.

Playground Rules

- All games should be played with a concern for others using the playground.
- The playground equipment is to be used properly. If there are questions, consult with a teacher or playground supervisor.
- Students will not play roughly, including such activities as tackling or wrestling.
- Shoes must be worn at all times.
- Students will show respect for others and follow instructions given by staff.
- Students must stay within the playground area
- Students may not climb the fence, retaining wall, or any playground equipment not specifically designed for climbing.
- Students must keep all balls and equipment inside of the fence.
- Students may not go out of fence into parking lot area for any reason.
- The whistle means to freeze! (No moving or talking.)
- Students are to stay out of the time-out area unless sent there by the playground supervisor.
- Grass areas are for soccer, football, and other field games. Students should kick or throw balls in these areas only.
- All equipment taken outside should be collected after every recess.
- Students will settle differences peacefully. The principle is: Stop/Think/Plan.

Distractions

A student's attention should be on activities within the classroom, and not on external distractions. In this light, electronic games, music players, personal computers, trading cards, and the like, are not permitted in school.

Cell phones are allowed on school grounds, but they must be turned off and in a student's backpack during school hours. Students may **not** use personal cell phones to call home for illness, homework, lunches etc. They must go to the office to make these calls.

Gum Chewing

Gum chewing is not allowed on school grounds.

Textbooks

All basic texts are on loan to students for their use during the school year, and so should be kept clean and handled carefully. We require students to cover their textbooks. Students who lose or damage a book will be fined for the full cost of a new book.

Lockers

Each middle-school student will be assigned a locker. Lockers are subject to search by the Head of School or a student's teacher at any time.

Detention Procedure

After-school detention **may be** used with a student as a corrective disciplinary measure in grades kindergarten through eighth. After-school detention will be at the discretion of the teacher/Head of School. The teacher issuing the detention will notify the student's parents/guardian.

What Students Need to Know

Bullying is unwanted, aggressive behavior (verbally, physically, or electronically) between students involving a power imbalance that is either real or perceived. The behavior is repeated, or may be potentially repeated over time. Bullying may include behavior such as threats, spreading rumors, verbally or physically attacking someone, and purposefully excluding someone from a group. Bullying can take place on or off school grounds, and adversely affects the ability of a pupil to benefit from CSCA's educational programs or activities.

If you are the target of bullying, you are encouraged to use the following strategies:

- **STOP** – ask the person you believe to be bullying you to stop.
- **WALK** – if bullying behavior continues, remove yourself from the situation by walking away.
- **TALK** – if the bullying behavior still continues, let a trusted adult know what is happening starting with your classroom teacher, educational assistant, school staff or family member.

If you see bullying, it takes courage to stop it:

- Intervene to stop the situation (only if it is safe to do so) by letting the person know bullying is not okay.
- Let the victim know you are standing with them against the bully.
- Get help from an adult or someone older (let the adult know what you actually saw and heard).
- If the bully is a friend of yours, talk to him or her in private.

What Adults Need to Know

CSCA prohibits acts of harassment or bullying. CSCA has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior (e.g. treating others with civility and respect, and refusing to tolerate harassment or bullying) is expected of administrators, faculty, staff, and volunteers in order to provide positive examples for student behavior.

“Harassment or bullying” is any physical, verbal, relational, written or cyber (e.g. email, social media, text, etc.) act that is reasonably perceived as being motivated either by any actual or supposed characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing trait. Such behavior is considered harassment or bullying whether it takes place on or off school property or at any school-sponsored function.

CSCA expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

Since bystander presence of harassment or bullying can support these behaviors, CSCA prohibits both active and passive support for acts of harassment or bullying. The staff should encourage

students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The following factors, at a minimum, shall be given full consideration by the Head of School in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.

TECHNOLOGY

Internet Acceptable Use Policy for Students

Overview

Access to the Internet is available at CSCA. There is a wealth of information available throughout the Internet that can serve to enhance and augment the Core Knowledge curriculum. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, CSCA is providing access to students after their parent or guardian has read, agreed to and both parents and student have signed this Acceptable Use Policy.

CSCA has taken all reasonable precautions to ensure safe access to the Internet. A filter is being utilized to limit access to questionable material. The computer lab is set up so that the instructor can view all monitors from one position. No students will be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have continual discussion on their Internet use at home and at school throughout the year.

Privileges

Each student accessing the Internet will be trained on the proper uses of the internet. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges.

We encourage your help in guiding your child to use on-line services responsibly by reading over this document together. We further recommend continual discussion and monitoring of your child's interaction, learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems. Please indicate that you have read this document with your child and agree with the rules specified by signing where indicated and returning this document to school.

If there is ever a question about your child's interaction with the on-line services, please contact your child's technology instructor immediately.

Specific Guidelines

1. Student use may be permitted provided the students receives written parental permission and proper supervision is maintained by school officials. Students shall not use the Internet unsupervised.
2. No social media, live streaming music, (Facebook, Google+, Pandora, iHeart Radio, YouTube, Instagram etc.) should ever be accessed.
3. No student is to be identified over the Internet by full name, photograph, etc. without written permission from the parent or legal guardian. If the parent or legal guardian has signed a form provided by the classroom teacher or technology instructor, personal information may be posted in certain circumstances.
4. Use of the Internet to defame or demean any person is prohibited.
5. Network etiquette: Be polite; Use appropriate language; Do not swear, use vulgarities, or any other inappropriate language; Do not reveal personal address or phone number or the personal addresses or phone numbers of others. Remember that illegal activities are strictly forbidden.
6. Users may not download or use any documents or data that could knowingly cause damage to the school's computer system (i.e.: viruses).
7. Students will not engage in any activity that requires an exchange of money, credit card numbers or where they enter into an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.
8. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited.
9. The illegal installation of copyrighted software for use on CSCA computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
11. Users shall not intentionally seek information on, obtain copies of, or modify files, other date or passwords belonging to other users, or misrepresent other users on the network.
12. CSCA shall be the final authority on use of the network. Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Internet Acceptable use Policy.

