

# WINDSOR CHARTER ACADEMY



## 2009– 2010 Student/Parent Handbook

Windsor Charter Academy  
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August, 2009

On behalf of the entire staff of Windsor Charter Academy, it is my pleasure to welcome you to the 2009-2010 school year. We are proud of our success, and are looking forward to our ninth year as a charter school in the Windsor School District. We have much to be proud of and below are a few highlights from last school year.

- We completed our third and final phase of construction, including eight new classrooms, a new gymnasium, a cafeteria, a band room, and a choir room.
- We remodeled the office area, the library and the front entry area.
- Our Boy's Soccer Team won the NCIL Championship.
- WCA's Elementary School won the John Irwin School of Excellence Award from the State of Colorado.

The staff is excited about starting the new school year! Most importantly, we are all looking forward to welcoming both returning and new students with their families to the best school in Windsor! The staff is busy and eager to bring the excitement of our Core Knowledge Curriculum into the hearts and minds of each of our students. We are all excited to celebrate learning!

This handbook is prepared for all families and students and is intended to provide information about the school curriculum, programs, school policies and procedures. I hope it will be a helpful reference to you throughout the school year.

The entire charter school family, including parents, staff, Board of Directors, and students will work together to ensure growth and advancement for the children that walk through our doors on a daily basis. We believe that a partnership and shared commitment to student success is characteristic of a quality and effective school. Together we are building for the future with our most precious resource, our children!

Respectfully,

Tracy Stanford  
Principal

Julie Claeys  
Assistant Principal

## CODE OF CONDUCT CONTRACT

The Windsor Charter Academy Student/Parent Handbook contains a number of school policies, including the school's discipline policy. Students as well as Parents/Guardians should familiarize themselves with the expectations, rules and procedures that are outlined in the handbook.

Please sign below indicating that you have read and reviewed the WCA Handbook with your child/ren. Please make yourselves knowledgeable regarding its contents. Your signature also indicates you will support the school staff and administration in carrying out the policies and procedures as contained herein.

Parents/Guardians and each student must sign below. Signed forms should be returned to the school by September 15<sup>th</sup>, 2009.

_____ (Parent/Guardian)	_____ (Date)
_____ (Student)	_____ (Date)
_____ (Student)	_____ (Date)
_____ (Student)	_____ (Date)
_____ (Student)	_____ (Date)
_____ (Student)	_____ (Date)

**\*\*\*This form needs to be completed and turned in within the first four weeks of school.\*\*\***

For the purposes of this handbook, WCA will be utilized to replace Windsor Charter Academy. The WCA Executive Board in conjunction with the principal retains the right to amend this handbook. Parents/guardians will be given prompt notification when changes are made. Dated amendments and changes to the handbook will be forwarded to parents/guardians for replacement/insertion in the handbook. Amendments may require a signature of agreement.

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## WCA 2009-2010 Faculty and Staff

### **Kindergarten:**

Paige Hammel  
Lorri Randazzo

### **First Grade:**

Michelle Ammirati  
Kelly Shedd

### **Second Grade:**

Kaye Neufeld  
Stana Wynn

### **Third Grade:**

David Arnoff  
Courtney Meyer

### **Fourth Grade:**

Jamie Gerk  
Angie Leatherman

### **Fifth Grade:**

Heidi Packard  
Erin Wade

### **Middle School Language Arts:**

Jenelle Duvall

### **Middle School History/Geography:**

Lisa Easton

### **Middle School Mathematics:**

Robert Pierson  
Julie Elliott

### **Middle School Science:**

Janell Meyer  
Robert Pierson

### **Spanish:**

Stephanie Nye

### **Intervention Specialist:**

Lynn Mora

### **Librarian:**

Nancy Cox

### **Art:**

Lisa Bailey

### **Music:**

Shari Frazee  
Chelsea Ellingson

### **Physical Education:**

Troy Duvall

### **Technology/Math Lab:**

Angie Shaler  
Robyn Koperski

### **Literacy Lab/Media Specialist:**

Amber Sommerfeld  
Jennifer Wrenn

### **Resource Teacher from Weld RE4:**

Tori Fogg

### **Speech-Language Therapist from Weld RE4:**

Lori Moser

### **Occupational Therapist from Weld RE4:**

Tiffany Daley

### **School Nurse:**

Jennifer Moser

### **Health Aide:**

Holly Hoag

### **Secretary/Receptionist:**

Linda Dewald

### **Student Registrar:**

Pam Cron

### **Business Secretary:**

Vickie Hardin

### **Finance Director:**

Michelle Carr

### **Assistant Principal:**

Julie Claeys

### **Principal:**

Tracy Stanford

**Windsor Charter Academy**  
**Executive Board of Directors**

Chris Ruff, President	<a href="mailto:cdruff@msn.com">cdruff@msn.com</a>
Deborah Contino, Vice President	<a href="mailto:debwinking@comcast.net">debwinking@comcast.net</a>
David Leto, Treasurer	<a href="mailto:davidleto@yahoo.com">davidleto@yahoo.com</a>
Jamie Powell, Secretary	<a href="mailto:jmedawn@aol.com">jmedawn@aol.com</a>
Nancy Lindholm, Member at Large	<a href="mailto:nancy.lindholm@chase.com">nancy.lindholm@chase.com</a>
Jan Jancosek, Member at Large	<a href="mailto:jancky@hotmail.com">jancky@hotmail.com</a>
Leon McCauley, Member at Large	<a href="mailto:leonmccauley@hotmail.com">leonmccauley@hotmail.com</a>

# WINDSOR CHARTER ACADEMY

## STUDENT SCHOOL CALENDAR

### 2009-2010

#### July

23 Used Uniform Sale @ 5:30-7:30pm-Cafeteria

#### August

8 Parent Work Day 8am-12noon  
 10 WCA Back-To-School Open House  
 4:30-5:15pm-New Families Welcome Mtg.-Library  
 4:30-5:45pm-Students bring supplies to classrooms  
 & meet teacher  
 5:45-6:15pm-All Parent & Student Mtg.-Gym  
 6:15-7:00pm-Potluck Desserts-Cafeteria

#### 13 First Day of School

14 Gold C Kick Off Assembly  
 17 Early Release Day @ 2:10pm  
 25 Middle School Parent Back-To-School Night @ 6pm  
 (No Students/No Babysitting)  
 27 Elementary Parent Back-To-School Night @ 6pm  
 (No Students/No Babysitting)  
 31 Picture Day-Formal Dress Uniform

#### September

4 Gold C Fundraiser Ends  
 7 **No School – Labor Day**  
 10 6<sup>th</sup> YMCA Field Trip Mtg. @ 5:30pm-Cafeteria  
 21 Early Release Day @ 2:10pm  
 28-29 6<sup>th</sup> Grade YMCA Outdoor Education Field Trip

#### October

5 Early Release Day @ 2:10pm  
 9 End of First Quarter (41 days)  
 12-13 **No School**-Parent Teacher Conferences  
 14 **No School**-Professional Development  
 15-16 **No School**-Staff/Students-Fall Break  
 19 Early Release Day @ 2:10pm  
 Picture Retakes 11am-1pm-Formal Dress Uniform  
 First Day of Second Quarter

#### November

5 4<sup>th</sup> & 5<sup>th</sup> Grade Fall Musical Program  
 9 Early Release Day @ 2:10pm  
 17 Parent Membership Meeting @ 6:30pm  
 23 Early Release Day @ 2:10pm  
 25-27 **No School**-Thanksgiving Break  
 30 All School Assembly-Alborada @ 2pm

#### December

10 Elementary Winter Band/Choir Concert @ 6pm  
 Middle School Winter Band/Choir Concert @ 7pm  
 15 Kinder & 1<sup>st</sup> Grade Winter Musical Program  
 18 Last Day of Second Quarter/First Semester (42 days)  
 21-31 **No School** – Winter Break

#### January

1-4 **No School**-Winter Break  
 6 First Day of Third Quarter/Second Semester  
 8 First Semester Awards Day @ 2pm  
 18 **Vacation-No Students/Staff**-MLK Jr. Day  
 26 Middle School Science Fair &  
 WCA/Core Knowledge Information Night @ 6:30pm  
 28 WCA Lottery

#### February

1 Early Release Day @ 2:10pm  
 15 **Vacation-No Students/Staff**-President's Day  
 16-19 3<sup>rd</sup> Grade Reading CSAP Window

#### March

1 Early Release Day @ 2:10pm  
 Spring Pictures  
 4 2<sup>nd</sup> & 3<sup>rd</sup> Grade Spring Musical Program  
 12 End of Third Quarter (46 days)  
 15 Early Release Day @ 2:10pm  
 15-19 3<sup>rd</sup>-8<sup>th</sup> Grade CSAP Window  
 22-26 3<sup>rd</sup> Grade CSAP Window  
 29-31 **No School**-Spring Break

#### April

1-2 **No School**-Spring Break  
 3 Early Release Day @ 2:10pm  
 19 Early Release Day @ 2:10pm  
 23-24 Spring Musical Performances

#### May

3 Early Release @ 2:10pm  
 17 Early Release Day @ 2:10pm  
 K-5 Field Day @ 12:30pm  
 19 Middle School Field Day @ 1:45pm  
 8<sup>th</sup> Grade Graduation @ 6:30pm  
 20 **Last Day of School-Half Day Dismissal @ 11:30 a.m.**  
 Last Day of Fourth Quarter/Second Semester  
 (44 days)  
 Second Semester Awards Day @ 2pm  
 21 **No School**-Staff Work Day

# **ANNUAL NOTIFICATIONS**

## **CIVIL RIGHTS**

Weld County School District RE-4 is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and disability in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973. For information regarding civil rights or grievance procedures, contact:

Tracy Stanford, Principal  
680 Academy Court  
Windsor, Colorado 80550  
(970) 674-5020

Section 504:  
Julie Claeys, Assistant Principal  
680 Academy Court  
Windsor, Colorado 80550  
(970) 674-5020

or

Office of Civil Rights, U.S. Department of Education  
Region VIII, Federal Building  
1244 North Speer Boulevard Suite 310  
Denver, Colorado 80203  
(303) 844-2991

## **A.H.E.R.A.**

WCA has completed the necessary inspection and management plans as required by the A.H.E.R.A. (Asbestos Hazard Emergency Response Act) legislation. The coordinator for WCA is Tracy Stanford, Principal. The WCA facility has no asbestos, and further response actions concerning re-inspections, training or other compliance issues from A.H.E.R.A. will apply to WCA. The Management Plans and Inspection Reports are available at the WCA office. Please contact the Principal or Assistant Principal. A copying fee will be required if copies of reports or sections thereof are requested. Questions regarding this notification may be directed to Tracy Stanford, Principal (970) 674-5020.

## **VISION STATEMENT**

“Where students are educated, empowered, and equipped to reach their highest potential.”

## **MISSION STATEMENT**

Windsor Charter Academy provides a challenging academic program based on the Core Knowledge curriculum that promotes academic excellence, character development, and enthusiasm for lifelong learning. The mission of the school is to develop in each child the love of learning, the ability to engage in critical thinking, and to demonstrate mastery of the academic building blocks necessary for a successful future.

## WCA GOALS FOR WORKING WITH STUDENTS

1. We will create an atmosphere of mutual respect and dignity.
2. Students will be guided and expected to solve their problems without creating problems for others.
3. Students will have opportunities to make decisions and live with the outcomes.
4. Whenever possible, misbehavior will result in natural and logical consequences.
5. School experiences are opportunities for personal growth and problem solving that prepare our students for the future.

## PARENT CODE OF CONDUCT

For the benefit of our school community, a formalized grievance policy for parents has been created. The following procedure has been implemented as Windsor Charter Academy's Parent Code of Conduct Policy.

