

CCA Student Handbook

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Letter from the Director

Welcome to the Cardinal Community Academy School. This handbook has been compiled to provide you with information regarding your child's educational experience at CCA. It is hoped that you will read this handbook and review it with your child. It is important that your child know that you support the educational programs and rules that govern the school. Certainly this handbook is not all encompassing, and there may well be times you have questions that the handbook does not answer. Please know that you may call us (303-732-9312) any time you have questions or concerns. We will be happy to assist you in any way we can.

Educating your child is an awesome job that requires the cooperation and teamwork of home and school. We need you to be involved in the education of your child, and we also need your volunteer efforts to help the school run efficiently and smoothly. Without your involvement, your child and the school will be missing a critical link. Please join with us in providing a quality education for your child.

April Dowdy, Principal

MISSION STATEMENT

The mission of CCA is to serve student needs and achieve educational excellence. Students will have a positive learning environment that will give the students the ability to become life-long learners, while encouraging responsibility, citizenship, honesty, integrity, and respect between students and teachers. Every student will have the opportunity to reach high academic goals within a broad, well-rounded curriculum. Community participation will aid in guiding students to reach their highest academic potential. We believe this statement can be well paraphrased as this:

Character

Community

Achievement

Soaring to Education Excellence

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School Calendar

Cardinal Community Academy 2017-2018 School Calendar

The typical school week will be a four (4) day week, Tuesday – Friday.

School Hours:	for students	7:30 – 3:30 p.m.
	for staff	7:00 – 4:00 p.m.

August 15	First day of school for grades 1 – 8
August 17	First day of school for Kindergarten
October 10-12	Parent-Teacher Conferences
October 13	No School
November 21 – 24	No School – Thanksgiving Break
December 18	School in Session
December 21	End of 1 st Semester
December 22 – January 8	No School – Christmas Break
January 9	School Resumes/Begin 2 nd Semester
February 13 – 15	Parent-Teacher Conferences
February 16	No School
March 27 - March 30	No School – Spring Break
May 21	School in Session
May 24	Last Day

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Admission of New Students

Any child who will reach the age of five (5) on or before September 15 shall be eligible to attend kindergarten, provided that proof of age is furnished at registration. Proof of age can be a valid birth certificate, an appropriate court order, or such other information as the administration deems sufficient.

Students who transfer from another educational institution or from a home-school setting may be tested by CCA to determine appropriate grade placement.

Attendance

It is the belief of the staff and the Governing Board of CCA that a commitment to consistent, punctual attendance is a necessary component of a successful education. It is the parents' or guardians' responsibility to make regular school attendance a priority within the home. Parents/guardians should call the school office (303-732-9312) regarding an absence within an hour after the school day begins.

Make-up work missed during absences is expected. It is the responsibility of the student to request and pick up any assignments missed due to absence. A minimum of one day for each day of absence will be allowed for the student to make up work, but students are expected to make up all work in a reasonable amount of time as allotted by the teacher.

With a preplanned absence, parents/guardians should notify the school office regarding the dates or times to be missed at least two days in advance. The student needs to check with the teacher prior to leaving to collect assignments that will be missed. If the lessons are not available in advance, the student must make up the work when he/she returns.

Attendance Policy

Four consecutive days of absence that are not pre-arranged will require a doctor's note upon return to school.

Additionally:

- When a student has reached eight absences in a year, a letter will be sent to the parents, and a phone meeting with the principal will be arranged.
- When a student has reached 10 absences in a year, a meeting between the principal, the parents and the student will take place in the school office.
- When a student has reached 14 absences in a year, a letter will be sent to the parent stating that the next absence will result in a referral to the Juvenile Assessment Center (JAC).

School begins at 7:30. Any student arriving after that is tardy. An unexcused tardy is when a teacher knows the student was at school on time, but was not in the classroom on time. For every three unexcused tardies, a student will serve detention. Attendance will be one of the criteria used to determine eligibility for students to attend Outdoor Education in 6th grade and the 8th grade trip. Students and their parents will be given a contract at the beginning of the school year defining all criteria. Following is the attendance criteria:

- Nine unexcused tardies in a year will keep a student from attending.
- 9 days absent in a year will keep a student from attending, unless there have been extenuating circumstances.

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Tardy

Our school days are very busy with academic activities that typically begin first thing in the morning. Therefore, it is very important that students be at their desks ready to learn no later than **7:30 a.m.** each morning. If your child is tardy, please accompany him/her to the school office. Your child will receive a tardy slip, which must be presented to the teacher to be admitted to class.