Chromebook User Agreement

The school has purchased Google Chromebooks for classroom use. These are wonderful tools that can supplement a student's education in a number of ways. They give students access right at their desks to many of the technological updates that are enhancing education. They provide benefits in a way that a limited number of desktop computers cannot. Some of the ways in which our students will use Chromebooks in the classroom include developing keyboarding skills, conducting research, taking notes, taking part in lesson activities and completing homework assignments. Student will not always receive the same Chromebook to use throughout the day and school year. As such, each student will be required to use common sense and sound judgment when using a Chromebook.

The following policies are in place for the student use of Chromebooks:

1. Chromebooks will remain at school.
2. No food or drink will be consumed by a student while using a Chromebook.
3. If a Chromebook is damaged due to what the teacher deems a student's lack of the use of common sense, the student is responsible for the repair or replacement of the device.
4. All the terms laid out in the Internet Acceptable Use Policy apply to student use of the Chromebooks. If a student is in violation of the terms, school work will be completed in a comparable fashion for the duration of the suspension of the student's use of the Chromebook.

While there is certainly a need for students to be responsible while using Chromebooks, there are a number of safeguards in place to protect our students. The school's Google management system allows the administrator to see all websites visited, emails sent, and documents created. Email has been restricted so that it can only be sent to and received from classmates or the teacher for school work. Internet safety and proper usage lessons will be taught to the students. Some homework assignments will be completed using Google Chrome. If a student does not complete the assignment at school, the student does not need a Chromebook to finish it at home. A student may access their Google Drive from any computer with internet access. To make this possible, parents are asked to install Google Chrome on their home computer by visiting www.google.com/chrome and clicking "Download Chrome." The student will then login to their school assigned account.

Guest Wi-Fi Terms of Use

By accessing or using the Colorado Springs Charter Academy wired or Wi-Fi Internet access service (service) you represent and agree that you are currently a guest of Colorado Springs Charter Academy. You also acknowledge and agree that you have read all of the information, disclaimers, and provisions stated or referred to in this document below (terms), understand them, and agree to be legally bound by them. If you are not a current guest of CSCA and/or you do not agree to the terms, you may not access the service.

Consent to monitoring. CSCA reserves the right to, and you acknowledge and consent that CSCA may (but is not required to), monitor, or authorize a third party to monitor, your communications and activities via the service (including the content) in connection with your use of the service, and may disclose any such information for purposes of ensuring your compliance with terms, applicable law, cooperation with legal authorities, and otherwise protecting CSCA's rights, property and interests.

Disclaimer of warranty. You acknowledge and agree that the service is provided solely as a convenience to you, "as is," with any and all faults or defects. You further acknowledge and agree that CSCA disclaims all warranties and representations of any kind, whether express, implied or statutory, including without limitation any warranties: (I) of merchantability, fitness for a particular purpose, non-infringement, workmanlike effort, quality, accuracy, timeliness, completeness, title, quiet enjoyment, no encumbrances, no liens, or system integration; or (II) that access to or use of the service or any part thereof will be uninterrupted, error or defect free, free of viruses or other harmful elements or features, or secure, or that problems will be corrected, even if CSCA is on notice of such problems. No advice or information given by CSCA or its employees shall create any warranty. If applicable law does not allow the exclusion of some or all of the above implied warranties, you agree that the above exclusions will apply to you to the extent allowed by applicable law.

The Internet contains a variety of materials and information that may be offensive to you. You agree that you assume full responsibility and risk for your use of this service and the Internet, and that you are solely responsible for evaluating the suitability, appropriateness or legality of any informational content or other materials you may encounter online.

Limitation of CSCA's liability. (A) You acknowledge and agree that the service is provided as a guest privilege solely for your convenience and does not impose liability of any kind or in any amount on CSCA including without limitation, liability for any direct, indirect, special, consequential, incidental, punitive or exemplary damages (including, without limitation, lost profits, loss of business, business interruption, loss of data, or other similar damages) arising out of or related to this agreement or the service; even if CSCA Center is advised of the possibility of any such damages. (B) You specifically waive any and all claims against CSCA related in any manner to your use of the service. (C) You further agree that if for any reason any of the foregoing limitations of liability or waiver are determined to have failed in their essential purpose or are otherwise deemed to be unenforceable, then the maximum aggregate, cumulative liability of CSCA, arising out of or related to the terms of this agreement and this service, shall not exceed your direct damages, if any, up to fifty dollars (\$50). (D) You agree that the limitations and waivers in this section shall be deemed to apply to all causes of action and all legal theories, without regard to whether the claims of damages arise from: (I) breach of contract, breach of warranty, negligence or other torts, or (II) any other cause of action, however stated.

