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# 2023-2024 Parent/Student Handbook



## Colorado Springs Charter Academy

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

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**Notice of Nondiscrimination:**

CSCA welcomes all students and strives to create and maintain a diverse student population. CSCA is dedicated to the principles of equal opportunity and prevention of harassment in all of its practices. The educational programs, activities, and employment opportunities offered by CSCA are offered without regard to disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, language, religion, ancestry, need for special education services, or any other protected class. If you have a complaint about discrimination or harassment as it pertains to CSCA, please contact one of the coordinators below.

**Title IX Coordinator/ Americans with Disabilities Act (ADA), Section 504  
Coordinator**

Kelly Miller  
 kmiller@cscharter.org  
 (719)636-2722

## 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 BEING EPIC!

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) Fostering self-advocacy, passion, citizenship, and exemplary character; Providing academically rigorous, proven, content rich educational programs; (2) Providing academically rigorous, proven, content rich educational programs; Developing incisive analytical skills and well-stocked minds; (3) Developing incisive analytical skills and well-stocked minds; (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*, approach others and situations with *positivity*, be a person of *integrity*, treat students, parents, and staff with utmost *respect*, and act in a manner that reflects and exemplifies *citizenship*.
- 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 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.

## STAFF ROLES

- **Head of School** – Zoe Ann Holmes
- **Dean of Academics and Culture** – Lisa Rafferty (K-5), Kelly Miller (6-8)
  - Oversees Teachers and EA
  - Curriculum
  - Assessments
- **Data Accountability/IT** – Kevin Dolley
  - Parent Portal
  - Data Submissions
  - Technology
  - Security
  - Electronic Assessments
- **Business Manager** – Deborah Black
  - Staff Benefits
  - Finances
  - Grants
  - Human Resources
- **Administrative Assistant/Middle School Front Desk** – Leslie Lancaster
  - Facility Rental (Leasing)
  - Attendance
  - Discipline Documentation
  - School Information
- **Administrative Assistant/Elementary School Front Desk** – Amber Davis
  - Attendance
  - Driveline & Placards
  - Staff Benefits
  - School Information
  - School Calendar
  - Newsletter
  - PowerSchool

## Parent/Guardian Commitment

*We fully commit to CSCA in the following ways:*

- We will support the rigorous curriculum by regularly asking our child about school activities, checking grades in Parent Portal, checking the website, and checking my child's planner nightly (or as frequently as appropriate for the grade level).
- We understand that our child must follow all CSCA rules to protect the safety, interests, and rights of all individuals in the classroom (including technology use).
- **We, not the school, are responsible for the behavior and actions of our child.**
- We will do everything with *excellence*, approach others and situations with *positivity*, be a person of *integrity*, treat students, parents, and staff with utmost *respect*, and act in a manner that reflects and exemplifies *citizenship*.
- We will make sure our child arrives at CSCA on time every day, at my assigned time.
- Arrivals after 7:55 a.m. will be considered tardy.
- 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 communication the school sends us, such as newsletter.
- 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 or encourage him/her to read on their own.
- We will always make ourselves available to our children, the school, and any concerns they may have.
- We will attend all required parent-teacher conferences.
- We will ensure that our child takes the necessary assessments and puts forth his/her best effort in doing so.
- We will make sure our child follows CSCA's uniform policy.
- We will support the school by volunteering 40 hours per year (or 15 hours per year for single-parent families). If you are unable to complete these hours, reach out to the head of the school.

## Student Commitment

*I understand that the following is expected of me:*

- I will do everything with *excellence*, approach others and situations with *positivity*, be a person of *integrity*, treat students, parents, and staff with utmost *respect*, and act in a manner that reflects and exemplifies *citizenship*.
- I will arrive at CSCA on time every day, assigned time.
- 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 uniform policy.
- I am responsible for my own behavior, and I will follow the teachers' directions.

# ATTENDANCE

## School Hours

Student hours are 7:55-3:15 Monday-Thursday and 7:55-1:30 on Fridays, unless otherwise indicated (e.g., noon-release days). **Any arrivals after 7:55, will be marked tardy.**

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.

