

# Middle School Handbook\*

## 2025-2026

\*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*

## **CSCA STAFF**

### **Middle School Classroom Teachers/Aides**

**English/Language Arts (ELA):** Derek Luptak

[dluptak@cscharter.org](mailto:dluptak@cscharter.org)

**Social Studies:** Kristen Ross

[kross@cscharter.org](mailto:kross@cscharter.org)

**Math:** Cindy Welsch

[cwelsch@cscharter.org](mailto:cwelsch@cscharter.org)

**Math/Science:** Khristopher Hayward

[khayward@cscharter.org](mailto:khayward@cscharter.org)

**Electives:** Slobodan Slavnic

[sslavnic@cscharter.org](mailto:sslavnic@cscharter.org)

**Middle School Assistant:** TBD

### **Specials Teachers**

**Music:** Braden Barrentine

[bbarrentine@cscharter.org](mailto:bbarrentine@cscharter.org)

**Spanish:** TBD

**P.E./Athletic Director.:** Alex Schilperoort

[aschilperoort@cscharter.org](mailto:aschilperoort@cscharter.org)

**Art:** Sadie Cano

[scano@cscharter.org](mailto:scano@cscharter.org)

**Library:** Shannon Larson

[slarson@cscharter.org](mailto:slarson@cscharter.org)

## **Administration**

<b>Head of School:</b> Zoe Ann Holmes	<a href="mailto:zholmes@cscharter.org">zholmes@cscharter.org</a>
<b>Elementary School Dean of Academics and Culture:</b> Lisa Rafferty	<a href="mailto:lrafferty@cscharter.org">lrafferty@cscharter.org</a>
<b>Middle School Dean of Academics and Culture:</b> Jorge Zapata	<a href="mailto:jzapata@cscharter.org">jzapata@cscharter.org</a>
<b>Associate Dean of Academics:</b> Pamela Hayward	<a href="mailto:phayward@cscharter.org">phayward@cscharter.org</a>
<b>Business Director:</b> Deb Black	<a href="mailto:dblack@cscharter.org">dblack@cscharter.org</a>
<b>ES Office Manager:</b> Amber Davis	<a href="mailto:adavis1@cscharter.org">adavis1@cscharter.org</a>
<b>MS Office Manager:</b> Leslie Lancaster	<a href="mailto:llancaster@cscharter.org">llancaster@cscharter.org</a>
<b>Data Accountability/IT Administrator:</b> Kevin Dolley	<a href="mailto:kdolley@cscharter.org">kdolley@cscharter.org</a>

## **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*.

Friday detention. Friday detentions will be 1:30pm-3:00pm Friday afternoons and will be supervised by a CDCA Dean or assistant. Parents will receive 24-hour notice via Smartsheets, by email, and a hard copy sent home with your child. The hard copy must be signed to acknowledge receipt. Only Deans will assign Friday Detentions.

## **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 1<sup>st</sup> day, 20% deduction on the 2<sup>nd</sup> day, and 30% deduction on the 3<sup>rd</sup> 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 punctual for each class. A bell system is in place to notify students when they have one minute remaining to reach their class and to signal the start of the class. Students who are late to class three times will receive lunch detention. This sequence will be repeated once more. After the second lunch detention and three additional tardies, a Friday detention will be assigned. Habitual tardiness, defined as occurring after the second Friday detention, will result in an in-school suspension. Parents will be notified by email each time 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 issued for emergencies.

### **Hallway Transitions**

A bell will ring to signal the end of each class period. Middle School students have a 3-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 students' time and property. Students will be marked "Tardy" if they are not seated when the bell rings to start class.

### **Cell Phones**

Cell phones, smart watches, and earbuds are not allowed for use on school grounds. If a student brings any of these devices, they must be turned off and stored in the phone lockers provided by the school. Cell phones are no longer permitted to be stored in backpacks or personal lockers. Students can retrieve their devices when dismissed and may turn them on when outside the building before or after school. Personal cell phones cannot be used to call home for reasons such as illness, homework, or lunches. Students must go to the office to make these calls.