Termination of service; updates to this agreement. You agree that CSCA may, at any time and for any reason, change, terminate, limit or suspend this service (in whole or in part) or your access to this service. Upon any termination, your rights to use this service will immediately cease. CSCA also reserves the right to update or revise this agreement at any time without prior notice, and you agree that CSCA may do so. Your continued use of this service following an update to this agreement signifies your acceptance of its revised terms.

VOLUNTEERING

Any member of the child's extended family can volunteer, and all hours worked are to be logged through the Track It Forward website. There are multiple opportunities to complete expected volunteer hours. Any family with circumstances that prohibit their ability to perform their volunteer hours must meet with the CSCA Head of School to make alternative arrangements.

Teachers and school staff plan for volunteer assistance, so reliability is expected. If you need to be absent, call the school the day before and ask that the teacher or the volunteer coordinator be told of your absence. Remember that you are in the classroom to help the teacher. Please be sensitive to the teacher's direction and wishes for the students. If you have suggestions about the classroom please discuss these with the teacher before or after school, not while you are volunteering. Dress comfortably, but remember that you are a role model for our students. In order to give your full attention to your volunteer time, and because we do not have daycare available, we ask you to not bring your young children to the school while you volunteer. Please keep information and impressions you have about students between yourself and the teacher. A misplaced comment can be devastating to a student, a family, and the volunteer program.

You do not need a teaching certificate to volunteer. You only need:

- A genuine interest in students
- A cooperative attitude
- A commitment to your volunteer activity
- Flexibility
- Regular attendance

Getting Involved

The easiest way to get involved is to visit our website at cscharter.org, click on the "Parents" tab and scroll down to a variety of volunteering opportunities. By signing the Parent/Student handbook, you acknowledge that your contact information will be shared with the PTO to reach out to you for volunteering opportunities.

Identification

For the safety of our children, we require that you always report to the reception desk before you begin your day and sign in with your ID and out and wear a Volunteer Name Badge when in the building. An ID is required for any visitor. No Exceptions.

Volunteer Hours

All parents/legal guardians of children at Colorado Springs Charter Academy are expected to volunteer as active, contributing members of the school community. Volunteering accents the critical part a family plays in the child's education and also helps parents experience the philosophy of the school in action.

The volunteer hour expectations are as follows:

- **Two parent family**—both parents in the same household: 40 hours per year;
- **Deployed parents**—when a parent is deployed for military service, the single parent family expectations apply;
- **Joint parenting family**—parents sharing responsibility for child's care but living in separate households: 20 hours each parent for a total of 40 hours per year;
- **Single parent family**—one parent solely responsible for child's care: 15 hours per year.

Enjoy the Students

By giving of yourself, by sharing time, by caring—you are making a difference!

MEDICATIONS / HEALTH and WELLNESS

MEDICATION POLICY

Medications can be given at school if needed following state guidelines and CSCA policy. We encourage parents to give medication at home as much as possible. We must have written parental AND physician authorization to give **any medication at school including all over-the-counter medications**. This includes a full release by the parent/guardian from the full responsibilities pertaining to the possible side effects or other medical consequences of such medications. * Medication may legally be given by school nurse or school personnel whom a registered nurse has trained and delegated the take of giving such medication.

If your child needs to **self-carry/self-administration of emergency medications (asthma/anaphylaxis)**, please contact your school nurse. The student needs to demonstrate appropriate maturity, knowledge, and responsibility to self-administer emergency medication. A contract provided by the school nurse and signed by the student, parent, and healthcare provider and school nurse is required.

Prescription Medication

All prescription medication (including inhalers) must be in the **original, properly labeled pharmacy container** with the student's name, name of medication, dosage, time for administering, name of health care provider and current date. The school health office staff will keep all medications in a locked drawer.

If prescription medications will need to be given at school, a **Physician's Authorization Form** MUST BE COMPLETED BY YOUR PHYSICIAN and signed by you, then faxed, mailed or delivered to the school before we can administer any medication. The **Physicians' Authorization Form** can be found in the Parent/Student Handbook, or you may pick one up in the main office.

Regarding Prescription Medication That Is Regularly Dispensed At School

When your student's prescription has 5-7 days of medication remaining, you will be notified by the school nurse. When the bottle is empty it will be sent home with the student. *It is the responsibility of the parent/guardian to have the bottle refilled and to make sure all information on the bottle is current, correct, and matches the **Physician's Authorization Form** we have in the Health Office before bringing it back to the school.* At this time, you will be asked for your signature acknowledging the new pills were dropped off. Students may not keep the bottle in their backpacks. We will NOT accept medications to be dropped off in plastic baggies or bottles that have expired.

** Pharmacies should be willing to dispense a prescription bottle designated for "school." Please inquire about this at your pharmacy if you feel it might make things more convenient.

Over-The-Counter Medication

All over-the-counter medication (such as Tylenol, cough medicine, etc.) must be in the original packaging. The school health office staff will keep all over-the-counter medications, etc. in a locked drawer.

If over-the-counter medications will need to be given at school, a **Physician's Authorization Form** **MUST BE COMPLETED BY YOUR PHYSICIAN** then faxed, mailed or delivered to the school before we can administer any medication. The **Physicians' Authorization Form** can be found in the Parent/Student Handbook, or you may pick one up in the main office.

If desired, parents are more than welcome to come to the school to administer over-the-counter medication to their child, without the need for the Physician Authorization form.

