

Middle School Handbook*

2023-2024

*In Addendum to the CSCA Parent/Student Handbook



COLORADO SPRINGS CHARTER ACADEMY

2577 N. Chelton Road

Colorado Springs, CO 80909

Phone: (719) 636-2722 Fax: (719) 636-2726

Dear Parents,

We are very excited to be working with you at CSCA this year. We are anticipating a great year with you and your student. The following pages include addendum information specific to the Middle School that will help make this year successful for everyone. The Middle School Handbook does NOT take the place of the Parent/Student Handbook found also on the CSCA Website, so please keep this with other school information so that you can refer to it throughout the year.

The best way to communicate with us is through email. If you have any questions or would like to schedule an appointment, please email us. Thank you for allowing us the privilege of working with you to provide a great education for your student.

Sincerely,

Your Middle School Staff

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

Hannah Badeau
hbadeau@cscharter.org
(719)636-2722

CSCA STAFF

Middle School Classroom Teachers/Aides

Writing - Victoria Hershman	vherhshman@cscharter.org
Social Studies - Kristen Ross	kross@cscharter.org
Math - Kelly Miller	kmiller@cscharter.org
Math: Cindy Welsch	cwelsch@cscharter.org
Literature - Bronwyn Sheppard	bsheppard@cscharter.org
Science: Joanne Thomas	jthomas@cscharter.org
Middle School Aide: Scott Smalberger	ssmalberger@cscharter.org

Specials Teachers

Music: Braden Barrentine	bbarrentine@cscharter.org
Spanish: Francisca Moreno	fmoreno@cscharter.org
P.E.: Steven Dearing	sdearing@cscharter.org
Art: Deanna Shrewsbury	dshrewsbury@cscharter.org
Library: Shannon Larson	slarson@cscharter.org

Administration

Head of School: Zoe Ann Holmes	zholmes@cscharter.org
Elementary School Dean of Academics and Culture: Lisa Rafferty	lrafferty@cscharter.org
Middle School Dean of Academics and Culture: Kelly Miller	kmiller@cscharter.org
Business Director: Dr. Joseph Carlson	jcarlson@cscharter.org
Office Manager: Amber Davis	adavis1@cscharter.org
Administrative Assistant: Leslie Lancaster	llancaster@cscharter.org
Data Accountability/IT Administrator: Kevin Dolley	kdolley@cscharter.org

Communication

The following is a list of ways to stay in touch with your child's teachers and find out daily assignments or announcements.

Email – For questions or concerns please reach out to the subject matter teacher and your child's homeroom teacher. Please check your email regularly for information regarding your child and middle school activities.

Google Classroom – **Used at teacher discretion.** Google Classroom is an online communication platform from subject teachers to students. All assignments from each teacher are listed daily by subject. It is student/parent responsibility to access daily. Work can either be printed off and turned in upon return to school or can be completed on a separate piece of paper. **Assignments for Writing class may be submitted via Google Classroom.** Please be aware that not all Middle School teachers use Google Classroom.

Powerschool/Parent Portal – This is our online gradebook. Both students and parents will have logins. Please see your child's teacher or our Data Accountability Administrator if you need help creating a Parent Portal account or logging in. You and your child should be logging in together at least weekly to go over grades.

Classroom Discipline

We follow the school wide discipline program of "Love & Logic" as outlined in the *CSCA Parent/Student Handbook*. Students can receive lunch detention and Friday detention. Friday detentions will be 1:30pm-3:00pm Friday afternoons and are served with the Middle School Dean. Parents will receive 24-hour notice via Smartsheets by email and a hard copy sent home with your child. It must signed to acknowledge receipt.

Student Planners

We cannot stress enough the importance of your student's planner! School planners will be distributed at the beginning of the school year – they are included in the Student Fee. Students must have them in each class and must record assignments as appropriate. During homeroom each day, teachers will verify that planners have been successfully filled out. Parents are required to review their student's planner nightly. Assignments will also be posted daily to Google Classroom (where applicable).

Late Assignments

See CSCA Parent/Student Handbook.

Late work policies are the same for the Elementary School and Middle School:

Full credit will be given for homework, projects, or assignments turned in on the date due.

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 day, 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.

Any assignment not turned in on the due date will be given a 10% deduction on the 1st day, 20% deduction on the 2nd day, and 30% deduction on the 3rd day. After three days, a zero grade will be entered.

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

It is the student's responsibility to speak with his/her teachers or access Google Classroom (when applicable) to obtain their missing work and complete it in the allotted time.

