

# 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 2018-2019 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.

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<b>August 14</b>	First day of school for grades 1 – 8
<b>August 16</b>	First day of school for Kindergarten
<b>October 9-11</b>	Parent-Teacher Conferences
<b>October 12</b>	No School
<b>November 20 – 23</b>	No School – Thanksgiving Break
<b>December 17</b>	School in Session
<b>December 20</b>	End of 1 <sup>st</sup> Semester
<b>December 21 – January 7</b>	No School – Christmas Break
<b>January 8</b>	School Resumes/Begin 2 <sup>nd</sup> Semester
<b>February 12 – 14</b>	Parent-Teacher Conferences
<b>February 15</b>	No School
<b>March 26 - March 29</b>	No School – Spring Break
<b>April 19</b>	No School – Good Friday
<b>May 24</b>	Last Day (Release at 1:00)

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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**

Regular attendance is an important component of a student's success in school. Chronic absences and/or tardies can quickly create a snowball effect in which students begin to fall behind academically and even socially. Chronic absenteeism is defined as a student missing up to 10% of the school days in a year. At Cardinal Community Academy, this would equate to approximately 14 days in a school year, nearly one full month of school. Under Colorado State Law (C.R.S. §22-33-101), the responsibility of regular attendance lies with the student and the parent. When absences are unavoidable, communication between parents and students, the office staff and the child's teacher is critical.

### *Make-Up Work*

Absences will be documented as either excused or unexcused, depending on the circumstances behind the absence. For excused absences, students will be permitted to make-up the work missed. There will be two days allowed for make-up work for each day of absence. However, classroom discussions and activities cannot be easily duplicated, and the teacher is under no obligation to duplicate those experiences for the student. Students at the elementary level (K-5) are expected to work collaboratively with the teacher to compile missing work due to an absence. Students at the middle school level (6-8) are expected to take a more independent role and should contact each of their teachers concerning missing work upon return to school. This includes arranging a time to make up any assessments that were missed during the absence.

Should a parent choose to keep a student out of school for reasons other than illness or other unique circumstances, teachers may choose not to prepare lessons prior to the student's departure but rather give the missed work to the student after their return. The decision to give students work prior to a

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student's absence is solely at the teacher's discretion, and it should be understood that lessons and plans may change during a student's absence.

## Excused Absences

An absence due to temporary illness or injury

An absence due to physical, mental or emotional disability

An absence due to a documented doctor appointment

An absence due to a school-sponsored activity, including students leaving early for their own sporting events.

Pre-arranged absences approved by the principal

An absence due to religious instruction

An absence due to a serious family emergency (ie. Funeral)

Parents/Guardians must notify the school on the same day of their student's absence by calling or emailing the school office. A physician's note will be required after 4 consecutive days of absences due to illness.

Pre-arranged absences typically include family vacations. Although it is encouraged that families take their vacations outside of the scheduled school year, it is understandable that these opportunities may be unavoidable and can even enhance a student's education and experiences beyond the classroom. With prior approval from the principal, these absences will be excused provided the student has not already missed more than 10 school days and the student is in good standing in all classes. (ie. passing grades in all subjects and no missing assignments)

## *Unexcused Absences*

Unexcused absences are any absences that are not covered by any of excused absence reasons. These may include, but are not limited to, the following:

- Oversleeping and/or alarm failure
- Personal grooming appointments (hair, nail, tanning, etc.)
- Shopping/errands
- Family vacations that have not been pre-approved
- Needing sleep or rest
- Leaving school early or arriving more than 30 minutes late without an acceptable reason
- Needed at home/Babysitting

## *Tardies*

Any student arriving after 7:30 a.m. is tardy. A student who arrives after the start of the school day should check-in at the office to receive a tardy slip. Attendance will be taken for middle school students at the beginning of each class period. Students will be marked as tardy should they arrive in class after the bell rings. All tardies will be marked as unexcused unless there are extenuating circumstances that are approved by the teacher and/or principal. Middle school students who receive 3 or more unexcused tardies in a week will receive a detention, which could impact their eligibility to attend class trips.