****Please note that NO homeopathic medications may be administered by the school nurse or office staff.****

Cough Drops

All cough drops must be in the **original**, unopened package, with the students name on the outside of the package. These will be kept in the nurse's office and used, as needed, throughout the school- year.

Lip Balm / Chap Stick

Students will be allowed to carry colorless Chap Stick or lip balm while in school. It is very important that your student understands that they cannot share their Chap Stick or lip balm with anyone. If a student does share, they will no longer be able to carry Chap Stick or lip balm at school. Chap Stick or lip balm must be labeled with the student's name in Sharpie Marker. The number one reason that lips become chapped is due to dehydration. Please make sure you child always has a water bottle at school and drinks plenty of water on a daily basis.

Thank you for your cooperation in helping to keep our students safe!

If you have any questions or concerns, please feel free to contact the school nurse.

LEGAL REFERENCES:

C.R.S. 12-38-132 (Delegation of nursing tasks)

C.R.S. 22-1-119 (no liability for adverse drug reactions)

C.R.S. 22-1-119.5 (CO Schoolchildren's Asthma and Anaphylaxis Health Management Act)

C.R.S. 24-10-101 et seq (Colorado Governmental Immunity Act) CCR

1010-6, Rule 9-105/106 (regulations)

When to Keep Your Child at Home

There are three reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities, (such as; extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide, without affecting the health and safety of the other children.
3. The illness is on the list of symptoms or illness for which exclusion is recommended.

SYMPTOMS	Child Must Be at Home?
<p>DIARRHEA frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication</p>	<p>Yes - if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or the toilet</p>
<p>FEVER with behavior changes or illness <u>Note:</u> An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention</p>	<p>Yes - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.</p>
<p>FLU SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea</p>	<p>Yes - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine</p>
<p>COUGHING severe, uncontrolled coughing or wheezing, rapid or difficulty breathing <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment</p>	<p>Yes - medical attention is necessary</p>
<p>Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough</p>	<p>No – may attend if able to participate in school activities</p>
<p>RASH <u>with</u> fever <u>Note:</u> Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice</p>	<p>Yes - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p>VOMITING two or more episodes of vomiting in the past 24 hrs</p>	<p>Yes – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration</p>

Students may not use personal cell phones to call home for illness. They must see the nurse who will then make these calls.

ILLNESS	Child Must Be at Home?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days) If blister occurs after vaccination, refer to Health Dept Guidelines
CONJUNCTIVITIS (PINK EYE) OR pink color of eye <i>and</i> thick yellow/green discharge	Yes - until 24 hours after treatment If your health provider decides not to treat your child, a note is needed
CROUP (SEE COUGHING) <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities	Seek medical advice
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	No - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
HEADLICE OR SCABIES	May return after treatment starts
HEPATITIS A	Yes – until 1 week after onset of illness or jaundice and when able to participate in usual activities
HERPES	Yes – if area is oozing and cannot be covered, such as mouth sores
IMPETIGO	Yes – for 24 hours after treatment starts
RINGWORM	May return after treatment starts Keep area covered for the first 48 hrs of treatment
ROSEOLA <u>Note:</u> A child with rash and no fever may return to school	Yes – seek medical advice
RSV (Respiratory Syncytial Virus) <u>Note:</u> A child does not always need to be excluded unless he/she is not well enough to participate in usual activities	Seek medical advice. Once a child in the group has been infected, spread of illness is rapid
STREP THROAT	Yes - for 24 hours after treatment and the child is able to participate in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – until determined not infectious by the health care provider
YEAST INFECTIONS including thrush or candida diaper rash	No – may attend if able to participate in school activities Follow good hand washing and hygiene practices

INCLEMENT WEATHER

All children should be sent to school with appropriate clothing for our frequent and sometimes drastic weather changes. Students will go out every day for recess unless the temperature drops to 20° or below, or in the case of severe weather. Our bias is always in favor of fresh air, exercise, and the opportunity to enjoy the beautiful Colorado outdoors.

Snow Day Policy

Colorado Springs Charter Academy uses every available resource to help us with the decision to cancel school because of inclement weather or unsafe road conditions. We sincerely ask and urge parents to help with the decision as far as their own children are concerned. If the parent's judgment is that it is too hazardous to send his or her child to school—the parent is encouraged keep the child at home. Students will not be penalized for such absences and will be given ample opportunity to make-up missed assignments. CSCA makes its own decisions regarding delays/closures and does not automatically follow D11's decision.

Announcements

In the case of bad weather, parents and staff should listen to local radio or television stations or check the CSCA web site (www.cscharter.org). These locations will broadcast information about the delayed start of school, cancelled school, or early dismissal of school due to bad weather. The Head of School will make every effort to make decisions regarding school delays by 6:00 a.m. Weather announcements will also be broadcast through CSCA's automated notification system.

Two-Hour Delayed Start

If adverse weather conditions appear to be developing by 5:30 a.m., the Head of School may delay the start of school for two hours. Should this happen, local stations will be informed by 6:00 a.m. that the starting time for CSCA will be delayed two hours.

Below is a listing of the stations that will be notified about a snow delay or closure:

KKTV TV – Channel 11	KXRM TV – Channel 21	Klite Radio – 106.3 FM
KOAA TV – Channel 5	KVOR Radio – 0740 AM	KRCC Radio – 91.5 FM
KRDO TV – Channel 13	KOA Radio – 0850 AM	KBIQ Radio – 102.7 FM

By 7:00 a.m. the decision will be made to either open school with a two-hour delay or to cancel the day. If the decision is to hold school, the two-hour delayed start will be honored and no additional radio announcements will be made. With that decision, all classes (except a.m.