1. If a parent has a concern/issue regarding a teacher or the learning for their child, first make the classroom teacher aware of the issue. The teacher will respond within two business days that they are aware of your concern.
2. Should at least two business days pass without any contact or communication, please take the concern to the next level, the principal. At this time, please inform the principal of the issue/concern. Give the principal two business days to address the concern/issue and the opportunity to attempt to resolve the concern.
3. If the issue is still unresolved or the parent disagrees with the resolution, the final step would be to take the concern directly to a member of the Board. That Board member will place the concern on the agenda for the next Board meeting. Your presence will be requested at that Board meeting to discuss the issue/concern. The individual Board member that you apprise of the concern **does not** have the authority to resolve the problem individually.

Adopted August, 2007

## EDUCATIONAL PROGRAM

WCA is committed 100% to teaching the Core Knowledge curriculum by E.D. Hirsch. Instructional programs supporting the Core Knowledge curriculum include Rebecca Sitton Spelling, K-3 Shurley Grammar; Scholastic's Literacy Place Reading Program; Star Reading and Accelerated Reading; Scott Foresman Math for Elementary; Glencoe Pre-Algebra and Algebra for Middle School; Foss Science Kits for Elementary; Prentice Hall Science for Middle School; Pearson Learning Core Knowledge for History and Geography; and Glencoe McGraw Hill for Spanish. All programs are complete, sequential and correspond to the Core Knowledge scope and sequence outline.

WCA augments the Core Knowledge curriculum with Technology, Spanish, Music, Art, Physical Education, Music, and Library which are offered to all K-8 students weekly. The students will be expected to apply their knowledge and skills across the curriculum. WCA will strive to have all students at their grade level in all core subjects of the curriculum.

In addition, the staff of WCA will collaborate providing an interdisciplinary approach to all subject matter, thereby making learning for the students most relevant.

## PHILOSOPHY

Education is the great equalizer, in that all children will be introduced to the same core knowledge and given the opportunity to master this core, which builds sequentially every year. The core that all students will receive is E.D. Hirsch Core Knowledge curriculum. Once mastery has occurred, students will be encouraged to progress at their instructional levels consistent with E.D. Hirsch philosophy outlined in Cultural Literacy. Expanded choices in education are not limited to those who have financial resources, but also should be provided to public school children as well. The greatest challenge to any democracy is to provide for those in the minority, in this case, those who want something different in education by providing expanded choices. Therefore, we at WCA make sure that all children have the instruction that they need to succeed.

Character education is essential in the growth and training of children. Children need to be taught that character counts, that their success and happiness will depend on whom they are inside, not what they have or how they look. Children need to know that people of character know the difference between right and wrong. At WCA, this is done through the 8 Keys to Excellence from Quantum Learning. Quantum Learning was developed by Bobbi DePorter and is scientifically research-based by studying successful individuals throughout history. The 8 Keys to Excellence are: Integrity, Failure Leads to Success, Speak with Good Purpose, This Is It!, Commitment, Ownership, Flexibility, and Balance. When one discusses the 8 Keys to Success the overall theme is RESPECT. The 8 Keys to Success will be **T**aught, **E**nforced, **A**dvocated, and **M**odeled in a **TEAM** effort by all the staff at Windsor Charter Academy.

Parents/guardians and teachers cooperate in partnership for the good of the children. Regular communication exists to ensure the partners are informed and knowledgeable of any changes. Teachers cooperate with other faculty to ensure a continuous progression of learning in a positive learning environment for all children. Having accepted the objectives and philosophy of the school, the parents/guardians need to support the faculty by staying involved in their children's education.

## POLICIES

A few of the school's policies are listed in this handbook. However, the complete book of policies is kept in the school office. If you would like to look at the policy book, please feel free to come to the office.

## CHARACTER EDUCATION AT WCA

Character education and development are important to the culture of WCA. It is a component of all aspects of the school, from classroom discipline to athletics. It is integrated throughout all instruction and subject matter. It contributes to a safe and healthy learning environment and provides valuable life skills for all of our students. It reinforces specific social skills which important for effective adult and peer communication, positive attitudes and productivity.

The following character traits are emphasized in Quantum Learning's Eight Keys of Excellence with the overall umbrella being **RESPECT**. Respect for self, others, property, and learning are integral at WCA.

### INTEGRITY

WCA will help students to know and understand the beliefs and values that guide proper behavior. These beliefs are being honest, telling the truth, keeping promises, being loyal, and reliable.

### FAILURE LEADS TO SUCCESS

This trait allows students to excel without fear of making mistakes. WCA will take the time to teach students that it is important to learn from our mistakes and improve our systems. We believe that failures are opportunities for growth.

### SPEAK WITH GOOD PURPOSE

WCA will teach students to speak positively and with good intent. The development of safe, honest, and direct communication will be promoted at WCA.

### THIS IS IT!

WCA will help students recognize that they need to make the most of every moment by paying attention and maintaining a positive attitude.

### COMMITMENT

WCA will teach students to do whatever it takes to get the job done. Commitment means we can count on each other to keep our word.

### OWNERSHIP

Ownership is the ability to be counted on and the willingness to take responsibility for the choices we make.

### FLEXIBILITY

Flexibility is being prepared for change and having the willingness to do things differently to achieve desired outcomes.

### BALANCE

Balance means we are happy, healthy, and productive, because our mind, body, and emotions are in alignment.

## **ASSESSMENTS**

A variety of assessments will be used to document and assist with each student's academic achievement. The CSAP assessment is administered once within the school year to all 3<sup>rd</sup> grade students through 8<sup>th</sup> grade students during the spring quarters. CSAP stands for Colorado Student Assessment Program. It is based on the Colorado content standards and is used to compare one student to the same age group of students throughout the entire state.

DIBELS means Dynamic Indicator of Basic Literacy Skills. This test is given to all Kindergarten through 6<sup>th</sup> grade students three times throughout the school year. It is one of three indicators that WCA uses to determine how well a student is mastering literacy skills. This assessment checks fluency, phonemic awareness, and comprehension. In addition, other assessments are used to determine whether a student is placed on an (ILP) Individualized Literacy Plan. They are the STAR Reading test that is associated with our Accelerated Reading Program, BRI's and the CSAP. ILP's are mandated by the state of Colorado to determine if all students are reading on grade level by 3<sup>rd</sup> grade and beyond.

Galileo will be administered to all K-8 WCA students at least three to four times a school year. This assessment is web based, students will take the test on the computer and both teacher and student receive immediate feedback. In addition to those described above, all students enrolled at Windsor Charter Academy will be progress monitored with a variety of assessments that range from formal to informal. The results of the assessments will be shared with parents. Retention and/or advancement may result from these assessments.

## **CONDUCT AND DISCIPLINE**

WCA is committed to creating a safe and nurturing environment in order to promote optimal learning. Children need a safe and nurturing environment in order to be successful learners. WCA will promote and encourage the development of self-discipline by respecting the rights and dignity of each individual. Self-discipline will be the intrinsic result of knowing the rights of individuals to be safe and the responsibility to respect those rights by exercising responsible individual behavior.

Each student has the opportunity to choose his/her own behavior and be responsible for that behavior. Natural and logical consequences will be the result of the behavior choice.

The conduct and discipline code of WCA establishes guidelines for making behavior choices. This code emphasizes that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action.

The primary responsibility for appropriate behavior lies within each individual student. Parents, teachers, and other school staff share the responsibility to teach, monitor, and enforce acceptable behavioral standards, so all students can feel safe and learn in an environment free from unnecessary disruption.

## **STUDENT DISCIPLINE** **Policy JK**

Effective student discipline helps the student develop positive self-discipline and socially acceptable behavior. Also, it is a prerequisite for accomplishing learning goals. Students are expected to respect the rights of others as outlined in the School's Conduct and Discipline Code and to conduct themselves in a

manner which allows other students to learn in an atmosphere which is safe, conducive to the learning process, and free from unnecessary disruptions.

The Executive Board shall consult with administrators, teachers, parents, students, and other members of the community in the development of discipline policies and procedures which lead to sound educational practice.

The corporal punishment of students is not authorized. However, discipline policies and procedures may include acts of reasonable and appropriate physical intervention or force against students. An act of a teacher or other employee shall not be considered child abuse if the act was performed in good faith and in compliance with Policy GBE.

The School's Conduct and Discipline Code shall consist of this policy, Board Policies JICA, Student Dress Code; JKD/JKE, Suspension and Expulsion; ADC, Tobacco Free Schools; JICH, Student Use, Possession, and Abuse of Illegal Drugs and Alcohol; JICFA, Gang-Related Activity; JF & JF-R, School Admissions; JE, Student Attendance; JJI, Athletic Training Rules; JIHA, Searches; JKG & JKG-R, Discipline of Habitually Disruptive Students; and all other policies related to discipline and all School rules and regulations related to student discipline that are consistent with Executive Board policies. All School policies and regulations, and rules governing student discipline shall, at a minimum, be provided to each student upon enrollment at the School and shall be posted or kept on file in the School's office.

Suspension and expulsion procedures are outlined in Policies JKD/JKE and JICH.

#### Discipline of Students With Disabilities.

Students with disabilities under the Individuals with Disabilities Education Act ("special education students") and students with disabilities under Section 504 of the Rehabilitation Act of 1973 ("504 students") are neither immune from the School's or District's disciplinary processes nor entitled to participate in Programs when their behavior impairs the education of other students or disrupts the education process. Regardless of whether their behavior is a manifestation of their disabilities, 504 students currently engaging in the illegal use of drugs or in the use of alcohol may be disciplined for the use or possession of illegal drugs or alcohol to the same extent as non-disabled students. Additional requirements and authority regarding the discipline of students with disabilities is as follows:

1. The principal or designee shall immediately remove a student with a disability from a situation in which he or she poses a threat of physical harm to himself or herself, or to other persons, by placing the student in an appropriate alternative setting or by suspending the student, as set forth below.
2. In accordance with governing law, the individualized Education Plan (IEP) or §504 team may charge a disabled student's placement to an appropriate interim alternative educational setting for not more than 45 days if:
  - a. the student has carried a weapon to school or to a school function;
  - b. the student knowingly possessed, used, sold, or solicited the sale of a controlled substance while at school or at a school function; or
  - c. a hearing officer so orders.

Such placement in an interim alternative educational setting is permissible even if the disabled student's behavior was a manifestation of his or her disability.

3. Students with disabilities may not be suspended or removed to another setting in excess of ten consecutive school days, or subjected to a series of suspensions or removals during the school year (or during a single placement within the school year) that constitute a change of placement, unless a determination has been made by a duly convened IEP or §504 team that the misconduct constituting grounds for suspension or removal longer than these specified periods was not a manifestation of the student's disability (this provision does not apply to placement in an appropriate interim alternative educational setting).
4. If the IEP or §504 team determines that the student's conduct was a manifestation of the student's disability, the suspension or removal may not exceed the periods specified in the first sentence of paragraph 3 and the appropriateness of the student's IEP or §504 Plan shall be reviewed and necessary revisions shall be made, in accordance with governing law.
5. If the IEP or §504 team determines that the student's conduct was not a manifestation of the student's disability, the student may be suspended or removed for longer than the periods specified in the first sentence of paragraph 3. Special education students, but not §504 students, must continue to receive educational services as determined by the IEP team.
6. Within ten days of a suspension or removal in excess of the periods specified in the first sentence of paragraph 3, the IEP team shall either develop a functional behavioral assessment of the special education student, develop a behavioral intervention plan for the special education student, or review and modify the special education student's existing behavioral intervention plan, as appropriate.
7. Prior to expulsion of a student with a disability, a determination must be made by a duly convened IEP or §504 team that the misconduct constituting grounds for expulsion was not a manifestation of the student's disability. If the IEP or §504 team determines that the student's conduct was a manifestation of the student's disability, the expulsion proceedings shall be discontinued and the appropriateness of the student's IEP or §504 Plan shall be reviewed and necessary revisions shall be made, in accordance with governing law. If the IEP or §504 team determines that the student's conduct was not a manifestation of the student's disability, the student may be expelled. Special education students, but not §504 students, must continue to receive educational services as determined by the IEP team.