## Philosophy

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 and **may also result in mandatory retention.**

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 at their designated time each day. CSCA cannot safely provide supervision to students *after the end* of dismissal. For student safety, families habitually not picking up students *by the end* of dismissal will meet with the Head of School or another staff member to problem solve and search for viable supervision options.
- 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."

### 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.

## 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 school of obligation to contact the State and/or DHS may be contacted if students are habitually absent.**

## Excused Absence Request

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 5 days 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**

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** 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**, including no credit on completed work that relate directly to academic time missed while unexcused. The school administration shall develop regulations to implement appropriate penalties.

## Tardiness

Tardiness is defined as the arrival 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 8:00 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. *For the 2020-2021 school year, due to the Driveline pickup system, parents should not sign their student out after 2:30 (M-Th) or 12:45 (F).*

## 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 7<sup>th</sup> or 8<sup>th</sup> 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>\$40</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>\$100*</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>\$20*</u>	<u>To cover the cost of equipment and staffing.</u>	<u>Mandatory for students to participate in this voluntary activity.</u>
<u>Art 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>Band</u>	<u>\$50*</u>	<u>To cover the cost of equipment and staffing.</u>	<u>Mandatory for students to participate in this voluntary activity.</u>
<u>Choir</u>	<u>\$25*</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</u>	<u>\$150*</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

### Arrival/Drop Off Process:

- **Students are NOT to be dropped off before 7:30 a.m.** The building is not open for students.
- Students drop off between 7:30 – 7:45AM will wait in a supervised designated area and will be release to their classroom at 7:45AM
- Please follow the arrival process: <https://www.cscharter.org/parents>

**There is no parking available during drop-off and dismissal times. Please do not park and walk your student to the front doors. We do not allow visitors outside of their car on the campus due to COVID-19 precautions. We have committed to having additional staff available to walk your student to their classroom.**

## DRIVELINE

**What is Driveline?** Driveline is the process used to coordinate a rapid student release in a safe, quick and orderly fashion. Driveline minimizes Student exposure to extreme weather conditions parent wait times students wandering around school grounds and local traffic problems. CSCA Parking lots are one way please enter and exit in the appropriate direction.

**How does Driveline work?** Each family is assigned a unique identifier number or family ID and placards are issued to each family. For your student's safety students will not be released without a copy of the placard. The unique placard is to be placed on the vehicle's rear-view mirror. At pick up the family ID is used within the Driveline to link the parent's vehicle with the students in their family. Families are given two placards. These can be shared with others who may pick up your student or to share with carpools. There will be a charge for replacement placards.

Upon a parent's arrival to the school at release time a staff member enters the family ID from your clearly displayed placard into a device. This sends the information to the classroom teachers' computers or phones. The student is then released from the classroom or line, if outside. Although we will have staff to assist them in the training process it is crucial to stress with your students that they are to walk directly to the pickup zone when the family ID number pops up in their classroom. If your student does not come to the zone in a timely fashion, you may be asked to park in a designated spot to clear the Driveline or to simply move forward and wait at the front of the line

**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.

### \* Gymnasium Parking Lot

- ✓ Entrance into lot is **one way**
- ✓ Exit out of the lot is **one way**
- ✓ **RIGHT TURN ONLY** when exiting

### **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 on time, please make other arrangements with a family member or daycare provider to ensure your child is picked up on time. CSCA cannot provide supervision for students who are picked up late. 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 on time
- attending after school care
- **Call if you will be late**

## 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-2: 11:20 – 11:45; Grades 3-4: 11:50-12:15; Grades 5-8: 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. Microwaves are available to heat up lunches.

### 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. Currently, lunch is free for all students but we ask each family to complete the Free & Reduced form for student fees and grant writing.

**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 via an 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](http://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](mailto: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

All visitors **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.

## Report Cards

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

## Parent Portal

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

- This is the area to see works, grades, and check for missing work:

## Teacher Conferences

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.

Formal parent/teacher conferences will be scheduled at the end of the first quarter (mandatory), and again in the third quarter. 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](http://www.cscharter.org)). Parents are encouraged to communicate with school personnel regarding any concerns or suggestions.

## Social Media

- CSCA maintains a Facebook page and other social media pages to promote communication and dialogue among our community.
- Feel free to join the conversation:
  - Twitter: <https://twitter.com/cscharter>
  - Instagram: CSCALINX
  - Facebook: <https://www.facebook.com/ColoradoSpringsCharterAcademy>
- Students should not be friends with teachers on social media.