Kindergarten) will begin at 10:00 a.m. and end at the normal time. On two hour delay, there will be no a.m. kindergarten and p.m. kindergarten will start at the regularly scheduled time. If a two- hour delay occurs on a Friday, morning kindergarten will be cancelled for that day. If the decision is to cancel school, local radio and television stations will be informed by 7:00 a.m.

Severe Weather

In the event of a thunderstorm with lightning in the near vicinity, children will be held inside the building until the weather subsides or their transportation has arrived at the end of the school day. If children are delayed more than a few minutes, they will be permitted to call home.

Safety Drills

CSCA will be conducting Colorado state required Lock-out and Lock-down safety drills during this academic year. Safety drills allow CSCA to prepare for situations where we may need to take additional safety precautions with agitated or potentially harmful individuals, outside or inside our school facilities.

Lock-out – This safety drill consists of school staff members on the Emergency Response Team (ERT) ensuring the exterior doors are locked, and windows are closed to prevent suspected individuals from gaining entry. Heightened alert, monitoring of doors, windows, and outside activity continue during this drill or actual event. Instruction continues as usual, but students will not go outside or move between buildings.

Lock-down – This safety drill consists of securing our students and staff into locked classrooms and secured areas, in the event someone has been identified as already being in the building, and requires CSCA to take special safety precautions. In an actual event, the Colorado Springs Police Department will either initiate the Lock-down by alerting the school, or will respond and take charge of situation if CSCA calls for assistance.

By conducting these safety drills, CSCA will be better prepared to efficiently and effectively take action in the event we ever need to implement these safety procedures.

FAMILIES PLEASE discuss with your child the importance of these drills. Drills may be a little scary at first, especially for younger children. The message to our students is “The adults know what to do to keep everyone safe, and we are just practicing so everyone knows what to do.”

FIREARM POLICY

Purpose

It is the intent of Colorado Springs Charter Academy (CSCA) to provide a safe and secure environment for students, employees, and visitors by establishing preventative measures, holding perpetrators accountable, and providing assistance and support to victims. This policy specifically addresses the school's position on firearms and weapons to provide a safe working and learning environment for students, employees, and visitors at all school-owned or -controlled properties.

Policy

CSCA maintains a strict policy prohibiting firearms and weapons in the school community, including legal and authorized weapons. Use of any firearm, explosive, weapon, dangerous chemical or biological agent on school property or at any school function is prohibited. Other prohibited items include, but are not limited to, swords, razors, hatchets, pellet or BB guns, knives, paintball guns, and bows and arrows (collectively weapons). Furthermore, all firearms as defined in the *Gun-Free Schools Act*, Section 921(a) of title 18, United States Code, shall also be considered firearms for purposes of this policy.

Students, faculty, and staff are not allowed to carry and/or possess firearms or weapons at any time while in the school buildings or property, whether or not licensed to do so. School "property" includes, but is not limited to:

- Buildings
- Sidewalks or walkways
- Lawn areas
- Playgrounds
- Open or undeveloped lands

Students, volunteers, faculty, and staff are also prohibited from carrying and/or possessing weapons at any time while working or attending school or school-related events, whether or not on school property, including, but not limited to:

- Driving school vehicles at any time; and
- Driving privately owned vehicles used in the course of conducting school business or activities.

CSCA also prohibits school visitors from carrying and/or possessing weapons on school property or attending school events (field trips, sporting events, entertainment). Non-employees include, but are not limited to, vendors, visitors, customers, and potential customers of the school.

Procedure

All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, visitors, and strangers. Employees and students shall place safety as their highest concern and report all acts of violence, threats of violence and possible dangers. It is the responsibility of every administrator, student, and staff member to take any threat or violent act seriously and report acts of violence and threats to the appropriate authorities as set forth in this policy. Reports of any suspected violation of this policy should be made immediately to any one or more of the following:

- Office (719-636-2722)
- Head of School
- Administrators
- Teacher
- Staff member
- School Official
- Local Law Enforcement (911)

Any such individual who is reported or discovered to be in possession of a firearm or weapon will be asked to remove it or turn it over immediately. Failure to comply will result in disciplinary actions and/or arrest as described in the “Consequences” section, below.

Authorized Exceptions

The following are authorized exceptions to this policy:

- Visitors who are required to carry a weapon in the scope of their employment would be exceptions to this policy. For example, law enforcement officers are exempt from this policy.
- Employees, students, staff, and volunteers may and use appropriate tools, such as saws, knives, and other such implements necessary for the performance of their job duties or schoolwork.
- Contractors or workers hired by the school to perform a job that requires the use of saws, knives, or equipment that may be seen as a weapon or used as such to cause harm to another individual.

The Head of School must approve all other exceptions.

Support

Colorado Springs Charter Academy shall make every effort to provide a campus and workplace that is free of violence, and to protect and support victims and those threatened or exposed to acts or threats by offering security measures and appropriate resources for providing support and assistance.

Consequences

Any student, who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled for not less than one year. The Executive Director of the Charter School Institute may modify the length/term of the expulsion on a case-by-case basis if such modification is in writing. Any student who brings a firearm or weapon to school will be referred to the appropriate criminal justice or juvenile delinquency system. A record will be kept of all firearm expulsions, including a description of circumstances that, at a minimum, includes: the number of students expelled, the type of firearms concerned, how many expulsions were modified, how many were IDEA students, and how many were referred to “alternative placements.”