Access to Students

Children of estranged or divorced parents will be released to go with either natural parent, unless CCA has in its possession a copy of the court order granting custody to one parent.

Access to Students Records and Students

Federal law requires that parents of students currently in attendance in school be notified that the parent has the right to:

- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in the part authorize disclosure without consent;
- File with the U.S. Department of Education a complaint concerning alleged failures by CCA to comply with the requirements of the Act and this part.

Chain of Command

Occasionally there may be a problem that concerns you. Please go through the proper channels to try to resolve the problem. If appropriate, contact the classroom teacher. The next step would be to contact the director. If you are still not satisfied, the CCA Governing Board might become involved.

Child Abuse – Reporting

Colorado State law requires CCA to comply with the Child Protection Act. Any school employee who has reasonable cause to know or suspect that a child has been subject to abuse or neglect **must** immediately inform the Weld County Department of Social Services. The law does not permit school officials to contact the child's family or other persons to determine the cause of the suspected abuse or neglect. Once a report has been made to the Weld County Department of Social Services, the responsibility for investigation and follow-up lies with that agency.

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Curriculum

A copy of the *Core Knowledge Sequence*, containing the content guidelines for Grades K – 8, as well as the Core Knowledge Resource Series, is available for review in the school library. The Core Knowledge Resource Series and the *Core Knowledge Sequence* may be purchased through the Core Knowledge Foundation.

The Core Knowledge Foundation describes the *Core Knowledge Sequence* as “a consensus-based model of specific content guidelines that...can provide a planned progress of learning for students...The Sequence offers a planned progression of specific knowledge in history, geography, mathematics, science, language arts, and fine arts...It should be emphasized that the Core Knowledge Sequence is not a list of facts to be memorized. Rather, it is a guide to coherent content from grade to grade, designed to encourage steady academic progress...from one year to the next.”

Colorado Compliance

CCA is an asbestos free school. However, to comply with state and federal regulations, we have an asbestos management plan. If interested, please check at the office.

Controversial/Sensitive Issues

The CCA Board of Directors recognizes that there may be times when controversial or sensitive issues may need to be addressed in the curriculum. Parents may opt-out of a unit study area of instruction for topics that go against their moral beliefs by requesting an alternate assignment from the teacher. Requests to opt-out of whole curriculum areas must be brought to the director’s attention, to be brought before the Board for a final decision. When parents or guardians disagree with the curriculum or the manner in which the curriculum is being taught, the following steps may be taken:

1. The parent may place a phone call or write a note requesting that their child not participate in a unit of study and request an alternate assignment. The student will not have to participate in the area of instruction in question until the matter has been resolved.
2. The complaint is given to the particular teacher and a meeting between the two parties is held within five school days, if needed. If the parent continues to have an objection, an alternative assignment will be given. When an alternate assignment is given, it will be with no negative consequences to the student. If the complaint is resolved, no further action is needed.
3. If the parent or guardian is still not satisfied, the complaint can be brought to the director. The teacher must notify the director if the request involves whole curriculum areas. The director will schedule a meeting within five school days, which will be attended by the parent, teacher and the director. The director’s decision will be followed unless appealed in writing to the Cardinal Community Academy (CCA) Board of Directors.
4. If the parent is still not satisfied, he or she may appeal in writing to the CCA Board of Directors. The Board must also be notified if the request involves whole curriculum areas of instruction. The Board will make the final decision and give direction that will be binding upon all parties.

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Materials will be reviewed using criteria of whether or not they significantly enhance and complete the *Core Knowledge Sequence* or other instructional areas, and whether or not they are age-level appropriate, well done, factual, or contain controversial elements.

Dismissal of Students

During School Hours

Any parent or guardian who wishes to pick up their child from school during school hours must first sign the student out at the school office. Reasons for early dismissal should be legitimate appointments that cannot be dealt with outside of regular school hours. CCA's four-day week is designed to allow students and staff to take care of these needs outside of regular school hours. It is important that your child be present in school as many days as possible.

After School

For safety purposes, all students will be held in their classrooms after school until picked up by a proper adult authority – parent, guardian, carpool driver, babysitter, etc. Please be prompt in picking up your child at the classroom, and keep him/her at your side until you get in your vehicle to leave. Additionally, for safety purposes, students are not permitted to be on our playground or use school balls, etc. after school hours, as there will be no adult supervision available.