Adopted by WCA: June 2001  
WCA Revised: February 2003  
July 2009

Legal References: C.R.S. 18-6-401 (1)  
C.R.S. 19-3-303 (1)  
C.R.S. 22-32-109.1  
C.R.S. 22-32-126  
C.R.S. 22-33-105  
C.R.S. 22-33-106 (1) (a-d)

## **COMPULSORY ATTENDANCE Policy JEA**

Every child who has attained the age of six years on or before August 1 and is under the age of 17 is required to attend public school with such exceptions as provided by law. It is the parent's responsibility to ensure attendance. Attendance officer(s) designated by the Board shall monitor and enforce the law.

Adopted by WCA: August 2000  
WCA Revised: July 2009

Legal References: C.R.S. 22-33-104  
C.R.S. 22-33-104.5  
C.R.S. 22-33-107  
C.R.S. 22-33-108  
C.R.S. 22-32-110 (1) (mm)

## **STUDENT ATTENDANCE POLICY Policy JE**

Students attending Windsor Charter Academy are expected to be present as assigned and to be engaged in the educational process on a regular basis. Regular and punctual attendance is an important factor in determining student achievement and success.

It is primarily the obligation and responsibility of every parent or guardian to ensure that every child under his or her care and supervision, who is of compulsory attendance age, attends school as may be required by Colorado statutes, Board policies, and school regulations.

Every child who is six years old on or before August 1 and is under the age of 17 years shall attend public school during each school year, except as may be provided for in state statutes, Executive Board policy, or school regulations.

At the beginning of each school year and upon enrollment of a student during the year, parents, guardians, and legal custodians shall be notified of their obligations to ensure their child's school attendance.

The Executive Board appoints the principal or his or her designee as attendance officer. The attendance officer shall counsel with students and parents, investigate the causes of nonattendance, and report to the Executive Board regarding compulsory school attendance. The attendance officer will initiate, when appropriate, proceedings for the enforcement of the compulsory attendance provisions of this policy.

The attendance officer, in consultation with the Executive Board, will initiate judicial proceedings to enforce compulsory attendance pursuant to Colorado statutes. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is eight during any calendar year or school year.

Absences due to suspension or expulsion may be considered unexcused for the purpose of determining academic credit. Absences due to suspension or expulsion will be considered excused for the purpose of calculating the number of absences prior to initiating judicial proceedings and for the purpose of classifying a student as "habitually truant."

A student shall be considered “habitually truant” who has four or more unexcused absences from school in any one month or ten unexcused absences during any school year. Each school is authorized to establish procedures concerning students who are habitually truant. These procedures shall include, at a minimum, the principal or designee notifying the student’s parents, guardian, or legal custodian, in writing, of the student’s absences and of the fact that the student is “habitually truant” and scheduling a meeting with all concerned to develop a plan addressing the reasons for the student’s absences, ways to improve the student’s attendance, and consequences for further unexcused absences.

The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the Principal or designee.
2. A student who is enrolled for the minimum period required by law in an independent or parochial school which provides a basic academic education.
3. A student who is absent for an extended period due to physical, mental, or emotional disability.
4. A student to whom a current age and school certificate or work permit has been issued under Colorado law.
5. A student who is in the custody of a court or law enforcement authorities.
6. A student who is pursuing a work-study program under the supervision of a public school.
7. A student who is being instructed at home, as provided by Colorado law.
8. A student who has an individualized education plan which may outline alternative attendance requirements.

An unexcused absence shall be any absence that is not found within the foregoing exceptions listed in this policy.

Penalties for unexcused absence shall be administered at the school site, and may include, but are not limited to, the initiation of judicial proceedings to enforce compulsory attendance after eight unexcused absences during any calendar year or school year, and the imposition of academic penalties rationally related to classes missed while unexcused.

### **WCA Attendance Policy, Communication, and Consequences:**

Windsor Charter Academy prides itself on having a rigorous Core Knowledge curriculum and high expectations for all their students. With that in mind, attendance is absolutely necessary and expected in order for student achievement to occur. When a student has been absent four times in a school year, whether it be excused or unexcused, a courtesy letter will be generated and mailed home. This letter is to communicate the four absences and to express that we are concerned about the educational well being of that student. After eight excused or unexcused absences within a school year, the administrator will send another letter to request a parent and student meeting. This is an effort to create a positive plan of action for the student to be in school receiving instruction at all times. During this meeting it may be deemed necessary for the parent to bring in a doctor’s notice for further absences.

## **WCA Tardy Policy, Communication, and Consequences:**

In regards to tardiness at Windsor Charter Academy, we feel that it is imperative that students understand the value and importance of timeliness. When a student is tardy, it affects their academic performance, as well as others. With that in mind, a student will be given three free tardies every semester. On the fourth tardy, a student will be given a lunch detention to make up their time. Lunch detentions will be given for the fourth through tenth tardy. On the tenth tardy, the student will be given the lunch detention, but will also be required to attend an after school detention from 3:20 p.m. until 4:00 p.m. Lunch and after school detentions will be given for the tenth through twentieth tardies. Once a student reaches the twentieth tardy, they will be required to attend a Saturday school session from 8 a.m. until 12 noon with a building administrator in attendance. Parents will be given letters and/or immediately notified by phone once a consequence has been deemed necessary.

Legal References:           C.R.S. 22-33-101  
                                  C.R.S. 22-33-104  
                                  C.R.S. 22-33-107  
                                  C.R.S. 22-33-108  
                                  C.R.S. 22-23-110(1) (mm)

Adopted by WCA:           December 2008  
WCA Revised:             July 2009

## **SUSPENSION AND EXPULSION Policy JKD/JKE**

### **1. Definitions**

A) “Expulsion” means the exclusion of a student from attending school and participating in school activities for a specified period of time not to extend beyond one calendar year, unless student contact with the School District is otherwise authorized by the school principal or District administration.

B) “Habitually Disruptive Student” means a student who has been suspended three times during the school year or calendar year for causing a material and substantial disruption while at school or on school grounds, at a school sanctioned activity or event, or while being transported in a school approved vehicle because of behavior that was initiated, willful, and overt on the part of the student.

C) “Informal Hearing” means notice to the student of what he or she has been accused of doing and an opportunity for the student to explain his or her position regarding the incident constituting grounds for discipline. There need be no delay between the time notice is given and the time of the hearing. An informal hearing does not include representation by counsel, the ability to confront and cross-examine witnesses, or to call witnesses to verify the student’s version of the incident.

D) “Parent” means a student’s parent, legal guardian, or legal custodian

E) “Student With Disabilities” means a student for whom a determination of disability has been made by a properly constituted Individualized Education Plan (IEP) or §504 team in accordance with state and federal laws governing the education of children with disabilities.

F) “Suspension” means the exclusion of a student from attending school and participating in school activities for a specified and limited period of time as set forth under “Suspension From School,” below, unless student contact with the School District is otherwise authorized by the school principal or the District administration.

G) A “Classroom Suspension” means the exclusion of a student from the classroom by a teacher for causing a material and substantial disruption in the classroom through behavior that is initiated, willful and overt on the part of the student.

## **2. Due Process Policy**

It is the policy of the Board of Education to provide due process of law in connection with student suspensions, expulsions and other discipline, as well as denials of admission. The Board hereby directs the superintendent to periodically review current procedures and develop new procedures for adoption by the Board, if necessary, which are consistent with this policy. The Board further directs the superintendent to provide copies of the District’s Conduct and Discipline Code, as defined in Policy JK, annually to each student and to post or keep on file copies of the Conduct and Discipline Code in each school in the District.

## **3. Grounds for Suspension or Expulsion**

Subject to the terms of Policy JK governing the discipline of students with disabilities, students enrolled in the School District may be suspended or expelled for the following behaviors while in school buildings, on school grounds, in school vehicles or at school-sponsored activities; except that students may also be suspended or expelled for such behaviors off school property when the behaviors have a nexus to school or any District curricular or non-curricular activity or event, as authorized by law:

- A) Continued willful disobedience or open and persistent defiance of proper authority.
- B) Willful destruction or defacing of school property.
- C) Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel, including behavior which creates a threat of physical harm to the student or to other students.
- D) Declaration of the student as a habitually disruptive student, pursuant to Policy and Regulation JKG and JKG-R, for which expulsion shall be mandatory.
- E) Repeated interference with the school’s ability to provide educational opportunities to other students.
- F) The commission of any act in a school building or in or on school property which if committed by an adult would be robbery or first or second degree assault, as defined by state law, for which expulsion shall be mandatory.
- G) Carrying, bringing, using, or possessing a dangerous weapon in a school building or in or on school property without the authorization of the school or the District, for which expulsion shall be mandatory. “Dangerous weapons” mean:
  - i. Firearms, loaded or unloaded, or firearm facsimiles that could reasonably be mistaken for actual firearms;
  - ii. Pellet or BB guns or other devices, whether operational or not, designed to propel projectiles by spring action or compressed air;
  - iii. Knives, including any fixed-blade knife with a blade longer than three inches in length; any spring loaded knife or pocket knife with a blade longer than three and one-half inches in length; or any knife, regardless of length, when used in a threatening manner;
  - iv. Brass knuckles or artificial knuckles of any kind;
  - v. Bludgeons;

- vi. Any other object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

In accordance with federal and state law, expulsion shall be for one calendar year for any student who is determined to have brought a firearm to school without the authorization of the school or the District. The superintendent may reduce the length of this required expulsion period on a case-by-case basis. Any student bringing a firearm to school shall be referred to appropriate law enforcement officials.

A student may, but need not, be expelled for the behavior described in this section 3(G) if, as soon as possible upon the student's discovery that he or she is in possession of a dangerous weapon, the student notifies and delivers the weapon to a teacher, administrator or other authorized person.

H) Unauthorized possession, sale, exchange, distribution, use, or being under the influence of illicit drugs or alcohol. Expulsion is mandatory for the sale, exchange, barter, or gift of drugs or controlled substances, as defined by state law, in a school building or in or on school property.

I) Other serious violations as determined by the school principal, occurring in a school building, on school property, or in a School District vehicle.

J) Failure to comply with the immunization requirements, as specified in Colorado law. Any suspension or expulsion for such failure to comply shall not be recorded as a disciplinary action but may be noted in the student's permanent record with an appropriate explanation.

K) Any of the following may also be grounds for suspension or expulsion if such conduct also constitutes grounds for suspension or expulsion as set forth in sections 3(A-J) above.

- i. Violation of any criminal statute of the State of Colorado, or the doing of any act prohibited by the statutes of this state.
- ii. Violation of any policy or regulation adopted by the Board of Education.
- iii. Violation of any written rule or regulation adopted by the principal of any school, or adopted by any other employees of the School District who are authorized by the Board to establish rules and regulations in regard to a particular school, or in regard to a particular activity.
- iv. Smoking or use of tobacco in any building or at any athletic facilities of the School District, on school buses, or while participating in any activity sponsored by the School District.

L) Assault upon, disorderly conduct toward, harassment of, making knowingly false allegations of child abuse against, and any criminal offense against a teacher or other school employee, or damage to property of a teacher or other school employee which occurs on school premises. A minimum of three days' suspension is mandatory for such behavior.