Violation of this policy by non-students shall be grounds for disciplinary actions to include but not be limited to termination and prosecution under the law. The school will not tolerate retaliation against any student, employee, or visitor who reports a suspected violation of this policy.

ATHLETIC CODE OF CONDUCT

Purpose

To introduce and encourage the ideals of fair play and sportsmanship to CSCA students.

Value and Philosophy of Athletics for CSCA Students

Research shows that students who participate in sports and extra-curricular activities tend to have higher grade point averages, better attendance records, lower dropout rates, and fewer discipline problems than other students. Athletic competition can aid in the development of a work ethic, as well as foster teamwork, self-discipline, time-management skills, and self-confidence. Athletics help meet the physical development needs of students, while exposing them to the idea of lifelong fitness.

Athletics exist at CSCA to advance the mission and vision of Colorado Springs Charter Academy. Student character development underlies all aspects of the school's athletic programs, and we have the highest behavior and character expectations for student-athletes, parents, coaches, and spectators.

Expectations for Players/Team Members

1. Display sportsmanship in every situation, win or lose, whether during practices and games. Win with grace, lose with tact and head held high. Give nothing but the best effort in practices and games.
2. Meet all eligibility requirements
3. Take seriously the responsibility and privilege of representing the CSCA school community, and act always in ways that honor, not disgrace, that community.
4. Cooperate with officials, coaches, teammates, and opponents to ensure a fair competition.
5. Treat officials, coaches, teammates, and opponents with respect. Accept respectfully the judgements of contest officials, avoiding always argument and disrespectful facial expressions and physical gestures.
6. Play hard, fairly, honorably and always within the rules.
7. Attend all practices and games. Communicate to coaches in advance when practices and games must be missed.
8. Arrive at practices and games on time and prepared with the proper clothing and equipment. Students should notify the coach as soon as possible if they cannot attend a practice or game.
9. Return school-owned property, including uniforms, when the season ends.

Expectations for Parents and Spectators

It is our intent for the athletic programs here at CSCA to conduct all events with emphasis on good sportsmanship meaning that we need to abide by the following:

1. Understand that the purpose of athletics at CSCA is to advance the mission and vision of CSCA, introduce and encourage the ideals of fair play and sportsmanship to student-athletes, and aid the development of student-athletes' character.
 2. Treat officials, coaches, and all participants with respect. Accept respectfully the judgements of contest official and coaches, avoiding always argument and disrespectful facial expressions and physical gestures.
 3. Take seriously the responsibility of being a role model to all participants – officials, coaches, and most importantly student-athletes (from both teams). Win or lose, model
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sportsmanship. Though it should go without saying, do not use profane, obnoxious language and or engage in similarly obnoxious behavior.

4. Contact coaches outside of practices and games via email or phone; be respectful of their time with student-athletes before, during, and after practices and games.

5. Know that contest officials and school staff have the right to eject spectators and other contest participants whose conduct is detrimental to good sportsmanship. Misbehavior at CSCA sporting events may lead to prosecution and/or school disciplinary action.

Expectations for Coaches

1. Understand that the purpose of athletics at CSCA is to advance the mission and vision of CSCA, introduce and encourage the ideals of fair play and sportsmanship to student-athletes, and aid, first, the development of student-athletes' character and, second, the development of their athletic skills.

2. Treat officials, opposing coaches, and players (both your own and opposing) with respect. Accept respectfully the judgements of contest officials, avoiding always argument and disrespectful facial expressions and physical gestures.

3. Take seriously the responsibility of being a role model to all participants – officials, opposing coaches, spectators, and most importantly student-athletes (from both teams). Win or lose, model sportsmanship. Though it should go without saying, do not use profane, obnoxious language and or engage in similarly obnoxious behavior.

4. Hold student-athletes appropriately accountable when they fail to meet the highest sportsmanship and character standards.

5. Attend all practices and games, arrive on time, and give timely notice in advance if a practice or game is cancelled.

6. Ensure accurate and timely communications with parents; provide a calendar detailing practice and games times, as well as the location of practices and games.

Eligibility Requirements

In order for a student at CSCA to participate on any athletic team they must abide by the following:

1. Students must be in grades 6, 7 or 8 and enrolled at CSCA.

2. Students wishing to participate are required to meet standards of personal behavior and academic performance.

3. Students must maintain at least a 70% current quarterly grade average in all classes/subjects. Academic eligibility is determined by a check of students' grades every Friday during the season. The Friday grade check determines eligibility for all games occurring in the following week. Students determined to be eligible will be notified by homeroom teachers before they go home on Friday. In addition, the Athletic Director will notify parents or guardians that students are ineligible via email. Students who remain ineligible for two consecutive weeks will be suspended from the team, meaning that they cannot participate in practices or games. If in the two weeks following a suspension from a team students do not raise their grades, they will be dropped from the team. Students who are dropped will not be refunded any portion of their athletic fee.

4. Students who are determined to be ineligible are expected to practice with the team (at the discretion of coaches and parents or guardians) and attend games but will not be allowed to play in games. .

5. Students must be present at school for at least four hours on the day of a game in order to participate in the game that afternoon or evening.

6. Students will not be allowed to participate in practices or games until all required forms have been submitted to the school.