A note on this change:

Phones can be a major distraction in the classroom. Notification, calls, and messages can interrupt students' focus and hinder their ability to absorb information. Studies have shown that students tend to perform better academically in environments where cell phones are not allowed. The constant temptation to check their phones can prevent students from fully engaging with their lesson. By keeping phones out of the classroom, schools can create a more focused, engaging, and safe learning environment for students. *In Colorado, school officials can conduct searches based on a "reasonable suspicion" that the student has violated a school rule or the law.*

**\*\*Please note that CSCA staff is not responsible for damage done to cell phones while in the school's possession. CSCA is not responsible for lost and/or broken items. Lost items will be placed in the Lost & Found area and will be disposed of at the end of every month. It is the responsibility of the family to check lost and found if something is missing.**

### **Registration Information Changes**

Any registration (address, phone or email) changes should be made 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 that have been 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 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.

Middle School students will wait in their MS Homeroom classroom until their Driveline number has been entered. MS students with younger siblings at the Elementary School building will use the same Driveline number (one Driveline number per family). Parents of both ES students and MS students will need to pick up their elementary students through the ES Driveline and then their middle school students through the MS Driveline. **MS students will NOT be released from the MS to meet younger siblings in the elementary building.**

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. Parents who wish to have their student(s) walk home after school must have a permanent address within 1.5 miles of CSCA to be granted a “Walker-Tag.”

### **Athletics**

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

- In order to be eligible, students must have a minimum of 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 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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 8<sup>th</sup> Grade Information!**

### **End of Year Spring Field Trip & 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**



<b>HATS</b>	Hats, scarves, and bandanas are not allowed during school hours.
<b>HAIR</b>	Hair style and colors must be well-groomed in nature. Hair may be dyed in naturally occurring hair colors only and may not include hair tinsel or glitter strands. Girls may wear bows 5" or less across, headbands less than 2" wide with no adornment, and non-distracting hair clips.
<b>MAKE-UP, NAILS</b>	K - 5 <sup>th</sup> grade students may not wear make-up. K - 5 <sup>th</sup> grade girls may wear clear, pastel, or nude colored nail polish. <b>6<sup>th</sup> – 8<sup>th</sup> grade</b> girls may wear neutral make-up. <b>6<sup>th</sup> – 8<sup>th</sup> grade</b> girls may wear any color polish, that is not black. Boys may not wear make-up. <u>False eyelashes and fake nails are prohibited for all students.</u>
<b>ACCESSORIES</b>	Facial body piercings and tattoos (even temporary) are prohibited. One non-distracting necklace may be worn. Pins are prohibited. Students may wear one 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".
<b>BELTS</b>	Belts must be worn with all pants and shorts (all pants and shorts must have belt loops). Buckles must be plain.
<b>OUTERWEAR</b>	Outwear may not be worn inside the school building and must be in the process of being removed before entering a classroom and while passing from building to building. This includes hoodies (pullover or zip-up) or fleece jackets – with or without the CSCA logo.
<b>SWEATER/ CARDIGANS</b>	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 and may be worn over polos in the classroom.
<b>SHIRTS</b>	Polo shirts (long or short sleeved) may be worn in the solid colors of navy, red, white, or forest green. Shirts need to be long enough to tuck in and must fit modestly.
<b>HEMS</b>	The hemline in jumpers, skirts, and shorts must visually touch the top of the knee or longer above the knee (the front and back of the knee).
<b>PANTS/SHORTS</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, not too tight or loose. No denim or jeggings. Pant pockets must be on the inside of the pants. Skirts and dresses/jumpers may only be worn by girls and must visually touch the top of the knee or longer.
<b>SOCKS, TIGHTS</b>	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 neutral colors (white, black, or navy).