#### **4. Suspension From School**

A) Delegation of Authority. The Board delegates to the principals of the School District and their designees the power to suspend a student up to five school days for grounds 3 (A-E) and 3(J-L) listed above and to suspend for up to ten school days for grounds 3(F-G), 3(H) (for sale, exchange or distribution as described in policy JICH, and 3(I) listed above.

The Board hereby delegates to the superintendent or his/her designee the authority to extend a suspension for up to ten additional school days, and another ten days if necessary in order to present the issue of expulsion to the next meeting of the Board, but the total period of suspension shall not exceed 25 school days.

- B) Procedure for Suspension. The following procedures shall be followed in the suspension of students:
- i. Informal Hearing. Prior to the student's removal from school, the student shall receive an informal hearing before the school principal or principal's designee unless an emergency requires immediate removal of the student, in which case an informal hearing shall be held as soon as practicable after removal.
  - ii. Notice to Parents. If possible so to do, the principal or designee shall immediately, by phone or by personal contact, inform the parent of the student's suspension and shall immediately confirm such notification in writing by mail, which notification shall contain a brief statement of the grounds for the suspension, the period of the suspension, and the time and place for the parent to meet with the suspending authority to review the suspension.
  - iii. Transfer of Custody. A suspended student shall be required to leave the school grounds immediately after the parent(s) and the principal or designee have determined the best way to transfer custody of the student to the parent.
  - iv. Alternative to Suspension. In lieu of suspension, the principal or designee may, in his/her discretion, permit the student to remain in school on the condition that the student's parent attends class with the student for a period of time established by the principal or designee. The principal or designee shall consult with the student's teachers and obtain their consent before implementing this alternative. If the student's parent does not agree or fails to attend class with the student, the principal or designee shall suspend the student in accordance with this policy. This alternative to suspension shall not be used if expulsion proceedings have been or are to be initiated, or if the principal or designee determines that the student's presence in school, even if accompanied by a parent, would be disruptive to the operations of the school or be detrimental to the learning environment.
  - v. Any student suspended for more than ten days shall be given the opportunity to request a review of the suspension before the superintendent or his or her designee. If a review is requested, the suspension shall remain in effect pending the review. The decision of the superintendent or his/her designee regarding the suspension shall be final.
  - vi. A suspended student shall not be readmitted to school until the student's parent has met with the principal or designee, or, in the discretion of the school principal or designee, the parent has substantially agreed to review the suspension with the principal or designee. However, the student may be readmitted if the principal or designee cannot contact the parent or if the parent repeatedly fails to appear for the scheduled meeting.
  - vii. The principal or designee shall provide an opportunity for the student to make up school work during the period of suspension to allow the student to reintegrate into the educational program following the suspension. The principal may award appropriate credit for the assigned make-up work.

## **5. Expulsion From School**

A) Authority. Unless otherwise determined by the Board in any particular case, the Board delegates the power to expel students to the superintendent provided that at the next meeting of the Board the superintendent shall report on each case acted upon, briefly describing the circumstances and the reason for the action given.

B) The decision of the superintendent may, upon the written request of the student or parent(s) within five calendar days after receipt of the superintendent's decision, be appealed to the Board. Failure to request an appeal within five calendar days shall result in a waiver of the right to appeal, and the superintendent's decision shall become final.

C) When the student is beyond the compulsory attendance age, recommendation for expulsion may be avoided by a mutual agreement between the parent and building principal that the parent withdraw the student from school.

D) Procedures for Expulsion:

- i. A principal may recommend to the superintendent the expulsion from school of any student on any grounds provided for herein.
- ii. A principal recommending expulsion of any student shall make such recommendation in writing to the superintendent, setting forth his/her specific reasons for the recommendation.
- iii. If the superintendent believes that there is a reasonable basis to support the principal's recommendation, he/she shall schedule the matter for a hearing and, in advance of the hearing, shall notify the parents or guardians of the child, in writing, as to the following matters: (a) the time and place of the hearing; (b) the fact that the principal is recommending expulsion; (c) a statement of the basic facts on which the expulsion recommendation is based and a statement of the statutory and policy authority for the recommended expulsion; (d) a statement that the student and his/her parent may be present at the hearing and hear all information against him/her; that the student will have an opportunity to present relevant information in his/her own behalf, and that the student may be accompanied and represented by an attorney or other representative if he/she so chooses; and (e) a statement that failure of the student and his/her parent to attend said hearing or to be otherwise represented at said hearing will constitute a waiver of any further rights of the student in respect to the matter of the student's expulsion.
- iv. If no hearing is requested by the student and his/her parent, the superintendent may take action based upon the oral and written recommendation of the principal.
- v. No continuance of the hearing shall be granted except at the request of the student and his/her parent for good cause or in the event of an unavoidable emergency; and in any such case the continued hearing shall be set as soon as possible from the date of the original hearing.
- vi. The hearing shall be conducted by the superintendent or by his or her designee acting as a hearing officer, except that in those cases where the Board has determined not to delegate the authority to expel the student in which case it shall conduct the hearing.
- vii. At the hearing, technical rules of evidence shall not be applicable and the superintendent or Board may consider and give appropriate weight to such credible information as deemed appropriate; provided, that a recitation of any such information shall appear in the record and the student and his/her parent shall be informed of the nature of such information. In addition, the following procedures shall apply:
  - (a) Testimony which is repetitious, irrelevant, immaterial, scandalous, or impertinent may be limited.
  - (b) Testimony of witnesses shall be presented under oath.

(c) The student, his/her parent, or his/her representative may question witnesses and may present testimony or evidence for consideration by the superintendent but may not question the superintendent.

(d) An audio recording of the proceeding shall be kept so as to enable a transcript of the testimony to be prepared for purposes of an appeal, as hereinafter provided.

(e) If a hearing officer conducts the hearing, the hearing officer will make specific factual findings and will promptly submit to the superintendent those findings and a recommendation regarding the expulsion.

(f) The superintendent will review the hearing officer's factual findings and recommendation, or if the superintendent or Board conducts the hearing, the superintendent or Board will make factual findings. The superintendent or Board shall render a written decision which includes findings of fact sufficient in content to apprise the student, his/her parent, or a reviewing court of the factual basis for the decision. The written decision shall be rendered within five school days following the hearing, and shall be delivered to the student and his/her parent by personal delivery or by certified mail. In the event of an order of expulsion, the decision of the superintendent shall include information for appeal to the Board and the decision of the Board shall include information for appeal to the court, as appropriate.

E) If an appeal of the superintendent's decision to the Board is properly requested, the Board shall review the record created at the hearing, the findings and recommendation of the superintendent, and the superintendent's decision. The student may be represented by counsel at the appeal. Representatives of the District and the parents may make brief statements to the Board but no new evidence shall be presented unless such evidence was not reasonably discoverable at the time of the hearing. The Board shall make a final determination regarding the expulsion of the student and shall inform the student and his or her parent of the right to judicial review.

#### F) Post-Expulsion Matters.

- i. If a student between the ages of seven and 17 is expelled for the remainder of a school year, the parent(s) of the student shall be responsible for assuring compliance with the compulsory school attendance laws during the period of expulsion. The District encourages all parents to provide for their student's education if the student is expelled for any period.
- ii. Upon expelling a student, the District shall provide information to the student's parent concerning the educational alternatives available to the student during the period of expulsion. If the parent chooses to provide a home-based educational program for the student, the District shall assist the parent in obtaining appropriate curricula for the student. Upon request of a student or student's parent, the District shall provide for any student who is expelled from the District educational services deemed appropriate for the student by the District.
- iii. If a student is expelled for the remainder of the school year and the student is not receiving educational services through the District, the District shall contact the student's parent at least once every 60 days until the beginning of the next school year to determine whether the student is receiving educational services. The District need not contact the student's parent after the student is enrolled in another school district, or in an independent or parochial school, or if the student is committed to the Department of Human Services or is

sentenced pursuant to the Children's Code contained in Article 2 of Title 19 of the Colorado Revised Statutes.

## **6. Classroom Suspension**

1. Authority. A teacher may remove a student from the teacher's classroom for one day for causing a material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student. Prior to any such removal, the teacher shall provide the student with the same level of due process to which the student would be entitled for suspensions from school of ten days or less, as set forth above.
2. Procedures for Classroom Suspension:
  - i. The teacher initiating a one-day classroom suspension shall provide the principal or designee with assignments and other course work to be completed by the student during the period of suspension, and shall contact the parent or legal guardian of the student as soon as possible after removal to request his or her attendance at a conference regarding the classroom suspension.
  - ii. The teacher may develop a behavior plan approved by the principal after a student's first one-day classroom suspension during any grading term (quarter, trimester or semester) and shall develop a behavior plan approved by the principal after a student's second one day classroom suspension during any grading term. The behavior plan shall indicate that the third incident during a grading period of material and substantial disruption in the classroom through behavior that is initiated, willful, and overt on the part of the student after classroom suspensions for the first two incidents will result in the student's removal from the classroom for the remainder of the grading term. The teacher shall provide a copy of the behavior plan, as well as a copy of each revision thereto, to the student and the parent or legal guardian of the student.
  - iii. For any student removed from the classroom for the remainder of a grading term as provided in paragraph 2 above, the teacher responsible for the removal shall provide the principal or designee with a lesson plan, assignments, other course work, quizzes, and exams for the remainder of the grading term so as to allow the student to complete and receive credit for the course.
  - iv. Classroom suspensions may count as suspensions for purposes of declaring a student as "habitually disruptive," if the behavior results in an out-of-school suspension as determined by the principal or designee in accordance with District Policy and regulations.
  - v. A teacher's ability to impose classroom suspensions shall be subject to governing law and the District's policies and regulations concerning suspension/expulsion of

## **7. Crimes of Violence**

Whenever the District is notified that a student at least 12 years of age but under 18 years of age has been charged in juvenile court with an offense that would constitute a crime of violence or unlawful sexual behavior if committed by an adult or has been charged in district court with a crime of violence or unlawful sexual behavior, then Board of Education or its designee shall determine whether the student has exhibited behavior that is detrimental to the safety, welfare, and morals of the other students or personnel at school, and whether educating the student at school may disrupt the learning environment, provide a negative example for other students, or create a dangerous and unsafe environment for students, teachers, and other school personnel.

If it is determined that the student should not be educated at school, the District may institute procedures to suspend or expel the student. Alternatively, the District may delay consideration of the student's suspension or expulsion pending the outcome of the juvenile court or district court proceedings, during which time the District shall provide the student with an appropriate alternate education program. The time that a student spends in an alternate education program shall not be considered a period of suspension or expulsion.

As used in this policy, a "crime of violence" means any of the following crimes as defined by law committed, conspired to be committed, or attempted to be committed by a student in connection with which the student used or possessed and threatened the use of a deadly weapon, or caused serious bodily injury or death to any other person except another participant: (1) any crime against an at-risk adult or at-risk juvenile; (2) murder; (3) first or second degree assault; (4) kidnapping; (5) sexual assault; (6) aggravated robbery; (7) first degree arson; (8) first degree burglary; (9) escape; or (10) criminal extortion. "Crime of violence" also means any felony unlawful sexual offense in which the student caused bodily injury to the victim or in which the student used threats, intimidation, or force against the victim.

As used in this policy, "unlawful sexual behavior" means any of the following offenses, as defined by law, or criminal attempt, conspiracy, or solicitation to commit any of the following offenses: (1) first, second, or third degree sexual assault; (2) unlawful sexual contact; (3) sexual assault on a child; (4) sexual assault on a child by one in a position of trust; (5) enticement of a child; (6) incest or aggravated incest; (7) trafficking in children; (8) sexual exploitation of children; (9) procurement of a child for sexual exploitation; (10) indecent exposure; (11) soliciting for child prostitution; (12) pandering of a child; (13) procurement of a child; (14) keeping a place of child prostitution; (15) pimping of a child; (16) inducement of child prostitution; (17) patronizing a prostituted child; (18) promotion of obscenity to a minor; or (19) wholesale promotion of obscenity to a minor.