General Guidelines

CSCA encourages participation in athletics for all interested students and therefore supports a no cut policy.

Coaches are required to play each student-athlete for some portion of every contest (health permitting) as long as the student-athlete meets all eligibility and conduct requirements, regularly attends practice, and demonstrates a commitment to the team.

The amount of playing time is determined by several factors – effort, ability, practice attendance, and game situations. Generally, playing time for sixth-grade student-athletes will be roughly equal. Playing time for seventh- and eighth-grade students will likely not be equal, but all student-athletes will play some portion of a game as long as they have met all eligibility requirements, regularly attended practices, and demonstrated a commitment to the team.

Students who decided to end their participation in a sport during the season must notify coaches promptly. Students are responsible for returning all school-owned equipment and clearing all financial responsibilities owed to the school. Students are responsible for the replacement cost of school-owned equipment that is not returned to the school.

Misconduct Penalties

1. Students who fail to meet behavior expectations may be suspended from participating in practices and games. In some cases, students may be dismissed from the team.

Consequences for students regarding the failure to meet behavior expectations will be determined by the coach, athletic director, and head of school, with final determination left to the head of school.

2. Students suspended from school for any reason may not practice or compete during the period of suspension.

3. Students ejected from a match or game will be disqualified for the remainder of that match or game and the students will be ineligible for the next regularly scheduled contest.

4. Students ejected from a second match or game during the same season will be dismissed from the team and will only be allowed to participate in other sports with the approval of the head of school.

UNIFORM POLICY

last revised August 2018

At Colorado Springs Charter Academy, we believe in fostering an environment that maximizes our children's ability to learn and grow. A very important part of this is our commitment to provide a uniform policy that promotes equality, modesty, unity, respect for self, and respect for others. Our guidelines not only fulfill these goals but also minimize cost to parents by keeping the uniforms simple while still offering versatility. Please read the following uniform policy. If you have any questions, please contact your child's teacher or the Head of School. This policy is not intended to be exhaustive in terms of what students "cannot" wear. Rather, what is listed is what students can wear; anything else is prohibited.

Uniforms for all CSCA students are mandatory. Uniforms must be worn during school hours, including field trips, except under special circumstances or as announced. For more information on why uniforms have a positive influence on the learning environment, please refer to the CSCA charter located on our website. Parents have the responsibility to ensure that their children arrive at school in proper uniform. Within the school, the dress code will be enforced by the classroom teachers, other staff members, and CSCA administrators, who will make final decisions regarding uniform issues. Cheerful, consistent compliance with the uniform policy by all is expected.

Parents can help their students by being aware of the school's dress code and checking their students on the way out of the house. When parents sign the enrollment contract, they implicitly support the kind of community spirit that is represented by the dress code. If parents disagree with segments of the dress code, they are urged to speak directly with the administration.

Any staff member may report a uniform violation to the student's homeroom teacher. As a general rule, female faculty will address female students, and male faculty will address male students. All violations will be communicated to parents. The administration is provided latitude in assigning consequences. If a student violates the uniform policy in a manner that cannot be immediately corrected, the student may be asked to call her/his parent or guardian to bring an appropriate uniform item(s) that will allow the student to comply with uniform policies.

CSCA has two uniform vendors, listed below. Both of these vendors refund a percentage of all purchases to CSCA, which we use to help pay for uniform scholarships. Please make sure you supply our school codes at their websites or when ordering over the telephone. Uniforms may also be purchased elsewhere, as long as they align with the uniform policy.

<i>Online</i>	Izod www.izoded.com School dress code 890320187 - redirects to JCPenny website	Lands' End http://www.landsend.com/school Preferred School number 900103011 Logo Code 0583676K
<i>In Person</i>	JC Penney www.jcpenny.com Kmart Target (French Toast)	Walmart Old Navy

General Rules: Girls



- HATS** Hats, scarves, and bandanas are not allowed in the school building.
- HAIR** Hair style and color must be tasteful and well-groomed in nature. Hair may be dyed in naturally occurring hair colors only. Girls may wear non-distracting hair accessories. Bandanas are not considered hair accessories.
- MAKE-UP, NAILS** K-6th grade students may not wear make-up. K-6th grade students may wear clear nail polish.
- 7th and 8th grade girls may wear tasteful make-up. 7th and 8th grade students may wear any color polish, but nails may not have patterns. Fake nails are prohibited.
- ACCESSORIES** Body piercings and tattoos (even temporary) are prohibited. One necklace may be worn, if unseen and kept inside shirt. Pins are prohibited. Students may wear one tasteful watch (no smart watches). K-6th grade students may not wear rings or bracelets. K-6th grade girls may wear one set of post earrings. 7th and 8th grade girls may wear up to two rings per hand and up to two sets of any style earring, no larger than 1”.
- BELTS** Belts must be worn with all pants and shorts. Buckles must be plain. Belts are optional for kindergartners.
- OUTERWEAR** Outerwear, other than approved uniform items, may not be worn in the classroom. Fleece jackets and hoodies in school colors (solid, no patterns) are acceptable.
- HEMS** The hemline in jumpers and skirts (and shorts) must not be higher than 2” above the knee (from the front and back of the knee).
- PANTS/SHIRTS** Pants and shorts must be worn at the waist and must have belt loops. The hem of the pants may not extend past the heels. Pants, shorts, and shirts must fit modestly, with a 1-2” ease, not too tight or loose. No denim or jeggings. Pant pockets must be on inside of pants.
- SOCKS, TIGHTS** Socks or tights must be black, navy, red, tan, or white and must be worn at all times. Socks must match each other. 7th and 8th grade girls may, along with their skirts, wear full-length nylon stockings or leggings, which must not have designs and must be neutral colors.
- FOOTWEAR** Matching shoes must be worn at all times. Shoes may have no more than a 1” heel. Crocs and open-toed shoes are prohibited. Boots are not allowed for all-day wear, although snow boots may be worn to school as long as they are changed before entering the classroom. Shoes may not have lights, wheels, or neon colors. If shoes have laces, the laces must be tied. Laces must be neat.
- NEATNESS** Students must present a neat appearance. Shirts must be tucked in. Uniforms may not have holes or stains. Undergarments must be worn, but not seen, even through clothing.
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Girls