Dress Code

CCA believes that proper dress is instrumental in conveying and upholding an attitude of dignity and respect, which is part of our Mission Statement. Therefore, your cooperation in regard to the dress code is crucial to the students and is appreciated.

All students are expected to be clean, neat in appearance, and dress appropriately at all times. Unkempt appearances must be corrected. Extremes of any kind or wearing apparel that calls undue attention to the person or interferes with the functioning of the classroom are not acceptable. Halter-tops, spaghetti straps, bare midriffs, half-shirts, muscle shirts, and spandex or other tight-fitting shorts or tops are not permitted. Any article of clothing that promotes tobacco, alcohol, illegal drugs, slander or violence is not allowed. Writing or pictures on clothing must be inoffensive and free of innuendo or smut. Loose fitting shorts and/or skirts are permissible, but they must be long enough to reach mid-thigh. All tops must be at least two fingers wide at the shoulder. Hats may not be worn in the building.

Emergencies at School

The school office must have at least one current emergency contact and telephone number on file. It is to your child's benefit that you keep the school up-to-date on telephone numbers, emergency numbers, and other pertinent information. If you are going away for the day, let the office know, or give your child the telephone number at which you can be reached.

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In case of serious illness or accidents at school, the first priority will be for medical attention. Every attempt will be made to contact the parent. If such contact cannot be made, the director or teacher will exercise reasonable judgment in acting in the emergency. If the parent/guardian cannot provide transportation, an ambulance may be called. CCA will not be responsible for any medical or transportation expenses involved.

Enrollment Policy

CCA class size will be capped at 20 students. The waiting list will be activated when a class size falls below 20 students.

Enrollment will be on a first come, first serve basis for the first 75% of class enrollment. Students who are on the list after the first 75% will be placed in a lottery that will be held at the regular March CCA Board Meeting. The lottery will establish a fixed rank order for all students on the waiting list. The waiting list will be available for viewing in the office after the lottery is held. If students enroll after the lottery list is determined, they will be added to the bottom of the waiting list in the order in which they enroll.

Any student offered a placement in a CCA class must accept that placement or forfeit their position. If they decline to accept the placement, they will be placed at the bottom of the waiting list.

Students enrolled at CCA will be eligible to re-enroll for the following school year, as long as they are in good standing with CCA. Parents must affirm their desire to re-enroll their child(ren) or hold their place in the waiting list each spring by the date published. Nonresident students may be denied admission as allowed by law.

Enrollment for each grade will be cut off when maximum classroom size is achieved, subject to the Board's discretion, not to exceed 22 students {CCA Charter – Section (b) Goals, Objectives, and Pupil Performance Standards; I. Goals; E. Class Size}.

Field Trips

It is the belief of the CCA Board of Directors that appropriate educational field trips are important and necessary to the academic welfare of our students. Field trips shall serve specific educational purposes, be a normal part of our instructional program, and be viewed by all parties as an extension of our regular classroom instruction. Therefore, siblings and other non-CCA children may not attend CCA field trips. Our purpose for this policy is to help enhance the educational experience for our students and to protect CCA from any potentially litigious situation that may arise from the presence of siblings or other children. Teachers may plan for and include field trips in the educational process of their students, subject to approval of the director.

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Grading Scale/Scholastic Achievement

A = 100 - 90%

B = 89 – 80%

C = 79 – 70%

D = 69 – 60%

F = 59% or lower

Principal's Honor Roll = 4.0 GPA

Academic Excellence Honor Roll = 3.5 – 3.99 GPA

Honorable Mention = 3.0 – 3.49 GPA

Health

Parents should keep students home if they have a fever, cough, sore throat, or any other symptoms of illness. A student who has had a fever should not return to school until his/her temperature has been normal for 24 hours. Likewise, a student should not have vomited within 24 hours prior to returning to school.

It is imperative that the health and safety of CCA students be protected at all times. Therefore, parents will be contacted to take their children home if the child is sent to school with a fever or develops a fever or other illness while at school. Please help us in this matter by providing the school office with an emergency phone number where you can be reached during daytime hours.

Health – Special Problems

It is extremely important that parents notify the student's teacher and the office in writing of their child's health problems and the procedure(s) they wish the staff to employ when dealing with these problems. We will do the best we can to accommodate you.