## School Board Meetings

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

## 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.

## GRIEVANCE

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](mailto: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](http://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](mailto: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.

### 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.

## PROMOTION AND RETENTION

Colorado Springs Charter Academy staff and the administration and parents 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 the academic team 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 meaningfully reinforce, not burden, the student. Please remember that a middle school student's homework requirements (both in content and length of time required) will look significantly different from an elementary student'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 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 vary 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.

## 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. Students are required to use School Planner. Planners are handed out to all students, and if a family has not already paid for the planner, the child's account will be charged.

- Parents are expected to sign planner nightly.

## Grading Scale

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

- E Exceeding
- IP In Progress
- S Satisfactory 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 and Plagiarism

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

## Academic Awards

Colorado Springs Charter Academy encourages students to develop and maintain high academic standards. Special honor is given to students in grades 7<sup>th</sup> and 8<sup>th</sup> 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 grades.**

## MIDDLE SCHOOL

Special honor is given to students in grades 7<sup>th</sup> and 8<sup>th</sup> 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.

### 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.

### 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.

### 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 week's 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, major projects, and homework.

### 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 papers given in class during an absence.
- A student who 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 Worksheets

- 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, spanish, physical education, and Library 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 (or doctor, depending on the circumstance) should be sent to the PE teacher.

# GIFTED AND TALENTED

Gifted children are 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)

Colorado Association for Gifted & Talented (CAGT)

Davidson Institute for Talent Development

Hoagies Gifted Education

National Association for Gifted Children (NAGC)

[www.cde.state.co.us/gt](http://www.cde.state.co.us/gt)

[www.coloradogifted.org](http://www.coloradogifted.org)

[www.davidsongifted.com](http://www.davidsongifted.com)

[www.hoagiesgifted.org](http://www.hoagiesgifted.org)

[www.nagc.org](http://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.).
- Misbehavior will be given consequences, even if it occurs off school property and after school's hour, if it affect the education

### **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 (Elementary)**

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.
- Stay with the group.
- Keep your hands and feet to yourself.
- Eyes facing forward
- Stay on the right.
- Move quietly.
- No talking at any time.
- Face and eyes facing forward

### **Cafeteria Rules**

- Lunchroom conversations should be quiet.
- Remain seated during lunch at class designated area
- Clean up after self.
- Do not throw or play with your food in any manner.
- Walk.
- Please do not line up for recess or exit when instructed by your lunch supervisor.
- Remaining 5 minutes is 'Lights out!' and no talking for students to finish eating

### **Playground Rules**

- All games should be played with a concern for others using the playground.
- School purchase equipment only.
- 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.
- Students must stay in the designated area with proper equipment at all times.
- Students may not climb the fence, retaining wall, or any playground equipment not specifically designed for climbing.
- No personal outdoor equipment from home.
- 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.

### **Recess Detention**

- There will be a designated "Time-Out" area within quadrants for recess detention, if necessary.

### **Recess Snack Time**

- Students may use recess as a snack break and must throw trash away in a trash bag provided to the EA
- Students who eat snack during recess must be at designated area or seated.

## **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 and while in the school building. 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.

## **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 Dean of Students. The teacher issuing detention will notify the student's parents/guardian.

**School is Not responsible for lost, broken items.**

More details can be found on our website at:

[https://www.cscharter.org/files/ugd/1df3ba\\_14733496bae44eafcb27b32ad09381e.pdf](https://www.cscharter.org/files/ugd/1df3ba_14733496bae44eafcb27b32ad09381e.pdf)

## 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 our 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 administration 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 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

Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges, and appropriate consequences. 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, Snapchat, Pandora, Spotify, Tik Tok, 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, hate mail, harassment, discriminatory remarks, and other antisocial behavior 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. The illegal installation of copyrighted software for use on CSCA computers is prohibited.
9. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
10. 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.



11. 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 parent/guardian 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, schoolwork 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](http://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.