<b>FOOTWEAR</b>	<p>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 if they are changed before entering the classroom. <b>Shoes may not have lights, wheels,</b> or neon colors. If shoes have laces, the laces must be tied and neat. On PE days, non-marking tennis shoes must be worn for safety reasons.</p>
<b>NEATNESS</b>	<p>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.</p>
<b>SPIRIT WEAR</b>	<p>On approved spirit wear days, club t-shirts, non-hooded or pocketed sweatshirts, team sport uniforms, and CSCA approved logo shirts may be worn. All spirit wear should have a groomed appearance and be long enough to be tucked in</p>



## 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 be visually touching the top of the knee or longer (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 visually touch the top of the knee or longer (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 solid and have 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.

## **Locker Use Agreement\***

### **2025-2026**

One best aspect of transitioning to Middle School is the use of a locker! With this privilege comes responsibility. Lockers are school property and need to be treated with care and respect. Parents and Students, please review the **CSCA Locker Use Expectations**, sign the agreement, and return it to your homeroom teacher on the day it is requested.

#### **Expectations:**

- Cleanliness
  - o Writing on lockers is prohibited
- Food Storage/Rodent Prevention
  - o No overnight food or open beverages/containers
- Mechanical Function
  - o Slamming or kicking locker doors will not be tolerated
  - o Any physical damage you cause to your locker will be your financial responsibility to fix
- Personal Property
  - o Although locks (rented annually through MySchoolBucks for \$10 fee) are optional, they are highly recommended.
  - o CSCA is not responsible for any lost or stolen items out of your locker
- Decorations
  - o You may decorate the interior of your locker using poster putty or magnets
    - No tape of any kind is permitted
    - Residue from tape will be the student's responsibility to clean off
  - o Only appropriate pictures, words and phrases are acceptable for display
- Illegal Activity
  - o No illegal material will be permitted within the school or locker. Bringing illegal substances or items on campus will result in escalated consequences with the authorities
- Privilege
  - o Lockers are a privilege, not a right. If the challenge of upholding these expectations prove too difficult for a student, we will take the use of a locker away

*\*Please sign the acknowledgement on page 20*

# **Middle School Chromebook/Technology Agreement**

## **2024-2025**

### **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 if written parental permission is provided 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 vulgarity, 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 data 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 log in to their school assigned account.

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.

I, the parent of [student name listed below, p. 18], hereby confirm that I have access to or have received a copy of the 2024-2025 Colorado Springs Charter Academy Middle School Chromebook/Technology Agreement 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 on and with technology 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 2024-2025 Colorado Springs Charter Academy Middle School Chromebook/Technology Agreement.

Your student will not have permission from CSCA to use a Chromebook or the internet until this document is signed and returned to your MS student's homeroom teacher.



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## Colorado Springs Charter Academy

### Code of Civility

The education of a child happens only through partnership. Those partners include the child, the school faculty and staff, and the parent(s) or guardian(s). Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. However, no two people will always agree and that can make partnership difficult. This code of civility is designed to strengthen our partnerships by creating a framework regarding expectations on how we agree to disagree. We must be civil in our discourse.

Civility is a demonstration of our respect for others through our words and actions, regardless of whether we know or like them. It is not to be used to stifle criticism or feedback but offers clear boundaries on how to communicate respectfully. It is truthful and kind. It is each of us who take responsibility for our own actions rather than blaming others.

**As we communicate with each other, we need to remember that we are working together to benefit the children of this community. Every adult who enters our property or engages with our students, parents, faculty, and staff has a responsibility for setting an example to our students of excellent conduct and respectful discourse.** Therefore, the Colorado Springs Charter Academy School Board will require that students, faculty and staff, parents, guardians and all other members of the community shall:

1. Treat each other with courtesy and respect at all times. This means that:
  - We listen carefully and respectfully as others express opinions that may be different from ours.
  - We share our opinions and concerns without loud or offensive language, gestures or profanity.
2. Treat each other with kindness. This means that:
  - We treat each other as we would like to be treated.
  - We do not threaten or cause physical or bodily harm to another.
  - We do not threaten or cause damage to the property of another.
  - We do not bully, belittle, or tease another, or allow others to do so in our presence.
  - We are not demeaning, abusive, or obscene in any of our communications.
3. Take responsibility for our own actions. This means that:
  - We share information honestly.
  - We refrain from displays of temper.