Homework

CCA's purpose for homework is to provide:

- ✓ Parental involvement
- ✓ Independent practice
- ✓ Reinforced learning

We also recognize the importance of evening family time and extracurricular activities for the children. With that in mind, we have established very general time parameters for homework. They are as follows: 20 minutes per evening for students in grades K – 2; and 30 minutes per evening for students in grades 3 – 8.

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Seatwork that should be completed during class time may have to be taken home if the student does not finish the work in the allotted class time. We do not consider unfinished seatwork to be assigned homework. If this is an ongoing problem for your child, please contact the classroom teacher so we can determine how to best assist your child.

Illegal Drugs

Distribution, possession, and/or use of illegal drugs/drug paraphernalia, alcohol, or tobacco on the school premises or during school activities are strictly prohibited. Any student found in violation of this policy is subject to disciplinary actions up to and including expulsion.

Immunizations

Colorado State Law requires any child entering a Colorado school to be immunized against polio, diphtheria-pertussis-tetanus (DPT), both Red and German measles, and mumps. In addition, entering kindergartners through third grade must have completed the series of three Hepatitis B vaccinations. Also, entering kindergartners must have the chicken pox vaccination. Immunization forms are available at the school and at physicians' offices. The form provides for exemptions on religious, personal, or medical grounds where applicable. Failure to comply with the law may result in a student being suspended from or denied admittance to school.

Lost and Found

All lost and found items are to be turned in to the school office. A box containing all "found" articles is kept in the hall by the office where students may come to claim any missing articles. At the end of each semester, unclaimed articles will be displayed and, if unclaimed, will be donated to a charitable organization. Please write your child's name in outer garments (coats, jackets, gloves, etc.) with a permanent marker so they will be easy to identify. Valuables, unless required for a class project, should be left at home.

Lunches

Students are required to bring sack lunches. No school lunch is available at this time. Please be sure to pack healthy foods in your children's lunches. Good nutrition will help your children benefit the most from their afternoon classes.

Medication at School – District Policy

In order for school staff to assist your child with medication, Colorado State Law requires the following:

1. All medication must be in the original container.
2. We must have a note from a parent giving us permission. The note must include a date, the student's name, the name of the medication, the time the medication must be given, the reason for the medication and the parent's signature.

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3. We must have a note from the prescribing physician.

A form is available at the school for the parent. The form is not required, but may be helpful. We will not be able to assist with this unless all the requirements are in place. DO NOT send medication to school in a baggie or envelope. DO NOT send the medication to school without both the notes from the parent and the physician. Antibiotics and other medication ordered three times a day or less can be given at home. Three times a day would include times before school, after school, and at bedtime.

You and your physician can also fax the required notes to us at 303-732-9314.

We will be glad to help your child get well and make sure he/she gets the needed medication, but we need to follow the law.

Non-Prescription Medication

Over-the-counter or non-prescription medication may be given at school using the following guidelines:

1. Parents must write a note stating the name of the medication, the dosage, the time it is to be given, the reason for the medication and the parent's signature.
2. A physician must be prescribing the medication for the child, and a note must be written.
3. Non-prescription medication must be sent to school in the original container.

Parent/Teacher Conferences

We regularly schedule parent/teacher conferences during the school year. All parents are expected to attend. If a parent wishes to schedule a conference with a teacher at any other time during the school year, the parent should not hesitate to call the office or the teacher to arrange for an appointment.

Parental Support: CCA encourages parents to assist with the following:

Ensure that your child arrives on time and attends school regularly

Encourage good hygiene, nutrition and rest

Ensure your child adheres to the dress code

Provide a quiet place to study; monitor homework assignments

Attend parent/teacher conferences and communicate with staff

Read and return, in a timely manner, all informational materials sent home

Encourage your child to participate in special projects and events

Read with your child and visit the public library regularly

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Parental Volunteers

Parent involvement through volunteerism is a very important guiding principle at Cardinal Community Academy Charter School. One of the things that typically set charter schools apart from other public schools is the tremendous investment parents make in their child's education through their personal volunteerism and involvement. This practice of parent volunteerism is typical in charter schools across the country. Also, it is common knowledge that parent involvement in the education of their children is critical to their educational development, and we at CCA covet your involvement. Not only is your child's education strengthened as a result of your volunteer efforts, but the entire school is improved as well. We recognize that you are very busy and have time constraints, but we believe that you highly value your child's education or you wouldn't be bringing him/her to CCA. With that thought in mind, we sincerely encourage you to seek a way to volunteer two hours per week or eight hours per month. With parents and staff working together, we can and will provide an excellent education for the most important people at CCA; namely, your children.