## E-Learning User Agreement (If remote learning is required)

By accessing and using any Colorado Springs Charter Academy (CSCA) Google Classroom, participating in a CSCA run Zoom video conference, or using any platform for e-learning at CSCA (including aiding someone in these activities), I accept and agree to be bound by the terms and provisions of this agreement. In addition, I agree to adhere to any posted guidelines or rules applicable to such services, which may be posted and modified at any time. All such guidelines or rules are hereby incorporated by reference into the terms of service. ANY PARTICIPATION IN CSCA E-LEARNING ACCOUNTS (INCLUDING AIDING SOMEONE IN THESE ACTIVITIES) WILL CONSTITUTE ACCEPTANCE OF THIS AGREEMENT.

### Expectations of Use:

- I understand that students (and parents, guardians, and other individuals who assist students) will be expected to follow and uphold all CSCA standards while using Google Classroom, participating in Zoom video conferencing, or using any platform for e-learning at CSCA. Please see CSCA Parent/Student Handbook for any questions regarding CSCA standards.
- I understand that CSCA expects students to continue to be EPIC (demonstrate Excellence, Positivity, Integrity/Respect, Citizenship) as we use Google Classroom, Zoom, and other online platforms for learning. I understand that hate mail, harassment, discriminatory remarks, the posting of inappropriate content, and other antisocial behaviors are prohibited and will result in consequences from CSCA Administration.
- I will not take or share any screenshots that would compromise another student's privacy. I will refrain from posting pictures of other students unless given express written permission by the student and their parent/guardian to do so.
- **I understand streamed classes will be recorded so that they can be viewed by students who were unable to make the class (and also for security purposes). Cameras will be turned off in meetings by default. I acknowledge that if I choose to turn the camera on for this recorded Zoom class, I consent to having my video feed on the class recording, which will be securely stored and password-protected, with links and passwords only available to authorized users. By joining the virtual meeting, I also consent to having my audio feed on the class recording unless I turn it off by muting the microphone. I understand that I may choose to participate in a live virtual class by audio only, or watch a recording after class, without consequence.**
- I will value learning, be an active participant in the classroom, complete all assignments to the best of my ability, and adhere to the deadlines for assignments. If I need help, I will ask my teacher for assistance.
- I understand that cheating is a clear violation of the spirit and practice of CSCA and will not be tolerated. Individual consequences will be handled on a case-by-case basis.
- I will practice internet safety. This includes protecting passwords and only accessing sites with parent/teacher permission. Parents will oversee student usage to ensure safe internet practices are being followed.
- I will communicate respectfully and appropriately to others when using the online learning platform just as I would in the physical classroom.
- I will log in to my Google Classroom daily to review new teacher posts, assignments, or scheduled meetings. Parents/guardians will assist students in identifying time and space in which to complete their work.

These Terms and Conditions are subject to change.

Participating in any CSCA e-learning accounts (including, but not limited to: Google Classroom, Zoom, and other CSCA e-learning platforms and including aiding someone in these activities) constitutes acceptance of this agreement.

# 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 should meet with the CSCA PTO President 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 notified 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 non CSCA children to the school while you volunteer (No interruption during classes).** Some volunteer opportunities are not appropriate or safe for younger children to accompany their parent. Head of School may ask to find alternate. 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, additional if you volunteering to work in the school building, please follow the volunteer/visitor procedure.

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](http://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 asked 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 task of administering 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

If your child experiencing ANY of the following symptoms, your child MAY NOT attend school. □ Temperature of 100.4 or higher

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle aches
- Sore throat
- New loss of taste or smell
- Exposure to someone with COVID or with symptoms

Please contact the school nurse at (719) 636-2722 if you have any questions.

In addition to the guidance above, below are standard criteria to keep your child at home: (these guidelines are subject to change per health)

**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><b>DIARRHEA</b> frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication</p>	<p><b>Yes</b> - 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><b>FEVER</b> 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><b>Yes</b> - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.</p>
<p><b>FLU SYMPTOMS</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea</p>	<p><b>Yes</b> - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine</p>
<p><b>COUGHING</b> 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><b>Yes</b> - medical attention is necessary</p>
<p><b>Mild RESPIRATORY OR COLD SYMPTOMS</b> stuffy nose with clear drainage, sneezing, mild coughs</p>	<p><b>No</b> – may attend if able to participate in school activities</p>