## *Communication*

- When a student has reached eight absences in a year (excused or unexcused), a letter will be sent to the parents.
- When a student has reached 10 absences in a year, a meeting between the principal, the parents and the student will take place to create a plan that will decrease student absences and ensure that the student continues to meet grade level expectations.

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- 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).

If chronic absenteeism is shown to be preventing a student from meeting the learning expectations at his/her grade level, a meeting will take place between the principal, teacher and student (if applicable) to determine if retention is necessary.

## **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 Student Records**

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

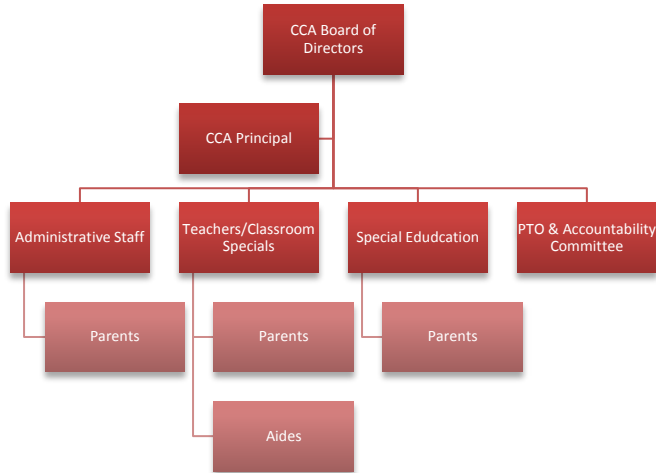
- Inspect and review the student's education records;
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosures of personally identifiable information contained 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 principal. If you are still not satisfied, the CCA Governing Board might become involved.

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## **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.

## **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.”

Check out our website to learn more about the specific programs that we use K-8 to support the Core Knowledge Sequence.

## **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



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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 principal'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 principal. The teacher must notify the principal if the request involves whole curriculum areas. The principal will schedule a meeting within five school days, which will be attended by the parent, teacher and the principal. The principal'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.

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. or dismissed through Driveline by the classroom teacher. Parents and/or siblings are not permitted to text students to meet them in the parking lot. 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.

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## *Driveline*

Parents can choose to come into the building to pick up their child at the classroom door **OR** utilize our Driveline. Each family has been assigned a Driveline tag with a number to hang on the rearview mirror of a vehicle. As you enter our parking lot, a CCA Team member will enter that number into an app. The student's name then appears on the interactive whiteboard in their classroom. Once a student's name appears on the board, they are permitted to exit through our doors on the north side of the building and proceeds to his/her vehicle. Driveline is monitored by at least 3 adults, but the following guidelines help ensure that our Driveline runs smooth and students remain safe at dismissal:

- Please pull up along the north end of the building as far as possible. Even if you see your child along the sidewalk, please keep moving forward if you can. Your child can walk a few steps to your vehicle, and this goes a long way in keeping the traffic flowing.
- If the vehicle in front of you is still loading, yet you are ready to pull out, please carefully pull around and pass that vehicle. Some cars are slower to load than others, and if you pull around, this will enable other vehicles to move forward.
- It is imperative that ALL pedestrians use the crosswalks. Crossing at areas other than the marked crosswalks slows down our Driveline and becomes unsafe for students. Even student and parents using the crosswalk may be asked to wait so that Driveline cars can move forward.
- Middle school students need to follow the same procedures as the elementary students. They either need to be picked up in the school or through Driveline. Parents should not text their child from the parking lot and permit them to join their car in the parking lot.
- Please remember to hang your number in your rearview mirror. Extra tags have been provided to share with other family members or carpool parents. If extra Driveline tags are needed, please ask in the office to have more printed for you.

## **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.

## **Personal Technology**

Students in grades kindergarten through 5<sup>th</sup> grade are not permitted to bring personal technological devices to school. This includes, but is not limited to, cell phones, Smart watches, iPads, Kindles, etc. Fitbits and/or step counters are permitted, provided that the device is used solely for tracking physical activity and cannot text or take pictures. Students in grades 6 – 8 are permitted to use personal technological devices during their lunch time or with special permission from the classroom teacher. Misuse of these devices will result in the removal of this privilege, possibly throughout their remaining years at CCA.