It is important that you keep track of your volunteer hours and report them to the school. For many grants that we write, we are asked about the number of parent volunteer hours we log. Grant administrators want to know the commitment level to the school from the parent population. Schools that demonstrate a high level of parental commitment are more likely to receive support from the grantors. Listed below are some of the many opportunities you have to be involved as a parent volunteer at CCA.

Parental Volunteer Opportunities

Room parent	Classroom aide
Parties, programs	Ad hoc committees
Bulletin board preparation	Grant Writing
Book fairs	Parent/Teacher Conferences
Library Aide	Field trips
Carpooling	Fund Raising
Accountability Committee	Music Activities
Landscaping	Copying/Laminating
Building/ground maintenance	Custodial help
Sharing of knowledge, expertise	Donations of funds/equipment
Drama	Volunteer Coordination

(You may think of other ways to volunteer that are not listed above. You do not necessarily have to be directly involved with students in your volunteer efforts.)

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Parties

Children wishing to provide treats for the entire class on their birthday may do so provided the teacher gives prior approval. No birthday party invitations or any other party invitations may be handed out at school unless all classmates are receiving an invitation.

Personal Items

Students should not bring personal items, such as balls, cards, toys, electronic games, radios, I-pods, tape players, CD players, pagers, cellular phones, etc., etc., to school except for the purpose of class displays, show and tell, and other educational purposes as directed by the teacher. No hard balls, football helmets or steel cleated sports shoes are allowed. The school will provide all balls and other playground equipment. Students may not buy, sell, or trade any items at school.



Playground Rules

Students must be constructively involved with a piece of playground equipment.

Students must be using the equipment properly.

No throwing of sand, rocks, pebbles, dirt, snow, etc.

No foul language, name-calling, or threatening language.

**No tackle football, no baseballs, no shoes with metal cleats, and no personal toys from home.
The school will provide all necessary toys and equipment for playground use.**

Note: These rules also apply for all school related activities at all hours and on all CCA building and grounds property

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Proper Use of Playground Equipment

Slide

- Students must walk up the slide steps in single file.
- Students must be seated on their backsides and keep both legs inside the guardrails while sliding.
- Only one student at a time may go down the slide. They must be totally clear of the bottom area of the slide before the next person may slide.
- Students must use only the ladder to reach the top of the slide. No climbing up the support bars or the slide itself.
- Jumping from the top of the slide or sliding down the support poles is not permitted.

Bars

- Standing on the top of the bars is not permitted.
- Jumping from the top of the bars is not permitted.
- “Monkey fighting”, “baby drops”, tag, or any other type of rough activity is not permitted.

Swings

- No jumping off (bailing out).
- Students should remain seated on their backsides while swinging.
- Swing straight back and forth (no swinging from side to side).
- Only one person at a time on any swing seat.
- Do not walk behind the swings.

The playground rules are meant to help students get involved in constructive, fun activities and eliminate rough horseplay and fighting. **Absolutely no fighting will be permitted on school grounds or at any school sponsored activity. No intimidating threats, verbal or physical, will be allowed.**

There will not be any staff supervision on the playground before 7:15 a.m. or after school. Parents should pick up their children as soon as school is dismissed at 3:30 p.m. Since we do not provide supervision on the playground after school, school balls and other portable playground equipment may not be used at that time. Parents are requested to not allow their children to play on the playground after school.

Reports – To Parents

We will send home report cards at the end of each semester. In addition, teachers will be contacting parents through phone calls, notes, and conferences. We want you to feel free to contact us, as well, if you have questions or concerns.

Safety – School Parking Lot

The area between the fence and the building is a student drop-off lane only. No parking is permitted there at any time. Please drive to the south end of the drop-off lane at the end of the building to drop off your child. This prevents long lines from forming in the parking lot and into the road. Prior to 7:25, students are to walk directly to the playground by using the sidewalk at the south side of the building. A designated staff member will be present to supervise students during this time. Middle school students

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(6-8) are permitted to enter the building at the back (west) entrance prior to 7:30. Elementary students (1-5) need to remain on the playground until they are directed to go inside and meet their teacher. Kindergarten students need to be accompanied to the kindergarten room by an adult. Students arriving after 7:25 may be directed to enter the building at the front doors. After school, please park your vehicle in a designated parking area and go to your child's classroom to pick him/her up from school. Middle School students (6-8) are released at 3:30 and are permitted to meet their parents in the parking lot. Then, please accompany your child to your car so we do not have students unattended in the parking lot.