## **8. Students with Disabilities**

Any discipline of students with disabilities shall be conducted in accordance with the provisions of Policy JK concerning the discipline of students with disabilities.

## **9. Communication of Disciplinary Information**

The principal shall communicate discipline information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Any teacher or counselor who receives such information shall maintain the confidentiality of the information and does not have the authority to communicate the information to any other person. The student and his/her parent may challenge the accuracy of the disciplinary information by making a written request for review to the superintendent or his/her designee.

Adopted by WCA: June 2001  
Revised by WCA: March 2006  
July 2009

## **AT RISK OF EXPULSION OR SUSPENSION Policy JKDA/JKEA**

District personnel shall enforce the provisions of the student code of conduct so that students demonstrating unacceptable behavior and their parents, guardians, or legal custodians understand that such behavior shall not be tolerated and shall be dealt with according to the code.

The principal of each school shall work with the certificated staff to identify students with a pattern of behaviors who are at risk of suspension or expulsion. Among those students who may be at risk are those who have been or are likely to be declared habitually truant or habitually disruptive.

The district, working with the student's parent/guardian, shall provide students who are identified as at risk of suspension or expulsion with a plan to provide the necessary support services to help them avoid expulsion. In some cases, a remedial discipline plan may be the means by which various intervention and prevention services are identified.

The failure of the school district to identify a student for participation in an expulsion prevention program or the failure of such program to remediate a student's behavior shall not be grounds to prevent school personnel from proceeding with appropriate disciplinary measures which are not limited to but may include suspension or expulsion.

Adopted by WCA: August 2001

## **STUDENT DRESS CODE Policy JICA**

The responsibility to make academics the primary focus obligates Windsor Charter Academy to prevent anything that may distract from the education of students. It is expected that the students of WCA maintain their person and clothing in a modest, clean, and orderly manner consistent with the school uniform dress code and compatible with educational programming. In order to ensure the proper appearance of students is maintained, the Principal or designee will make the final determination as to the appropriate apparel in a questionable circumstance. The dress code items stated below are the only items allowed. We expect that both parents and students will follow the spirit of the dress code.

**If there are any questions regarding dress code items, please check with the Principal before purchasing.**

**School Colors: White, Khaki, Navy Blue, Burgundy, and Pale Yellow  
Middle School (6-8) are allowed Light Blue and Hunter Green in addition to the above school colors.**

### **GENERAL DRESS CODE**

#### **General Appearance**

- All clothes must be plain, neat and clean.
- No student will convey violent, racist, or obscene messages or symbols through dress.
- Hair should be neatly groomed and of natural color. Only natural looking cosmetics and nail polish are allowed.
- Please label all clothing items so they may be returned.

### **Pants, Capri's, & Shorts**

- Colors: Solid Navy and khaki
- Styles: Cotton twill, stiff polyester, or corduroy. No denim.
- Length: Shorts must be no shorter than a credit card length above the knee or no longer than the bottom of the knee.
- Pockets: Shorts or pants must not have more than 6 pockets.
- Bike Shorts: Navy, white, or khaki bike shorts must be worn under skirts and jumpers and must not be visible while standing.

### **Jumpers, Skirts, & Skorts**

- Colors: Navy, khaki, or burgundy.
- Fabric: cotton twill, stiff polyester or corduroy.
- Styles: pleated or straight. Must be within a credit card length above the knee or longer.

### **Shirts**

- Short or long sleeved classic polo style shirt in solid white, navy, burgundy, and light yellow.
- Oxfords and Peter Pan shirts must be solid white only (Grades K-5).
- Turtlenecks & mock turtlenecks must be plain and must be solid white, navy, burgundy, or pale yellow.
- Buttons must match the shirt or be a neutral color.
- If student is wearing a turtleneck under a polo shirt, both shirts must be the same color.
- Shirts must be completely tucked in at all times.
- Middle School Only: (6-8) Solid light blue or hunter green polo shirts, oxfords, turtlenecks, and mock necks are allowed.
- Middle School Only: (6-8) Girls may wear a button down fitted blouse with collar in solid white, solid light blue, or solid hunter green.

### **Sweaters & Sweater Vest**

- Colors: Solid navy and white.
- Styles: crew neck, mock turtleneck, Henley collar, cardigans, or pullovers.
- All sweaters and/or sweater vests must be worn over a dress code compliant shirt.

### **Sweatshirts**

- There are two approved sweatshirts that may be worn in school.
  1. Solid navy crewneck sweatshirt with the approved school logo embroidered on it. (Sweatshirts can be embroidered at Sovereign Threads [formerly Logo Pros] in Windsor.)
  2. Windsor Charter Spirit hoodie.
- Sweatshirts must be worn over a dress code compliant shirt.

### **Jackets & Outerwear**

- The only approved jacket to be worn inside school is the navy fleece jacket purchased from Sovereign Threads [formerly Logo Pros] with the approved WCA logo embroidered on it.
- Jackets and coats are not to be worn inside the building. They will only be allowed in the classroom at the discretion of the teacher.
- Scarves, hats, gloves, mittens, snow boots, and ear warmers are only to be worn outside the building.

### **Belts**

- Belts are optional and must be solid navy, white, brown, or black and can be flat or braided.

### **Socks**

- Socks and tights must be a solid school color. White, black or brown socks are only allowed under pants.

### **Shoes**

- All shoes must have closed toes, heels, and sides. Acceptable styles include athletic, oxford, Mary Jane's, loafers, and boots.
- No lighted, character, or platform shoes allowed. Heels must be lower than 1 ½ inches.
- Shoes must be mostly navy, black, brown, or white.
- Snow boots can only be worn outdoors. They must be removed after the student returns to class.

### **Jewelry**

- Jewelry must be modest and in good taste.
- Earrings must be less than one inch from base of earlobe.
- Piercing only allowed on the ears, all others must be removed during school hours and during school functions.

### **Hair Accessories**

- Colors: navy, white, burgundy, light yellow, brown or black. Metal barrettes are acceptable.

### **Scouting Uniforms**

- Students participating in scouting programs may wear their uniform on meeting days.

### **FORMAL DRESS UNIFORM**

The formal dress uniform is mandatory for certain functions to be determined by WCA including special occasions, field trips, pictures, etc...

### **Boys**

- White oxford shirt, long or short sleeve, navy pants, approved French Toast tie (blue and gold plaid).
- Blue sweater vest or crew neck sweater (Optional)

### **Girls**

- White oxford or Peter Pan collar, long or short sleeve, navy pants or skirt, approved French Toast crossover tie (blue and gold plaid)
  - Blue sweater vest, crew neck sweater, or cardigan sweater (Optional)
- The Principal and staff reserve the right to declare a student in violation of the dress code and to mandate appropriate compliance in accordance with the policy.
  - A student found in repeated violation of the dress code will be subject to review by his/her parents/guardians, the principal and board as to appropriate disciplinary action. Expulsion is a valid form of discipline for chronic dress code violations.

- If at any time due to medical needs, a student is not able to comply completely with the dress code, a written note from a physician is needed. A conference with the student, guardian/parent, and teacher/principal will be held to determine the best way to honor the dress code and remain comfortable and healthy.
- The uniforms may be updated on occasion with the approval of the Executive Board of WCA.
- A list of retailers is available at the front desk upon request.

Approved by WCA: August 2000  
 Revised: May 2001  
 June 2004  
 January 2006  
 March 2008

## **TOBACCO-FREE SCHOOLS Policy ADC**

Whereas the use of tobacco products is detrimental to the well-being of human beings, the following controls are placed on its use and/or possession in school facilities, on school property, during school-sponsored activities or in school-owned transportation equipment at any time during the calendar year.

Smoking, chewing or any other use of any tobacco products by staff, students, and members of the public is banned from all school property. Students shall not be in possession of any tobacco products while on school property, during school-sponsored activities or in school-owned transportation equipment at any time during the calendar year.

“Use of any tobacco product” means “lighting, chewing, inhaling, or smoking any tobacco product.”

“Tobacco product” includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking, or both, and includes cloves or any other product packaged for smoking.

“School property” means all property owned, leased, rented, or otherwise used or contracted for by a school or the school district and shall include school grounds over which the school exercises control including, but not limited to, areas surrounding any buildings, playgrounds, athletic fields, recreation areas, and parking areas.

“School facilities” includes, but is not limited to, all indoor and outdoor facilities used to provide educational services, library services, routine health care services, athletic or recreation services, and daycare or early childhood development services to children as well as for administration, support services, maintenance or storage.

“School-owned transportation equipment” means all vehicles owned, leased, or rented by the school or school district used for transporting students, staff, visitors, or other persons.

Signs will be posted in prominent places on all school property to notify the public that smoking or other use of tobacco products is prohibited in accordance with state law and district policy. This policy will be published in all employee and student handbooks, posted on bulletin boards and announced in staff meetings.

Any member of the general public considered by the superintendent or designee to be in violation of this policy will be instructed to leave school district property. Employees found to be in violation of this policy will be subject to appropriate disciplinary action.

Any student who violates this policy is subject to the consequences described below. The sequence of consequences that follow will occur during the student's tenure in each of the three levels (K-5, 6-8, 9-12) that exist in the District. The student returns to a first offense consequence only when he or she moves to a new level.

1. For the first offense, the student shall be suspended from classes for one day and a letter shall be sent to his or her parents notifying them of the violation. This suspension may be in school or out of school.
2. For the second offense, the student shall be suspended from school for two days and a letter shall be sent to his or her parents notifying them of the violation. Before the student is readmitted to school, a conference will be held with the student, parents and a building administrator.
3. For the third and subsequent offense(s), the student shall be suspended from school for a minimum of two days and a maximum of 5 days and a letter shall be sent to his or her parents notifying them of the violation. Before the student is readmitted to school, a conference will be held with the student, parents, and a building administrator.
4. Notwithstanding other provisions of this policy, a student may be recommended for expulsion by the building principal for the fourth and subsequent violations of this policy if the smoking violation(s) are deemed by the building principal to be a pattern of continued willful disobedience or open and persistent defiance of proper authority. Exemptions Pursuant to state law no exemption shall be granted pursuant to this policy.

Adopted by WCA: July 2009

Legal References: 20 U.S.C 7181 *et seq.*  
C.R.S. 18-13-121  
C.R.S 22-32-109 (1) (bb)  
C.R.S 22-32-109.1 (2) (a) (VII)  
C.R.S. 25-14-103.5  
6 CCR 1010-6, Rule 5-306

## **DISCIPLINE OF HABITUALLY DISRUPTIVE STUDENTS**

### **Policy JKG**

A remedial discipline plan may be developed in accordance with Regulation JKG-R for any student who has been suspended one or two times during any school year or calendar year for causing a material and substantial disruption while on school property, at a school sanctioned activity or event, or while being transported in a District approved vehicle.

Any student who causes a material and substantial disruption three times in any one school year or calendar year shall be declared an habitually disruptive student and shall be subject to mandatory expulsion in accordance with District Policy JKD/JKE, Suspension and Expulsion; Regulation JKG-R; and state law.

For purposes of this policy, disruptive behavior means behavior which is initiated, willful, and overt on the part of the student and requires suspension, and is considered, in the view of the principal or designee, to have caused a serious interference with the orderly operation of the school or with the school's ability to provide educational opportunities to the student or others, or is detrimental to the welfare or safety of others.

Disruptive behavior by a student identified as a student with disabilities shall be dealt with in accordance with the section concerning discipline of students with disabilities in Policy JK.