- We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.

4. Cooperate with each other. This means that:

- We obey school rules for access and visitation.
- We respect the legitimate obligations and time constraints we each face.
- We notify each other when we have information that might help reach our common goal. This includes information about:
  - safety issues
  - academic progress / changes that might impact a student's work
  - events in the community that might impact the school
- We respond when asked for assistance.
- We understand that we do not always get our way.

### **Authority and Enforcement of the Code of Civility**

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. Therefore:

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member's immediate supervisor.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:
  - If personal harm is threatened, the employee may contact law enforcement.
  - Anyone on school property without authorization may be directed to leave the premises by an administrator or security officer. Anyone who threatens or attempts to disrupt school or school operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement shall be called.
  - If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene, the employee is not obligated to respond.
    - If personal harm is threatened, the employee may contact law enforcement.
    - The employee shall save the message and contact his or her immediate supervisor or school security.
  - If any member of the public uses obscenities or speaks in a demeaning, loud, or insulting manner, the employee to whom the remarks are directed shall take the following actions:
    - Calmly and politely ask the speaker to communicate civilly.
    - If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference, or telephone conversation.

- If the meeting or conference is on school premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
- If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any or other authorized person shall notify law enforcement to take any action deemed necessary.

Student Printed Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

## Parent/Guardian Commitment Form

*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 teacher pages, 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(ren).**
- 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.
- We understand that 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 newsletters.
- 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 parent-teacher conferences when scheduled.
- We will ensure that our child takes the necessary assessments and puts forth their 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 20 hours per year for single-parent families). If you are unable to complete these hours, reach out to the Head of 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* and our Core Virtues.
- I will arrive at CSCA on time every day at the assigned time and follow CSCA's uniform policy.
- I will 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 each night and raise my hand to ask questions in class if I do not understand.
- I will follow the Love and Logic principles. When I don't, I will tell the truth to my teachers and accept responsibility for my actions. I understand that I am responsible for my own behavior. I will follow the teachers' directions.

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

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

\_\_\_\_\_  
Date



## Middle School Handbook & Acknowledgement Form\*\*

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

-----After reading the MS Handbook, please initial, sign, and return this page only-----

Once you and your child have read the following documents, BOTH Parent & Student please **initial** in agreement and **return** to your Homeroom Teacher by **Monday, August 12, 2025**

**BOTH Parent & Student must initial on each line provided:**

- |   | <u>Parent Initials /Student Initials</u> |
|---|--|
| 1. We have read & agree to adhere to the policies put forth in the<br>"CSCA Parent Student Handbook" (found online at <a href="http://cscharter.org">cscharter.org</a> ).       | _____ / _____                            |
| 2. We have read & agree to adhere to the policies put forth in the<br>"CSCA Middle School Handbook" (found, also, online at <a href="http://cscharter.org">cscharter.org</a> ). | _____ / _____                            |
| 3. We have read & agree to adhere to the "Locker Use" policies<br>(found in the MS handbook).   | _____ / _____                            |
| 4. We have read & agree to adhere to the <b>Middle School<br/>Chromebook/Technology</b> policies (found in the MS handbook).  | _____ / _____                            |
| 5. We have read the "Code of Civility" & agree to adhere to the<br>policies put forth in this document (found in the MS handbook).  | _____ / _____                            |

Date \_\_\_\_\_

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student Name (printed) \_\_\_\_\_

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

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.