Safety – Surrounding Roads

Please be sure to drive courteously and safely while approaching the school grounds. For the safety of the children, your safety and the safety of our neighbors, it is important that you heed all traffic signs and stay at or under the speed limit.

School Hours

The student school day will begin at 7:30 a.m. and end at 3:30 p.m., Tuesday through Friday. Please arrange to drop your children off at the school no sooner than 7:15 a.m. and pick them up promptly at 3:30. Thank you for your cooperation in this matter. The school office will be open from 7:00 a.m. to 4:00 p.m., Tuesday through Friday.

School Telephone

Students are discouraged from using the school telephone for anything other than school business or emergencies. Students in grades k – 5 are not allowed to have cell phones at school. Cell phones are permitted for students in grades 6 – 8 during their lunch only. Cell phones are to remain in students' lockers during classes.

Student Behavior

Discipline

The CCA Mission Statement includes part of our mission as fostering student responsibility, citizenship, honesty, integrity, and respect between students and staff members. As such, we expect and require all CCA students to behave in such a manner that help students experience success in a positive, safe learning environment. The staff will assist the students in learning appropriate behaviors, problem solving skills and responsibility. Parents are requested to fully cooperate and support the staff and students in their efforts to create a safe, positive learning environment.

CCA's Core Beliefs Regarding Discipline

We believe CCA and families should work cooperatively to foster successful individuals.

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.

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- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- We believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- We believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world, as opposed to a personal attack on the school or staff.
- We believe that there should be a logical connection between misbehavior and resulting consequences.

Student Discipline and Conduct Code

At the beginning of each school year, every student will be provided with a written contract outlining, in general terms, expected student behavior. The student and his/her parent or guardian must sign the contract and return it to the school office.

In accordance with C.R.S. § 22-33-106 (II), a student who has been suspended three times during the course of a school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at any school activities or events, because of behavior that was initiated, willful, and overt on the part of the student may be subject to being declared an habitually disruptive student and subject to expulsion from school.

Due Process:

1. Student discipline may be imposed by the charter school officials as follows:
 - a. Warnings, cautions, counseling, or reprimands – teachers or school director.
 - b. Parental conferences – school director
 - c. Suspensions of ten days or less but more than five days or permanent removal from the charter school – Governing Board.
 - d. Suspensions involving more than ten (10) total days in one school year or expulsion from the district – referred to the school district.
2. Teachers shall refer any matter for which a parent conference, suspension, removal or expulsion may be warranted to the school director. Teachers may refer other matters to the director though they are less serious. The director shall refer any matter involving more than five (5) days of proposed suspension or proposed removal or expulsion to the Governing Board. The Governing Board shall direct matters involving more than (10) days of proposed suspension per school year or proposed expulsion to the District. A decision to remove a student from the charter school shall be reported in advance to the District, which may choose to take further action. Board hearings regarding student discipline shall be held in executive session.
3. In general, before discipline is imposed, the school official(s) contemplating discipline (including the Governing Board) shall provide a student and, when appropriate, the student's parents or guardians, the reasons for the proposed disciplinary action and give the student and/or parents an opportunity to explain their position or version of events. Teachers may counsel, caution or warn students (especially when this is based on direct observation of a student's behavior) without seeking an explanation for such behavior. In the case of suspension, parents, guardians or legal custodians shall immediately be notified that the student has been suspended and the

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grounds for the suspension, the period of the suspension, and the time and place for the parents, guardians, or legal custodians to meet with the suspending authority to review the suspension. In the case of permanent removal from the charter school, the parent/guardians shall have an opportunity to hear and cross-examine adverse witnesses and to present evidence and argument.

4. The school director (or, in the director's absence or inability, the person acting for the school director) may temporarily suspend students in an emergency without (a) conducting the hearing required by ¶ 3, or (b) making any final decision on the appropriate form of discipline. In such cases, the director shall make arrangements for an appropriate hearing to be held as soon as practicable after the suspension.
 - 4.1 In any case in which parents or guardians do not meet the school personnel or the board prior to a suspension, the school director shall make every reasonable effort to meet with the parents or guardians during the period of suspension.
 - 4.2 Suspended students shall be provided the opportunity to make up school work during the period of suspension. As an alternative to suspension, the director or Board may, with the consent of the affected teachers, offer the parents or guardians the opportunity to attend class with the student for the period of the suspension.
5. Notice of parent conferences and notices of any proposed suspension, removal or expulsion shall be provided to parents or guardians in writing. When an emergency suspension is made, parents or guardians shall be promptly informed, in writing, of the reasons for this action and of the opportunity for a hearing before a final decision on discipline.