Adopted by WCA: June 2001

## **DISCIPLINE OF HABITUALLY DISRUPTIVE STUDENTS**

### **Regulation**

### **Policy JKG-R**

#### **Definitions:**

1. "Habitually Disruptive Student" means a student who has been suspended three times during any school year or calendar year for causing a material and substantial disruption while at school or on school grounds, at a school sanctioned activity or event, or while being transported in a school approved vehicle because of behavior that was initiated, willful, and overt on the part of the student.

2. "Parent" means a student's parent, legal guardian, or legal custodian.

#### **Reporting Requirements:**

1. The student and his or her parent shall be notified in writing of each suspension counted toward declaring the student as habitually disruptive and shall be notified in writing and by telephone or other means at the parent's home or place of employment of the definition of "habitually disruptive student" and the mandatory expulsion of such students.

2. The principal or designee shall prepare a brief written summary of the incident. The student and his or her parent shall be given a copy of the summary which is to be placed in the student's file. The student may submit a written response to the incident report which will be attached to the written summary.

3. If the principal or designee determines that the student has not engaged in disruptive behavior, as defined in this policy, the records of the student's involvement in the incident shall be modified to reflect an accurate description of the incident and the incident shall not be considered disruptive behavior for purposes of this policy.

#### **Remedial Discipline Plans:**

1. After a student has been suspended for the first or second time during any school year or calendar year for causing a material and substantial disruption, a remedial discipline plan may be developed for the student by the principal or designee, with the assistance of the student's teacher(s) and any other school personnel involved, as well as the student and his or her parent(s).

2. The principal or designee shall make reasonable efforts to meet with the student, and his or her parent, and any school personnel whom the principal or designee deems should attend to develop the remedial discipline plan.

3. The purpose of the meeting will be to address the reasons for the student's disruptive behavior, and to develop a written remedial discipline plan if appropriate. The remedial discipline plan shall address the student's disruptive behavior, his or her educational needs, the goal of keeping the student in school, and the goals, objectives, and timeliness for modifying the disruptive behavior. The plan also shall inform the student of the consequences in the event he/she continues to engage in disruptive behavior in violation of the plan. Such consequences may include discipline, including suspension or expulsion, as provided in the District discipline code or as provided by the rules and regulations of the school.

4. The remedial discipline plan shall be written in the form of a contract and signed by the student and his or her parent.

5. If the student and his or her parent fails to attend the meeting to establish the remedial discipline plan, after reasonable attempts by the principal or designee to schedule and provide notice of the meeting, the principal or designee may conduct the meeting and establish the remedial plan with those people present at the meeting.

6. The student and his or her parent, and the school personnel responsible for implementing the remedial discipline plan shall be provided a copy of the remedial discipline plan and a copy shall be placed in the student's file.

7. Further instances of behavior that causes a material and substantial disruption will be dealt with in accordance with the remedial discipline plan.

#### **Discipline of Habitually Disruptive Students:**

1. If a student engages in behavior that causes a material and substantial disruption for the third time in a school year or calendar year, the principal or designee shall, after receiving the student's file, record of prior incidents, and any remedial discipline plans which may have been developed, inform the student and the parent, legal guardian, or legal custodian in writing that the student is being recommended for expulsion as an habitually disruptive student.

2. The principal or designee shall initiate proceedings for expulsion of the student, in accordance with District Policy JKD/JKE, Suspension and Expulsion.

Adopted by WCA: June 2001

## **STUDENT USE, POSSESSION, AND ABUSE OF ILLCIT DRUGS AND ALCOHOL Policy JICH**

#### **Definitions:**

“Drug” or “drugs” means all substances defined under the Uniform Controlled Substances Act of 1992, C.R.S. § 18-18-101, et. seq., as “drugs” or “controlled substances”, as well as counterfeit drugs and substances falsely represented as being drugs. “Drugs” shall include, but not be limited to, opiates, narcotics, cocaine, anabolic steroids, amphetamine and other stimulants, depressants, hallucinogenic substances and marijuana, and inhalants.

“Legal drugs” means over-the-counter and prescription drugs, including vitamins and other dietary supplements that are properly possessed and used by the person for whom they are intended in accordance with all applicable district policies and regulations.

“Illegal drugs” means all drugs not defined herein as legal drugs.

“Drug paraphernalia” means any machine, instrument, tool or device as defined in the Uniform Controlled Substances Act of 1992, C.R.S. § 18-18-426.

“To possess” or “to be in possession” means to have illegal drugs, drug paraphernalia, or alcohol on ones’ personal property, locker, desk or other storage area within School and District jurisdiction.

“Distributing”, “dispensing”, “selling”, “giving”, and “exchanging” shall include any means by which illegal drugs or alcohol are transferred from one person to another. There need be no use or intent to use the drugs or alcohol involved in the transfer.

Because the unlawful possession and use of illegal drugs and alcohol is wrong and harmful, using, possessing, distributing, selling, giving, exchanging and being under the influence of illegal drugs or alcohol is prohibited in all Weld County School District RE-4 schools, on school grounds, at school sponsored activities, when students are being transported in vehicles dispatched by the School and/or District at any time during the calendar year, and off school property when such conduct has a nexus to School or any District curricular or non-curricular activity or event.

Compliance with the standards of conduct set forth in this policy and the accompanying regulations is mandatory for all students.

The regulations which shall guide the enforcement of this policy shall be in keeping with applicable laws and shall be observed by all school personnel. Appropriate procedures shall be followed by all Windsor Charter Academy personnel in working with students who may:

1. Use or be under the influence of illegal drugs or alcohol on school grounds, at school sponsored activities, when students are being transported in vehicles dispatched by the School or District, or off school property when such conduct has a nexus to school or any District curricular on non-curricular activity or event.
2. Possess illegal drugs or alcohol, regardless of quantity, on school grounds, at school-sponsored activities, when students are being transported in vehicles dispatched by the School or District, or off school property when such conduct has a nexus to school or any District curricular on non-curricular activity or event.
3. Be engaged in acts of selling, purchasing, exchanging, or distributing illegal drugs or alcohol, regardless of quantity, on school grounds, at school-sponsored activities, when students are being transported in vehicles dispatched by the School or District, or off school property when such conduct has a nexus to school or any District curricular on non-curricular activity or event.

Disciplinary action, as set forth below, will be taken in cases involving students who use, possess, distribute, sell, give, exchange, or are under the influence of illegal drugs or alcohol on school grounds, at school sponsored activities, when students are being transported in vehicles dispatched by the School and/or District, or off school property when such conduct has a nexus to School or any District curricular or non-curricular activity or event. Students must receive due process in connection with any suspension or expulsion, as expressed in the Policy JKD/JKE.

I. Students who use, possess, or are under the influence of, illegal drugs or alcohol or who possess drug paraphernalia on school grounds, at school sponsored activities, when students are being transported in vehicles dispatched by the School and/or District, or off school property when such conduct has a nexus to School or any District curricular or non-curricular activity or event shall be handled in the following manner:

A. First Offense:

The student will be suspended according to Policy JKD/JKE for up to five (5) days. If the student and parent choose, work will be given to the student so that he/she does not fall behind.

1. Middle School students in violation of Policy JICH will also be suspended from participation in and attendance at all school extracurricular activities for a period of 15 school days, including weekends.
2. A parent conference will be held.
3. Information concerning drug and alcohol counseling and rehabilitation and re-entry programs will be given to students and parents.
4. Violation of federal or state law will be grounds for referral to law enforcement authorities.
5. Additional suspension or expulsion proceedings may be initiated in serious cases, as determined at the discretion of the School and/or District administration.

B. Second and Subsequent Offenses:

1. A recommendation for expulsion according to Policy JKD/JKE will result upon second and subsequent offenses within any four (4) year period unless circumstances are such that the Executive Board elects to impose lesser punishment
2. Records of student drug or alcohol offenses noting date, type of offense, and discipline imposed shall be kept at the School. Such records will be forwarded to the next District school the student attends.
3. Violation of federal or state law will be grounds for referral to law enforcement authorities.

II. Students who distribute, dispense, sell, give, or exchange illegal drugs or alcohol on school property, at school sponsored activities, when students are being transported in vehicles dispatched by the School and/or District, or off school property when such conduct has a nexus to School or any District curricular or non-curricular activity or event, will be handled in the following manner.

1. The student will be suspended from school in accordance with the procedures set forth in Policy JKD/JKE.
2. The principal or designee will conduct a conference with parent and/or police representative.

3. The principal shall recommend expulsion for up to a calendar year, pursuant to the procedures of Policy JKD/JKE. The sale, purchase or distribution of illegal drugs shall be grounds for mandatory expulsion. The sale or distribution of alcohol is also grounds for expulsion for up to a calendar year.

4. Violation of federal or state law will be grounds for referral to law enforcement authorities.

III. The school administration will cooperate fully with local law enforcement agencies when investigations and searches related to illegal drug offenses are in progress.

IV. Students and parents will be given a copy of the standards of conduct and sanctions involving drug and alcohol use, possession, and distribution.

V. Information about the elements of the School's alcohol and drug program is available to the membership in the School Office.

Adopted by WCA: May 2001  
Revised by WCA: July 2009

Legal References: 20 U.S.C. § 3221 (defines drug abuse education and prevention)  
20 U.S.C. § 3224a (Drug-Free Schools and Communities Act)  
20 U.S.C. § 7116 (Safe & Drug-Free Schools and Communities Act of 1994)  
C.R.S. § 18-18-102(3), (5), (13) (definition of "anabolic steroids", "controlled substances", and drug")  
C.R.S. § 18-18-407 (2) (crime to sell, distribute or possess controlled substances on or near school grounds or school bus)  
C.R.S. § 22-32-109.1 (2)(a)(VII) (policy required as part of safe schools plan)  
C.R.S. § 22-32-106 (1)(d) (mandatory expulsion for sale of drug or controlled substance)

## **GANG-RELATED ACTIVITY**

### **Policy JICFA**

The Executive Board desires to keep Windsor Charter Academy, its events, and its students free from the influence of gangs and gang related activity. Such activity is detrimental to the safety and welfare of students and school personnel and threatens to disrupt the educational process.

The Principal or designee shall maintain supervision of school premises, school vehicles, and school-related activities to deter gang activity, confrontations, and intimidation of students.

The Principal shall develop open lines of communication with law enforcement authorities in order to share information and provide mutual support in the enforcement of this policy and to further its purposes.

The term "gang" as used in this policy shall refer to all groups of individuals who share a common interest, bond, or activity characterized by criminal or delinquent conduct engaged in collectively or individually.

The Executive Board prohibits the presence on school premises, in school vehicles, and at school-related activities of any apparel (including clothing), jewelry, accessory, notebook, emblems, or badges which by virtue of color, arrangement, trademark, or other attribute denotes membership in gangs or gang-related activity.

Gestures, signals, or graffiti that connote gang membership or activities are prohibited in school buildings, on school grounds, at school activities, and in school vehicles.

The Principal may establish additional standards for the school not inconsistent with other school policies and state law. Such standards shall be published and made available to students and parents.

Gang graffiti shall be removed, washed down, or painted over as soon as discovered.

The Principal or designee may choose to provide in-service training to help school personnel identify gang activities and manifestations of such in order to recognize and respond appropriately to gang behavior in schools.

Parents will be notified of violations to this policy. More severe disciplinary actions may be taken including suspension or expulsion for repeated or serious violations of this policy.

A copy of this policy, and any significant changes hereto, shall be distributed to each student and his or her parents, guardian, or legal custodian and to each new student and his or her parents, guardian, or legal custodian.

Adopted by WCA: June 2001  
Revised: July 2009

Legal References: C.R.S. 19-1-103(52)  
C.R.S. 22-1-120(8)  
C.R.S. 22-32-109.1

## **SEARCHES Policy JIHA**

### **GENERAL STATEMENT:**

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks or storage areas, or student automobiles, under the circumstances described below, and may seize any illegal, unauthorized, or contraband materials discovered in the search.