Tardies

Students are expected to be on time to each class. A bell system is in place to warn students when they have one minute to get to class and to alert them when class has formally begun. Students who are late to class will receive lunch detention. Habitual tardiness (every third tardy) will result in Friday detentions. Parents will be notified by email when their student is tardy.

Cheating

CSCA has a zero-tolerance policy for cheating. Regardless of the weight of the assignment, the resulting grade will be a zero. This includes plagiarism. Individual consequences will be handled on a case-by-case basis.

Water Bottles

Water bottles with lids are allowed and preferred for the classroom. Only water is allowed. The students can refill their water bottles during the passing periods between classes.

Restroom Breaks

Restrooms should be utilized during the student's passing period between classes. Passes during class time will be issue for emergencies.

Hallway Transitions

A bell will ring to signal the end of each class period. Middle School students have a 5 minute Passing Period between classes. During these transitions, students can use their locker, visit the restroom and refill their water bottles. The expectation is that students are quiet (not silent), not running, and respectful of other student's time and property. Students will be marked "Tardy" if they are not seated when the bell rings to start class.

Cell Phones

Student cell phones must be turned off during school hours. They must be put into student

backpacks in their lockers. Students may not use their phones during passing period. All necessary calls can be made on the lobby phone with staff permission. If these rules are not followed, phones will be confiscated and must be retrieved from Head of School (HOS) by the child's parent.

Registration Information Changes

Any registration (address, phone or email) changes should be done online through our website or by visiting the Front Office. Please send the same information to your child's homeroom teacher so they can verify the changes were made.

Lockers

Middle School students are each issued a locker by their homeroom teacher. Locks may be rented from the school for **\$5.00** for the year. (Please pay via [MySchoolBucks](#) or the MS Educational Assistant). Students may not bring their own locks. Lockers are for individual students and may not be shared. CSCA is not liable for items stored in lockers.

End of Day Release/Driveline

Student release is done by our Driveline system. Please make sure the person picking up your student has the **Driveline tag** that is assigned to your family.

If the student has a sibling in the elementary school building, s/he must meet the sibling's class at the front of the Elementary School/Kiss & Go Lane. Middle School students will be escorted by a staff member to the front of the Elementary School building at dismissal – they should not leave the Middle School building unless accounted for in this group. Staff will have a list of siblings who are authorized to wait together at Elementary School Driveline. Middle School Walker/After School Release students are not permitted to wait/socialize with friends who have younger siblings. Siblings will be called together on the Driveline system and load their car at the same time.

If your child walks home or rides a bike, they will need a **“Walker/After School Release”** Form that can be obtained on our website or through the Front Office. No student will be released from school at dismissal until this form is completed by parents/guardians authorizing CSCA to release their student.

Athletics

In order to participate on a CSCA athletic team students must meet the following requirements:

- In order to be eligible, students must have a minimum 70% in all academic classes.
- In order to leave for day games, students must turn in any assignments due that day.

- Students are not excused from future assignment due dates.

Honor Roll

Colorado Springs Charter Academy encourages students to develop and maintain high academic standards.

Honor Roll Awards are given to students in grades 7th and 8th after each quarter's report card who 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.

IMPORTANT 8th Grade Information!

End of Year Spring Field Trip (8th Grade)

In order for students to be eligible for a trip, students must meet the following requirements:

- Maintain at least a C- (70%) average in each academic class.
- No more than one offence resulting in any type of suspension.

In the event that a student fails to meet the grade requirement, the Middle School teachers reserve the right to make an exception for students who show significant effort in raising their grades, show significant character, and meet all other classroom expectations (e.g. excellent classroom behavior,

turning in all assignments on time, attending tutoring, or seeking assistance outside of class)

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 each academic class.
- Seriousness of discipline infractions
- Teacher feedback on student effort

Middle School Uniform Policy

Because Middle School students are the leaders of the student body, we hold them to high standards regarding not only their academics and character, but also their compliance with the CSCA Uniform Policy. Some minor differences are present in the policy for Elementary students vs. Middle School students, so please read carefully.

If a Middle School student is out of compliance with the uniform policy (details on the following pages), his/her Homeroom Teacher will email and send a hardcopy home regarding the item out of compliance. These will require signed acknowledgement by the parent. If uniform items are habitually out of compliance, the student's parent will be called to bring proper clothing for their child that day.

General Uniform Rules: *Middle School* **Part 1**



HATS Hats, scarves, and bandanas are not allowed in the school building.

HAIR 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.

MAKE-UP, NAILS K - 6th grade students may not wear make-up. K - 6th grade students may wear clear nail polish. Girls may wear neutral make-up. Students may wear any color polish, but nails may not have patterns. Boys may not wear make-up. False eyelashes and fake nails are prohibited for all students.