<b>RASH with fever</b> <u>Note:</u> Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice	<b>Yes</b> - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
<b>VOMITING</b> two or more episodes of vomiting in the past 24 hrs	<b>Yes</b> – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration

<b>ILLNESS</b>	<b>Child Must Be at Home?</b>
<b>CHICKEN POX</b>	<b>Yes</b> - until blisters have dried and crusted (usually 6 days) If blister occurs after vaccination, refer to Health Dept Guidelines
<b>CONJUNCTIVITIS (PINK EYE) OR</b> pink color of eye <i>and</i> thick yellow/green discharge	<b>Yes</b> - until 24 hours after treatment If your health provider decides not to treat your child, a note is needed
<b>CROUP</b> (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
<b>FIFTH'S DISEASE</b>	<b>No</b> - child is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE</b> (Coxsackie virus)	<b>No</b> - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
<b>HEADLICE OR SCABIES</b>	May return after treatment starts
<b>HEPATITIS A</b>	<b>Yes</b> – until 1 week after onset of illness or jaundice and when able to participate in usual activities
<b>HERPES</b>	<b>Yes</b> – if area is oozing and cannot be covered, such as mouth sores
<b>IMPETIGO</b>	<b>Yes</b> – for 24 hours after treatment starts
<b>RINGWORM</b>	May return after treatment starts Keep area covered for the first 48 hrs of treatment
<b>ROSEOLA</b> <u>Note:</u> A child with rash and no fever may return to school	<b>Yes</b> – seek medical advice
<b>RSV</b> (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
<b>STREP THROAT</b>	<b>Yes</b> - for 24 hours after treatment and the child is able to participate in usual activities

<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> – until determined not infectious by the health care provider
<b>YEAST INFECTIONS</b> including thrush or candida diaper rash	<b>No</b> – may attend if able to participate in school activities Follow good hand washing and hygiene practices

If your student show any symptoms, they will be refer to our school nurse.

**Students may not use personal cell phones to call home for illness. They must see the nurse who will then make these calls.** The school nurse will contact you or emergency contact to go home.

## 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](http://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	KVORKlite Radio – 106.3 FM
KOAA TV – Channel 5	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. 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 and Security

### Safety Drills

CSCA will be conducting Colorado state required Lock-out and Lock-down safety drills during this academic year, along with fire drills. 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 *GunFree 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 (719-6362722)
- 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 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, always avoiding 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 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, always avoiding 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 Wednesday during the season. The Wednesday grade check determines eligibility for all games occurring in the following week. 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 student 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.

### **Statement of Acknowledgment**

We acknowledge that we have read the CSCA Athletic Code of Conduct. We understand that it contains important information about expectations for students, parents and guardians, and coaches who participate in CSCA's athletic programs. As the parent or guardian, I further

acknowledge that I have explained to my child the relevant information, including expectations around conduct and eligibility, as well as the consequences for my child should he/she fail to meet those expectations.

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Parent/Guardian's Name (please print)	Parent/Guardian Signature	Date
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Student's Name (please print)	Student Signature	Date
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**Information**

Student's Name \_\_\_\_\_ Grade/HR  
Teacher \_\_\_\_\_ Parent's/Guardian's  
Email \_\_\_\_\_ Parent's/Guardian's Phone  
Number \_\_\_\_\_

**Volunteer**

Helping our program out is a great way to use your volunteer hours. It takes a lot of effort and people in order to run a game efficiently. Each game we have a number of positions available and can use your help!

I am willing to volunteer during the basketball season. \_\_\_Boys' \_\_\_Girls' basketball season  
(please check)

I am willing to help with: \_\_\_Concession sales \_\_\_Admission \_\_\_Score/bookkeeper \_\_\_Clock\_\_\_

# Athletic Ineligibility Communication Procedure

## Revision History

Version	Date Revisions Made	Revisions Made By	Summary of Description of Change
V0.1	08/05/19	Kkehm	Initial draft version