### **PERSONAL SEARCHES:**

A student's person and/or personal effects, such as a purse, book bag, back pack, etc., may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

In such situations, the scope of the search and measures adopted must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Searches of the person of a student may include a search of the student's pockets or any object in the student's possession. Searches of the person of a student which require a "pat down" or which require removal of clothing other than a coat, jacket, or equivalent exterior clothing shall not be conducted by school personnel. If necessary, such searches shall be referred to and conducted by law enforcement officers.

Except in situations presenting a significant risk to the safety or welfare of students or school personnel or property, personal searches of a student shall be conducted in a private room by a building administrator or their designee and another witness, one of whom shall be of the same sex as the student.

## **LOCKER/DESK/STORAGE AREA SEARCHES:**

All lockers, desks, storage, and similar areas provided for student use on school premises are school property and remain at all times under the control of the school. Student use of such areas is subject to the right of school authorities to open or enter into the same and inspect the contents for any reason at any time without notice or student consent.

No student shall lock or impede access to any locker, desk or storage area except with a lock provided or approved by school authorities. Unapproved locks or impediments will be removed and destroyed. Students assume full responsibility for the security of their lockers, desks and storage areas and any loss or damage to the contents therein.

Under normal circumstances, students shall be notified of the pending search and given the option to be present at the search. However, if, in the opinion of school or law enforcement officials, it is expedient not to notify the student whose locker, desk or storage area is to be searched, the principal or his/her designee has the authority to proceed without such notification.

WCA Adopted: July 2009

## **NONDISCRIMINATION/NONHARASSMENT OF STUDENTS AND STAFF Policy JBA ACB, JBAA**

Nondiscrimination requires a collaborative responsibility of each administrator, supervisor, employee, and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. Toward this end, the School shall provide management, staff, and students' assistance in the implementation of the Executive Boards good faith intent to provide compliance for nondiscrimination in the Schools employment and educational opportunities.

Individuals or groups are in violation of this policy if, on school grounds, in connection with school-sanctioned activities, or in vehicles dispatched by the School, they:

1. Make demeaning remarks directly or indirectly, such as name calling, racial slurs, or "jokes," or physically threaten or harm an individual on the basis of race, color, religion, national origin, sex, protected age group or disability;
2. Display visual or written material or deface school property or materials determined to demean the race, color, religion, national origin, sex, protected age group or disability of an individual or group;
3. Damage, deface, or destroy private property of any person because of that person's race, color, religion, national origin, sex, protected age group or disability.

Students or staff members who believe that they or any other student or staff member have been the subject of harassment and/or discriminatory behavior must report the incident immediately to the school administrator, appropriate supervisor, or their designees. Complaints about harassment/discriminatory behavior will be promptly investigated and appropriate action will be taken.

Any student who violates this policy by engaging in conduct defined above that directly or indirectly causes intimidation, harassment, or physical harm to another student or staff member will be subject to disciplinary action under the guidelines outlined below:

FIRST OFFENSE:

- The student and parent(s) or guardian(s) will meet with school administrator
- The student will be suspended and the incident will be reported to the District Attorney in those instances of misconduct directed toward a school employee or employee's property, pursuant to Colorado statute and school policy.

SECOND OFFENSE:

- The student will be suspended.
- A meeting of the parent(s) or guardian(s) and school administrator will be scheduled prior to re-admittance to school.
- The incident will be reported to the District Attorney in those instances of misconduct directed toward a school employee or employee's property, pursuant to Colorado statute and District policy.

THIRD OFFENSE:

- A recommendation for expulsion shall be made

These guidelines for progressive discipline shall not preclude the school administrator or designee from eliminating any of the steps in the process if in his or her judgment the misconduct by the student warrants more severe action.

Any staff member who violates this policy by neglecting to report an incident of harassment and/or intimidation, harassment, or physical harm to a student or staff member, will be subject to appropriate disciplinary action. Such disciplinary action may include, but is not limited to, meeting with supervisor or superintendent or designee, oral or written warning or reprimand, implementation of a special remediation plan, suspension, or dismissal proceedings as provided in Colorado law. WCA reserves the right to institute the levels of discipline that appropriately respond to the severity of particular instances of staff misconduct.

Ethnic intimidation is prohibited under Colorado law and is classified as a criminal offense. Incidents of ethnic intimidation, as defined under Colorado law, will be reported to the appropriate law enforcement authorities for investigation, and appropriate School t action will also be taken.

Legal References:      Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*  
                                 Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681  
                                 Title II of the Equal Educational Opportunities Act of 1974, 20 U.S.C. 1701&1703  
                                 Age Discrimination in Employment Act, 29 U.S.C. 621 *et seq.*  
                                 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794  
                                 Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d and e  
                                 Age Discrimination Act of 1975, 42 U.S.C. 6101 *et seq.*  
                                 Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*  
                                 C.R.S. 18-9-121  
                                 C.R.S. 22-32-109(1)(w)  
                                 C.R.S. 24-34-402

Cross References:     ACA, Nondiscrimination on the Basis of Sex  
                          GBAA, Sexual Harassment  
                          GBAA.R, Sexual Harassment - Grievance Procedure  
                          JICKA, Sexual Harassment of Students  
                          JII.R, Student Complaints and Grievances  
                          JKD/JKE, Student Suspension/Expulsion

Adopted by WCA:     June 2001

## **GRIEVANCE PROCEDURE HARASSMENT, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION Policy JBAA-R**

**PURPOSE:**     To provide students, teachers, employees, and parents with an administrative remedy through which to seek redress for perceived violations of the School's nondiscrimination/nonharassment policies, as well as State and Federal anti-discrimination laws.

### **DEFINITIONS:**

**Grievance:**     A formal written complaint setting forth the allegation that there has been a violation of the School's nondiscrimination/nonharassment policies, or State and/or Federal anti-discrimination laws; and furnishing sufficient background concerning the alleged violation to identify persons, actions, and/or omissions that led to the allegation.

**Grievant:**     Any student, employee, teacher, or parent aggrieved by a decision or condition covered by the School's nondiscrimination/nonharassment policies, or State and/or Federal anti-discrimination laws.

**Compliance Officer:**     The School's employee or employees designated to coordinate compliance efforts with State and Federal anti-discrimination legislation.

### **MISCELLANEOUS PROVISIONS:**

- A. A grievance must be filed within 20 days of the date the grievant knew or should have known of the circumstances that occasioned the grievance.
- B. No person shall suffer recrimination or discrimination because of participation in the grievance procedure.
- C. Whenever possible, hearings shall be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school programs.
- D. Employees shall be free to testify regarding any grievance filed hereunder and the expense of necessary and approved release time shall be borne by the School when hearings must of necessity be scheduled during the school day.
- E. Confidentiality will be observed pending resolution of the grievance or final decision by the Executive Board.

- F. Nothing contained herein shall be construed so as to limit in any way the ability of Windsor Charter Academy and the grievant to resolve any grievance, mutually and informally.

STEP I:

A grievance first will be discussed with the aggrieved person's principal or immediate supervisor, unless the principal or immediate supervisor is involved in the alleged discrimination, in which case the grievant shall begin with Step II. The object of this discussion shall be to resolve the matter informally. The aggrieved may be accompanied by another School employee or student, and the principal or immediate supervisor may be accompanied by another member of the administrative staff.

STEP II:

- a. If the grievance cannot be resolved informally, the grievant shall prepare and file the grievance with the School Compliance Officer in writing. If the Compliance Officer is involved in the alleged discrimination a new officer will be assigned who shall ensure that it is promptly investigated and a report is issued as otherwise provided in this Step II.
- b. The Compliance Officer shall promptly investigate the complaint after receiving the grievance.
- c. The Compliance Officer shall issue a written report setting forth his/her findings and recommendations for the resolution of the grievance within seven calendar days after the conclusion of the investigation.
- d. The grievance shall be considered resolved if the grievant accepts the recommendations of the Compliance Officer, or if the grievant fails to file the grievance at Step III within the time limits set forth herein.
- e. If no written report in "c" above, or if the grievant rejects the recommendations of the Compliance Officer, the grievant shall be free to file the grievance at Step III.

STEP III:

- a. If the aggrieved is not satisfied with the decision at Step II, the aggrieved may, within five days after receipt thereof, request a hearing before the Executive Board at its next regular meeting or at a special meeting. The grievance appeal must be filed in writing for the Executive Board's consideration.
- b. The Executive Board shall make a final decision in writing on the grievance no later than its next regularly scheduled meeting.

POST GRIEVANCE PROCEDURE RESOLUTION:

In the event that the grievance remains unresolved at the termination of this grievance procedure, the grievant is free to pursue such litigation or statutory remedy as the law may provide.

## **REASONABLE PHYSICAL INTERVENTION Policy GBE**

There are times when it becomes necessary for staff to use reasonable physical intervention or force to protect a student from harming himself or herself, to protect others from harm, or to protect property.

Any person employed by the District may, within the scope of their employment, use and apply such physical intervention or force as is reasonable and necessary for the following purposes:

1. To quell a disturbance threatening physical injury to self or others;
2. To obtain possession of weapons or other dangerous objects which are within the control of a pupil;
3. For the purpose of self-defense; or
4. For the protection of persons or property.

Reasonable physical intervention or force may generally be used for the purposes listed above with respect to disabled students, but all such physical intervention and force is subject to, and must be used in accordance with, any Individualized Educational Plan (IEP)s or §504 Plans in effect for the students.

Legal References:     C.R.S. 18-1-703  
                              C.R.S. 18-9-109  
                              C.R.S. 22-32-109.1

Adopted by WCA:     June 2001

## **SEXUAL HARASSMENT OF STUDENTS Policy JICKA**

All students should be able to come to the Windsor School District with the feeling of being in a safe environment. Students should feel that they will not be sexually harassed by other students and/or by employees of the School District.

Sexual harassment by teachers includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment by students includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment exists when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's education; or
2. submission to or rejection of such conduct is used as the basis for educational decisions affecting the student; or
3. such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Students who believe they have been victims of sexual harassment shall immediately come forward and express their complaint. Grievance procedures shall be available for students to receive prompt and equitable resolution of allegations of sexual harassment.

Adopted by WCA:     June 2001

## **PREVENTION OF BULLYING Policy JICK**

The Executive Board recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all School property, at school-sanctioned activities or events, when students are being transported in District vehicles, and off school property when such conduct has a nexus to school or any school curricular or non-curricular activity or event.

All administrators, teachers, classified staff and students share the responsibility to ensure that bullying does not occur at Windsor Charter Academy, school-sanctioned activities or events, when students are being transported in District vehicles, or off school property when such conduct has a nexus to school or any curricular or non-curricular activity or event. Toward that end:

- All students who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.
- All students who witness student bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.
- All administrators and teachers who have any incident of bullying reported to them shall promptly forward the report(s) to the principal or principal's designee for appropriate action.
- All administrators, teachers and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the Executive Board and the building principal, and shall promptly report the bullying to the principal or principal's designee for appropriate action.
- Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action is taken.

In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying. Such policies and regulations include, but are not limited to, JBA, JBAA, JBAA-R, JICKA, JII-R, JK, JKG, JKG-R, JKD/JKE, JICF, JICE, JICE-R.

Discipline for student bullying may include suspension, expulsion and/or classroom removal. In addition, the building principal shall consider other actions which may be appropriate in response to student bullying, including but not limited to:

- Holding assemblies and implementing programs to warn students that bullying is prohibited and advise them of the consequences for engaging in bullying activity, to encourage all students to immediately report incidences of student bullying, and to engender an atmosphere where bullying is not tolerated at school or school-related activities.
- Implementing student peer mediation programs.