ACCESSORIES Body piercings and tattoos (even temporary) are prohibited. One necklace may be worn, if unseen and kept inside shirt. Pins are prohibited. Students may wear one tasteful watch (no smart watches). Girls may wear up to two rings per hand and up to two sets of any style earrings, no larger than 1". Boys may not wear earrings.

BELTS Belts must be worn with all pants and shorts. Buckles must be plain.

OUTERWEAR Hoodies (pullover or zip up) or fleece jackets/pullovers may Not be worn inside the classrooms.

SWEATER/ CARDIGANS Sweaters/cardigans in school colors can be worn over approved uniform. Only navy, red or forest green sweatshirts with the official CSCA logo are permitted – fitting not too loose or too tight.

SHIRTS Polo shirts (long or short sleeved) may be worn in the solid colors of navy, red, white, or forest green.

HEMS The hemline in jumpers and skirts (and shorts) must not be higher than 2" above the knee (from the front and back of the knee).

PANTS/SHORTS 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.

SOCKS, TIGHTS Socks and tights must be black, navy, red, khaki or white and must be worn at all times. Socks must match each other. Girls may, along with their skirts, wear full-length nylon stockings or leggings, which must not have designs and must be in solid colors (white, black, or navy).



FOOTWEAR Matching shoes must be worn at all times. Shoes may have no more than 1" heel. Crocs and open-toed shoes are prohibited. Boots are not allowed for all-day wear, although snow boots may be worn to school if they are changed before entering the classroom. Shoes may not have lights, wheels, or neon colors. If shoes have laces, the laces must be tied. Laces must be neat.

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

General Uniform Rules: *Middle School*

Part 2



Skirts and Skorts: Girls may wear skirts and skorts that are navy or khaki. They may be straight or pleated and the hemline must not be higher than 2” above the knee (from the front and back of knee). Length regulations apply even if student is wearing leggings underneath.



Jumpers: Girls may wear jumpers that are navy or khaki. They may have 2 or more pleats and the hemline must not be higher than 2” above the knee (from the front and back of knee).



Pants: Pants must be navy or khaki, worn at the waist and must have belt loops. The hem of the pants must not extend past the heels. Pants must fit modestly, with a 1-2” ease, not too loose or too tight. Jogger pants (elastic ankles) are prohibited. No denim or jeggings. Pant pockets must be on inside of pants.



Shorts: Shorts must be navy or khaki, worn at the waist and must have belt loops. The hem of the shorts must not be higher than 2” from the knee. Shorts must fit modestly, with a 1-2” ease, not too loose or tight. No denim or cargo shorts. Pockets must be on the inside of shorts.



Belts: Belts must be worn with all shorts and pants. Belts may be brown or black. Buckles must be plain.



Shirts: Shirts must be collared and either red, white, navy, or forest green. Shirts can be long or short sleeve. They must fit modestly with a 1-2" ease, not too loose or too tight.



Turtlenecks: Turtlenecks can be full or mock collar and must be in the colors red, white, navy or forest green. Shirts must fit modestly with a 1-2" ease, not too loose or too tight.



Sweaters/Cardigans:

Sweaters and button-up Cardigans may be worn inside the building in the colors red, white, or navy. They must be plain with no words/symbols other than the school logo. Sweater vests are also permitted following the same (above) rules.



Socks, Tights, and Leggings: Socks must be worn at all times. Under their skirts, girls may wear full-length leggings in navy, white, red or black or full-length nylons in a plain, patternless neutral color or navy, white, red or black.



**Middle School Handbook
& Acknowledgement Form****

****One Acknowledgement Form is required PER Middle School Student.**

----- *please read, initial, sign, and return* -----

Once you and your child have read the following documents, please BOTH Parent & Student **initial** in agreement and **return** to your Homeroom Teacher by **Monday, August 14, 2023**.

BOTH Parent & Student must initial on each line provided:

Parent Initials /Student Initials

1. We have read & agree to adhere to the policies put forth in the "CSCA Parent Student Handbook" (found online at cscharter.org). _____ / _____

2. We have read & agree to adhere to the policies put forth in the "CSCA Middle School Handbook" (found, also, online at cscharter.org). _____ / _____

3. We have read & agree to adhere to the "Middle School Chromebook/ Technology" policies (hardcopy). _____ / _____

4. We have read & agree to adhere to the "Locker Use" policies. (hardcopy). _____ / _____

Date _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____

Student Name (printed)

Student Signature _____

The Code of Civility is a Board approved document that will be addressed by the HoS on Mandatory Parent Night. Please be prepared that both parents and students will be expected to read and sign in agreement to that policy separately.