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## **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.

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 principal 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.

## **Admissions and Enrollment Policy**

Any child who will reach the age of five (5), on or before September 15th, 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.

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

Kindergarten 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. Students from all other grade levels are accepted on a first come first serve basis.

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. Nonresident students may be denied admission as allowed by law.

## **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 principal.

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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 Room/Illness Injury**

All staff is trained in First Aid/CPR. The health room is available to all students who become suddenly ill, who are injured while at school, and/or who need routine medications given. Parents will be notified as soon as possible of illness or injury. Medical help will be summoned in case of an emergency. Refer to *"how sick is too sick"* guide for when to keep your child home.

## **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.

## **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.

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## 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. According to Colorado State Law, all students must have a copy of a completed immunization record on file. 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. The deadline for providing this documentation is **August 31, 2018**. Students will not be permitted to attend school if documents are not up-to-date by this date. Please note that non-medical or religious exemption requires a parent/guardian signature at the beginning of each school year. Refer to, *CDPHE immunization letter*, for Colorado standards. (Colorado Board of Health rule 6 CCR 1009-2).

## 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.

## Energy Drinks

CCA staff members are committed to the health and well-being of our students. Students are not permitted to bring energy drinks of any type onto campus including, but not limited to, Red Bull, Monster, Noz, Rockstar, and Starbucks Energy Drinks. Such beverages will be confiscated and discarded. Students are encouraged to bring a reusable water bottle that can be refilled at multiple locations in our building with filtered drinking water.

## 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.
3. We must have a note from the prescribing physician.
4. Medications that need to be on the student's person, such as inhalers or epi-pens, require a written health care plan.

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.

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## **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.

## **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 month, 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.

## **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.

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.

## **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

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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

## **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. Listed below are some of the many opportunities you have to be involved as a parent volunteer at CCA.

## **Parental Volunteer Opportunities**

**Room parent**

**Parties, programs**

**Bulletin board preparation**

**Book fairs**

**Library Aide**

**Carpooling**

**Accountability Committee**

**Landscaping**

**Building/ground maintenance**

**Sharing of knowledge, expertise**

**Drama**

**Classroom aide**

**Ad hoc committees**

**Grant Writing**

**Parent/Teacher Conferences**

**Field trips**

**Fund Raising**

**Music Activities**

**Copying/Laminating**

**Custodial help**

**Donations of funds/equipment**

**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.)*

## **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.

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## **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 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.**

**Students are not permitted to play near or in the tree line. Additionally, the track is not to be used during recess, but rather during P.E. and other adult supervised activities.**

**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 or directly in front of 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 unless they are directly supervising them.

## 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. Infinite Campus is a valuable tool in order to continually monitor the academic progress of your child. If you need help accessing your child’s information through Infinite, please ask in the office for assistance.

## 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 **north** 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

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a.m., students are to walk directly to the playground by using the sidewalks at the north and south sides of the building. A designated staff member will be present on the playground to supervise students during this time. 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 or use the Driveline system to pick up your child. Please accompany your child to your car so we do not have students unattended in the parking lot. Students are NOT permitted to leave through a text or phone call from 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.

## **Phone Use**

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.
- We believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.

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- 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**

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 a 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 principal. Teachers may refer other matters to the principal though they are less serious. The principal 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 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.

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4. The school principal (or, in the principal's absence or inability, the person acting for the school principal) 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 principal 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 principal 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 principal 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.

NWEA test scores, CMAS 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 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 principal may make a recommendation for retention, but in all cases the parent/guardian will be consulted in the process.

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## **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 principal (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 principal. The principal 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 principal 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.

## **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 principal, 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 Principal, CCA may make an exception to allow parent transportation in the event that the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade class size is below capacity.

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## **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 RE-3J schools are closed due to bad weather, CCA will be closed as well. If the RE-3J 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.

## **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.

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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 principal 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.
- 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, i.e., 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.

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- 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.