## Referenced/Supplemental Documents

- Colorado Springs Charter Academy Staff Handbook

## Procedure

1. The Athletic Director (AD) will check grades beginning early in the day on Wednesdays. It is imperative that teachers have as many grades as possible in PowerSchool first thing Wednesday morning.
2. From the grade checks, the AD will identify students who have a less than 70% grade average in at least one subject.
3. Time permitting, the AD will contact teachers to confirm that a student is below 70% in those teachers' classes and that there are no outstanding assignments whose grades are awaiting entry in PowerSchool.
4. Once grades have been confirmed, the AD will notify parents of their students' ineligibility via email. It will be up to parents to let their students know that they are ineligible. The AD will also send lists of ineligible students to teachers and coaches.
5. Parents who question the validity of a grade will be instructed to contact the teacher who issued the grade. If it is discovered that an error was made with a grade and that the student's grade average is at least 70%, the teacher will notify the AD. The AD will send an update email to teachers and relevant coaches advising that eligibility has been restored. The AD will also confirm to the parent via email that eligibility has been restored.

# 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 Dean of Students. 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.

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<i>In Person</i>	JC Penney <a href="http://www.jcpenny.com">www.jcpenny.com</a>	Walmart
	Costco	Old Navy
	Target	Amazon
	Kohls	

## **CSCA PTO (Uniform Exchange)**

Gently used. Please see our school website for sale dates.

Expectations for ‘Free Dress Day’ are:

# General Rules

<b>COLORS</b>	School colors for polo shirts are navy blue, red, white, and forest green. For pants, school colors are khaki and navy blue.
<b>HATS</b>	Hats, scarves, and bandanas are not allowed in the school building.
<b>HAIR</b>	Hair style and colors must be tasteful and well-groomed in nature. Hair may be dyed in naturally occurring hair colors only. Girls may wear bows 5” or less across, headbands less than 2” wide with no ears, and non-distracting hair clips. Bandanas are not considered hair accessories. No hair tinsel/glitter strands.
<b>MAKE-UP, NAILS</b>	K - 6 <sup>th</sup> grade students may not wear make-up. K - 6 <sup>th</sup> grade students may wear clear, pastel, or nude colored nail polish. 7 <sup>th</sup> and 8 <sup>th</sup> grade girls may wear neutral make-up. 7 <sup>th</sup> and 8 <sup>th</sup> grade students may wear any color polish. Fake nails are prohibited for all students.
<b>ACCESSORIES</b>	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 – 6 <sup>th</sup> grade students may wear 1 ring or bracelet at a time. K – 6 <sup>th</sup> grade may wear up to two sets of post earrings (no hoops or dangling earrings). 7 <sup>th</sup> and 8 <sup>th</sup> grade may wear up to two rings per hand, 2 bracelets per wrist, and up to two sets of any style earrings, no larger than 1”.
<b>BELTS</b>	Belts must be worn with all pants and shorts. Buckles must be plain. Belts are optional for Kindergartners.
<b>OUTERWEAR</b>	Outerwear, other than approved uniform items, may not be worn in the classroom. Fleece jackets and hoodies in school colors that are solid without designs or with the school logo are acceptable in class.
<b>SWEATER/ CARDIGANS</b>	Sweaters in school colors (no patterns) can be worn over approved uniforms.
<b>HEMS</b>	The hemline in jumpers and skirts, and shorts must not be higher than 2” above the knee (the front and back of the knee).
<b>PANTS/SHIRTS</b>	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 the inside of the pants. All shirts must be polo style with collars. Skirts and dresses/jumpers may only be worn by girls.

**SOCKS,  
TIGHTS**

Socks, and tights must be black, navy, red, tan, or white and must be worn at all times. Socks must match each other. Girls may, along with their skirts and dresses, wear full-length nylon stockings or leggings in school colors (must be solid), for modesty.

**FOOTWEAR**

Matching shoes must be worn at all times. Shoes may have no more than 1” heel. Crocs, sandals, 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 or wheels. If shoes have laces, the laces must be tied and neat.

**NEATNESS**

Students must present a groomed appearance. Shirts must be tucked in. Uniforms may not have holes or stains. Undergarments must be worn, but not seen, even through clothing.





## CSCA Parent/Student Handbook Acknowledgement Form

For the 2023-2024 school year, the CSCA Parent/Student Handbook Acknowledgement Form will be signed electronically.

The 2023-2024 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, face mask / covering guidelines, 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 2023-2024 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 2023-2024 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.