Student Retention

A student will be recommended for retention if they receive:

1. The classroom teacher's recommendation for retention, **and**
2. A percentage grade of 59% (F) or lower in two or more academic subject areas (Social Studies, Language Arts, Math, Science, Reading), **or**
3. GPA of 1.5 or less in all academic areas.

Acuity test scores, TCAP scores, Light's Retention Scale, oral and written evaluations, and other available information will also be used in retention decisions. To retain a student, there must be clear indicators that the student is not prepared to succeed at the next grade level. Federal guidelines regarding Individual Education Plans and 504 Plans will be followed in retention decisions, if applicable.

Procedure for Informing:

If at any point it is determined that a CCA student could be possibly retained based on the criteria listed above (F in two or more classes or 1.5 GPA), that student's parent/guardian should be notified immediately and scheduled for a parent/teacher conference. At the conference, the parent should

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receive a copy of CCA's Student Retention Policy, and a written academic remedial plan will be devised that identifies steps that CCA, the student, and the parent will take in an effort to improve that student's academic standing. The plan will also identify a specific period of time, after which another parent/teacher conference will be held to determine student academic progress, or lack thereof. If insufficient student improvement is noted, the parent will be given a letter stating that the student is on academic probation and that retention is a possibility. The teacher and/or director may make a recommendation for retention, but in all cases the parent/guardian will be consulted in the process.

Student Threat

If a student threatens another student, it is important that the threatened student report the incident to an adult staff member immediately. The staff member will investigate to determine the seriousness of the threat and will document the incident. If it is determined that it is not a serious threat, the staff member will handle the discipline and notify the threatening student's parents on the day of the incident. If the staff member determines that it is a serious threat, the director (or designee) will be notified immediately, and the threatening student will immediately be isolated from the student body. That student's parents will be notified, and the student will not be allowed back in class until a conference is held between the student, the student's parents, the staff member and the director. The director will determine any course of further action. The parents of students who were directly threatened will also be notified on the day of the incident. If the threat involves possible use of a weapon {{C.R.S. 22-33-106 (d) (II) (A-D)}}, suspension from school will be mandatory and parents of all CCA students will be notified in writing. The director will make the decision whether or not to notify law enforcement of the threat.

Bullying

According to Colorado Law, Section 18-9-111(1)(a), it is a class 3 misdemeanor for anyone, with intent to harass, annoy or alarm, to strike, shove, kick or otherwise subject another to physical contact; or repeatedly insult, taunt, challenge or use offensively coarse language to communicate with another, in a manner likely to provoke violent or disorderly response. Bullying will not be tolerated at CCA.

Textbooks

Textbooks are normally provided by the school and are checked out to students. Students are reminded that all textbooks must be checked in at the end of the school year. Fines will be levied against students who either lose textbooks or return textbooks that show excessive damage or wear and tear as a result of use from that school year. The classroom teacher will determine the amount of any fine, based on the cost of repairing or replacing the book. Library books and possible fines will be handled in much the same manner. A student's report card will not be released until he/she has paid their book fine.

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School Sponsored Transportation Policy

Concerning the transportation of CCA students to school sponsored activities:

It is the policy of CCA to use only District buses and District drivers to transport students for all school sponsored activities. No other private transportation will be allowed, except in certain special circumstances pre-approved by the director, as defined below:

Special Event Exception: CCA will make an exception in the event that public transportation such as trains, commercial buses or airplanes are used.

Middle School Class Size Exception: At the discretion of the Director, CCA may make an exception to allow parent transportation in the event that the 6th, 7th, or 8th grade class size is below capacity.

Visitation

Parents are always welcome to visit school. It is usually better to call and arrange a time with the teacher if you want to visit the classroom or have a conference about your child. Teachers have planning periods and are also available to conference with parents before or after school.

Visitor Policy

To ensure student safety and campus security, the following procedures are given for visitors to our campus:

- Parents, grandparents, and legal guardians are welcome to visit our school after obtaining permission from the administration.
- All visitors must report to the main office upon entering the building to sign in.
- Students at Cardinal Community Academy are not allowed to bring other students to school. CCA has no provision for a shadowing program.
- Unauthorized visitors may face legal prosecution.