Items must be proper style and color.

Item	Style	Color			
		Khaki	Navy	Red	White
Skirt	Pleated				
	Straight, Long				
Skort	Chino, Long or Short				
Jumper	Two-Pleat Front				
Pants	Pleated Front (3-5 pockets; no cargo pants)				
	Flat Front (3-5 pockets; no cargo pants)				
Shorts	Pleated Front				
Shirt	Oxford, Long or Short				
	Polo, Long or Short				
Turtleneck	Full or Mock Collar				
Sweater	Cardigan				
Fleece Jacket / Hoodie	Full zipper in red or blue school colors only				
Sweatshirt	Crew or Hooded Zip-Front Red or blue school colors only				
Socks and Tights	Khaki, navy, red, white, or black				
Nylon Stockings and Leggings	Plain (no designs), must be full length				
Belt	Solid or Braided	Black or Brown			

General Rules: Boys



- HATS** Hats, scarves, and bandanas are not allowed in the school building.
- HAIR** Hair style and color must be tasteful and well-groomed in nature. Boys' hair shall not extend below the bottom of the shirt collar in back or the eyebrows in front, and it may not be worn in a ponytail or Mohawk, nor be oiled or spiked. **7th and 8th** grade boys may wear hair 1" longer than this standard in the front, and 2" longer in the back. Hair may be dyed in naturally occurring hair colors only.
- MAKE-UP,** Boys may not wear make-up. Fake nails and pins are prohibited. K-6 students may wear clear nail polish. **7th and 8th** grade students may wear any color polish, but nails may not have patterns.
- NAILS**
- ACCESSORIES** Body piercings and tattoos (even temporary) are prohibited. One necklace may be worn, if unseen and kept inside shirt. Pins are prohibited. Students may wear one tasteful watch (no smart watches). K-6th grade students may not wear rings or bracelets. **7th and 8th** grade students may wear one up to two rings per hand. Boys may not wear earrings.
- BELTS** Belts must be worn with all pants and shorts. Buckles must be plain. Belts are optional for kindergartners.
- OUTERWEAR** Outerwear, other than approved uniform items, may not be worn in the classroom. Fleece jackets and hoodies in school colors (solid, no patterns) are acceptable.
- PANTS/SHIRTS** Pants and shorts must be worn at the waist and must have belt loops. The hem of the pants may not extend past the heels. Pants, shorts, and shirts must fit modestly, with a 1-2" ease, not too tight or loose. No denim or jeggings. Pant pockets must be on inside of pants.
- SOCKS** Socks or tights must be black, navy, red, tan, or white and must be worn at all times. Socks must match each other.
- FOOTWEAR** Matching shoes must be worn at all times. Shoes may have no more than a 1" heel. Crocs and open-toed shoes are prohibited. Boots are not allowed for all-day wear, although snow boots may be worn to school as long as they are changed before entering the classroom. Shoes may not have lights, wheels, or neon colors. If shoes have laces, the laces must be tied. Laces must be neat.
- NEATNESS** Students must present a neat appearance. Shirts must be tucked in. Uniforms may not have holes or stains. Undergarments must be worn, but not seen, even through clothing.
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Boys

Items must be proper style and color.

Item	Style	Color			
		Khaki	Navy	Red	White
Pants	Pleated or Flat Front (3-5 pockets; no cargo pants)				
Shorts	Pleated or Flat Front				
Shirt	Oxford, Long or Short				
	Polo, Long or Short				
Turtleneck	Full or Mock Collar				
Sweater	Cardigan				
Sweater Vest					
Fleece Jacket / Hoodie	Full Zipper in red or blue school colors only				
Sweatshirt	Crew or Hooded Zip-Front red or blue school colors only				
Socks	Khaki, navy, red, white, or black				
Belt	Solid or Braided	Black or Brown			



CSCA Parent/Student Handbook Acknowledgement Form

The 2019-2020 Colorado Springs Charter Academy Parent/Student Handbook contains policies with regard to:

attendance, student drop-off and pick-up, lunch, communication, homework and late work, grading, student planners, student conduct expectations and discipline management, technology and cell phones, volunteering, medications and health/wellness, inclement weather, and the uniform policy.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of [student name(s) listed below], hereby confirm that I have access to or have received a copy of the 2019-2020 Colorado Springs Charter Academy Parent/Student Handbook and further understand the responsibilities expected of Colorado Springs Charter Academy parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in the handbook. By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2019-2020 Colorado Springs Charter Academy Parent/Student Handbook.

Student Printed Name: _____

Grade Level: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Disclaimer: Colorado Springs Charter Academy reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.