Weather

Please dress your child according to the weather. Our students go outside for recess and physical education classes in all but the coldest and wettest weather.

Weather Related School Closings

If the Keenesburg, Lochbuie, and Hudson schools {School District RE-3(J)} are closed due to bad weather, CCA will be closed as well. If the RE-3(J) schools are in session, CCA will be in session as normal, except for special circumstances. This information will normally be broadcast over local television and radio stations in the early morning hours. Additionally, the District will initiate an automated dialer to inform each family through a phone call when school is closed due to inclement weather or other circumstances.

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Weapons in School

The Governing Board has specified that possession and/or use of a weapon by students, staff, and visitors who are on any school property within the district is detrimental to the welfare and safety of students, staff, and the school community.

It is the Board's policy that there shall be no weapons of any kind in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school district. One exception to this prohibition is where a weapon is not concealed and is brought on school premises for the purpose of presenting an authorized public demonstration or exhibition pursuant to instruction with an organized school activity or class. A second exception is for the purpose of carrying out duties as a law enforcement officer or armed security personnel hired by the school or district.

Weapons that are prohibited include, but are not limited to, any firearms, loaded or unloaded, including pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, knife, brass knuckles or artificial knuckles, and any object, such as bludgeon, used or intended to be used to inflict death or serious bodily injury. Also included is any other destructive device, including any explosive, incendiary, or poison gas bomb, grenade, rocket, missile, mine, or similar device.

Violation of this policy requires initiation of expulsion proceedings of any student involved unless the student discovers he or she carried, brought or is in possession of a dangerous weapon, {C.R.S. § 22-33-106 (d) (II) (A-D)} and the student immediately notifies a teacher, administrator, or other authorized person in the school, and as soon as possible, safely delivers the dangerous weapon to that person. Such action will be considered when determining appropriate disciplinary action. With regard to staff, violation of this policy will result in disciplinary action, including possible dismissal. Violation by a visitor to the school may result in denial of further access to school property and the right to attend school functions.

In accordance with federal law, expulsion will be for no less than one full calendar year for a student who is determined to have brought a weapon to school in violation of this policy. The director may, in his/her sole discretion, impose a shorter expulsion than that mandated by federal law on a case-by-case basis.

General Guidelines of Student Conduct

School District RE3(J)

The School District may suspend or expel a student who engages in one or more of the following specific activities while in the school building, on or off school grounds, in school vehicles, or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property. The following enumeration shall be illustrative but shall not be exclusive.

- Willful destruction or defacing of school or private property, or causing or attempting to cause damage to school property or private property.
- Stealing or attempting to steal property or private property.
- Causing or attempting to cause physical injury to another person except in self-defense.
- Commission of any act, which if committed by an adult, would be robbery or assault as defined by state law. Expulsion shall be **mandatory** for such acts, in accordance with state law.
- Violation of criminal law.

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- Violation of the School District’s policy on weapons. Expulsion shall be **mandatory** for carrying, bringing, using or possessing a weapon without the authorization of the school or School District, in accordance with state law.
- Violation of the School District’s alcohol use/drug abuse policy. Expulsion shall be **mandatory** for sale of drugs or controlled substances, in accordance with state law.
- Engaging in sexual harassment.
- Violation of the School District’s gang policy.
- Throwing objects during supervised school activities that can cause bodily injury or damage property.
- Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
- Engaging in verbal abuse, ie., name calling, ethnic or racial slurs, or derogatory statements addressed to others.
- Committing extortion, coercion or blackmail, i.e., obtaining money or other objects or services of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
- Lying or giving false information, either verbally or in writing, to a school employee.
- Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing for work.
- Willful disobedience or open defiance of proper authority.
- Behavior on or off school property that is or may be detrimental to the welfare or safety of other students, school personnel or others.
- Behavior which interferes with the school’s ability to provide educational opportunities to other students.
- Acts which result in declaration as a habitual disruptive student as defined in state law and Board of Education policy. Expulsion of a habitually disruptive student is **mandatory**, in accordance with state law.
- Having been expelled from any school district during the preceding twelve months.
- Behavior in another school district during the preceding twelve months that is detrimental to the welfare or safety of other students or school personnel.
- Failure to comply with the immunization requirements. Any suspension, expulsion or denial of admission for such failure to comply shall be recorded as a disciplinary action but may be recorded with the student’s immunization record with an appropriate explanation.
- Any other grounds permitted by state statute.