- Holding conferences with the parents of students who continue to engage in bullying after administrator/teacher intervention, in order to develop cooperative strategies to correct the students' behavior.
- Separating students who continue to engage in bullying after administrator/teacher intervention from other students at school or from particular school programs or activities, until they can conform their behavior to acceptable standards.
- Withholding privileges (i.e., recess, field trips, participation in extracurricular activities, etc.) from students who continue to engage in bullying after administrator/teacher intervention, until they can conform their behavior to acceptable standards.
- Holding training and in-services to assist building staff in being alert to student bullying, taking appropriate action when bullying occurs and helping to engender an atmosphere where bullying is not tolerated at school or school-related activities.

Legal References: C.R.S. 22-32-109.1

Adopted by WCA: August 2001

Revised by WCA: July 2009

## **STUDENT COMPLAINTS AND GRIEVANCES**

### **Policy JII-R**

For the purpose of this procedure, the following categories of complaints are established:

1. Conduct of an individual
2. Board policies and regulations
3. Civil rights
4. Curricular programs

Complaints must be initiated in writing, dated, and signed by the complainant. Forms for this purpose are available in the school's office. Completed forms must be filed with the appropriate person as follows:

1. Conduct of an individual: Principal or principal's designee.
2. Board policies and regulations: Principal or principal's designee.
3. Civil rights: Compliance officer or principal, as set forth in Regulation GBK-R.
4. Curricular programs: Principal or principal's designee.

The following procedures shall apply to student complaints and grievances, except those involving civil rights claims, discrimination and/or harassment, which are governed by Regulation GBK-R. When a complaint is filed in writing, a conference will be held with the complainant within five days. A written response will be given to the complainant within ten school days following the conference.

If the complaint is not resolved to the satisfaction of the student, a written appeal may be submitted within ten school days in accordance with the following appeal procedure.

Appeals must be made in the following order: Principal, Windsor Charter Executive Board, Weld RE4 School District.

When an appeal has been filed in writing, a conference will be held with all parties involved within ten school days, or as soon thereafter as possible. A written response will be given to the complainant within ten school days following the conference.

**If the appeal should reach the level of the Weld RE-4 Board of Education, District Policy JII-R will take effect.**

Adopted by WCA: June 2001

## **ATHLETIC TRAINING RULES Policy JJI**

The Executive Board directs that the school administration and the coaches in the various sports shall act to discipline or suspend athletes for various infractions of training rules.

1. Athletes found using or in possession of tobacco, alcohol or drugs (not prescribed by a physician) will be suspended from participation in athletics for a period of 15 school days on first offense and for the remainder of that sport for the second offense.
2. Athletes will follow training rules laid down by the coach of that sport (including curfew time, conduct and behavior to and from, and at athletic events).
3. Players who ride a bus to the game must return on the bus except with parents and coach's permission. Players who arrange carpools with others must inform drivers should there be any change in prearranged ride agreements.
4. Any school employee seeing an athlete violating the above rules is requested to report such violations to the principal or head coach.

Adopted by WCA: June 2001  
Revised by WCA: July 2009

## **STUDENT ELIGIBILITY FOR SPORTS & EXTRA CURRICULAR ACTIVITIES**

Windsor Charter Academy supports and encourages students to get actively involved in after school activities such as sports, choir, musical, etc. With this in mind, we also believe strongly that academics and student achievement come first and foremost. Therefore, WCA has laid out the following criteria for students who are participating in a sport or after school activity:

1. Students can not have any F grades and not more than one D.
2. Eligibility will be checked on a weekly basis and a student will be given 24 hour notice of ineligibility. If there is a game or activity scheduled that week, the student will not be eligible to participate until the next grade check a week later.
3. Students who are ineligible may still attend practices, but will not be eligible to participate in the next competition until their grade has improved.
4. Students may be on the sidelines of the competition or event, but can not wear his/her uniform or costume.
5. If the student is ineligible the week of the competition, he/she can not be released from school early to attend the home or away competition. They may, however, attend the competition once school has been dismissed after 3:20pm.

Updated: July 2009

## NORTHERN COLORADO INDEPENDENT LEAGUE

We are excited to be a part of an athletic league for small charter and private schools. Currently, there are ten schools participating. All 6<sup>th</sup> to 8<sup>th</sup> grade students are eligible to participate. Fifth graders may be included for adequately sized teams. All students interested are encouraged to participate. There are no “try-outs” or prerequisites, but parental permission and a sports physical is required. The program emphasizes working with others, improving skills, enjoying athletics, developing personal health habits, and supports good character and sportsmanship. There are three sports seasons.

<b>FALL SEASON</b>	<b>Boys Soccer</b>	<b>Girls Volleyball</b>
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<b>WINTER SEASON</b>	<b>Boys Basketball</b>	<b>Girls Basketball</b>
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<b>SPRING SEASON</b>	<b>Boys Track</b>	<b>Girls Track</b>
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Practices will begin the first week of school for the fall season. Coaches will determine the time and location of practices. Cost of the program is \$50.00 per student, per sport. This fee pays for referees, equipment, and uniforms. If there is a hardship, please contact the office as we want all students to have access to extra curricular activities. Volunteers to assist coaches, sponsors, and donations are welcome.

### VOLUNTEERS/PARENT PARTICIPATION

Parental involvement and volunteerism are strong components of WCA. Every family is asked to volunteer **one hour per week** to the school, which equates to approximately 35 hours a school year. Volunteer help is key in accomplishing the many tasks that need to be done at the school. Most foundations look very closely at the amount of volunteers and volunteer hours an organization receives when determining the granting of monies. Children also benefit from seeing their parents working at the school and taking an active part in the education of their child. Please remember to log your volunteer hours on our log sheet. You can pick one up at the front office or leave it in the Volunteer notebook at the front desk. There are several opportunities for parents and grandparents to volunteer, such as:

- Lunchroom helper
- Office help
- School committees
- Library assistants
- Classroom help
- Maintenance
- After hours tasks
- Other special projects
- Board Member

All volunteers should adhere to the following guidelines:

- ✓ All volunteers must sign in at the office upon entering the building.
- ✓ All volunteers helping inside WCA will have to be CBI background checked.
- ✓ All volunteers must wear a name tag that is available when signing in at the office.

## VISITORS

All visitors must report to the school office when visiting WCA and sign in upon entering. All visitors must wear a “visitor” badge when in the building. A parking lot to the west of the building is to be used by all visitors. **Parking is not allowed in the front or back of the school at any time. These areas are designated as Drop Off & Pick Up zones only.**

## DROP OFF AND PICK UP

Parents will transport their children to school for arrival between 7:50 a.m. and 8:10 a.m. Those students arriving before 7:50 a.m. will be allowed to enter the playground/back area of the school where they will be supervised by adults. Students are not allowed to run around or play ball in front of the building for safety reasons. Students will enter the building at 8:00 a.m. when the first warning bell rings. On inclement weather days, the children will be allowed to enter the gymnasium. When the first warning bell rings students will be allowed to walk through the hallways and enter their classroom. **School promptly begins at 8:10 a.m. for all students. Any student arriving late to school must report to their classroom during the first 5 minutes until 8:15 a.m. and their teacher will mark them tardy. After 8:15 a.m. students will need to go directly to the office for a tardy pass to class.**

Please note that Windsor Charter Academy has two areas for Drop Off and Pick Up of students. The front side of the building (south side) and the back side of the school (north side) have been designated as drop off and pick up zones. We have done this in an attempt to lessen the traffic congestion when parents and/or guardians are dropping and picking up their child/ren. The gated area will be locked at all times, except between 7:50 a.m. until 8:10 a.m. and 3:20 p.m. until 3:40 p.m., except on Early Release Mondays when the gate will be open from 2:10 p.m. until 2:30 p.m. The back, north area will have adult supervision during these times and we ask that parents do not enter the back area for any reason. This is for your safety and the safety of all children. If you would like to enter the school, please do so through the front doors and check in at the office.

You may utilize either the north area or the south area in front of the school for drop off in the mornings. Please follow the guidelines below for **pick up only**. Please remember to be patient and respectful at all times during the 20 minutes of drop off and pick up.

1. Students whose last name begins with A-L or whose carpool driver’s last name begins with A-L will now be utilizing the north side area on Garden Drive for **pick up only**.
2. Students whose last name begins with M-Z or whose carpool driver’s last name begins with M-Z will be utilizing the south side, in front of the school for **pick up only**.
3. Please drive slowly and cautiously as there will be children getting out of their vehicles and on sidewalks.
4. Pull all the way forward before letting your child get in/out of your vehicle.
5. Make sure that your child/ren exit from the right side doors at all times. This is to ensure the safety of your child. We do not want them to exit from the door adjacent to the street where traffic is still flowing.

6. Please do not get out of your vehicle to help your child out or with their things. If you need to do this, we encourage you to utilize the parking lot on the west side of WCA. Please park and walk your child in to school. Do not ever let your child walk through the parking lot by themselves or unattended by an adult.

7. We are asking you to please refrain from turning left from Academy Court onto Diamond Valley Drive. This will help to relieve the back up that occurs on the cul-de-sac in front of the school. You can take the first right off of Diamond Valley Drive, which now goes all the way through to Automation Drive. You can then take a left onto Garden Drive heading east to Highway 257.

8. Please do not talk on your phone during the drop off and pick up times. We ask that you refrain from utilizing your cell phones the 20 minutes that are designated for drop off and pick up to ensure the safety of all our children.

9. Please do not walk across the street, either Garden Drive or Academy Court during the 20 minute drop off and pick up times. Always use cross walks to get to your destination.

10. Parents are always welcome to park in the west parking lot and pick up their child. You are also welcome to utilize the Windsor Baptist Church parking lot. Please try not to utilize the parking lot on the southwest corner, as it has been designated as staff parking only.

**\*\*\*Please communicate with your child's teacher if special drop off and pick up arrangements need to be made.**

#### **Inclement Weather:**

In case there is cold, rainy, or snowy weather, we will ask that you drop off and pick up in the front/south of the school on Academy Court. You will know that the back/north side of Garden Drive is closed, because the sign will be posted. We consider too cold to be 15 degrees (actual or feels like) and use [www.wunderground.com](http://www.wunderground.com) to help us make this determination.

As always, please remember that safety comes first and foremost!

### **DAILY TIME SCHEDULE**

**7:50 a.m.** Students may come on the school grounds. No supervision is provided before this time.

**Please do not have children here earlier than this time.**

**8:00 a.m.** First Bell. Doors open and students may enter their classroom.

**8:10 a.m.** Tardy bell rings.

**3:20 p.m.** Dismissal for all grades

**Except on Early Release Mondays (1<sup>st</sup> and 3<sup>rd</sup> Monday of the month), dismissal is at 2:10 p.m.**

## UNSUPERVISED STUDENT PROCEDURE

It is extremely important that students are not left at school unsupervised before or after school. Fortunately, Windsor Charter Academy encourages many options to parents to avoid this situation if, for example, parents are unable to get off from work to pick up their child/ren. Parents can:

1. Foster friendships and carpools with other families who attend Windsor Charter Academy.
2. Arrange for other family or friends to pick up the child/ren. (Names must be left in the office or with the teacher if the parent is not picking them up.)
3. Enroll your child/ren in any of the sports activities that Windsor Charter Academy has to offer. Students must be picked up immediately following the sporting activities.
4. Enroll your child/ren in an after school clubs at Windsor Charter Academy. Students must be picked up immediately following the end of the activity.
5. Enroll in other after-school Day Care programs. Many programs will send transportation to pick up the child/ren at Windsor Charter Academy and take them to the Day Care.
6. Please remember that siblings are not allowed to stay during another siblings activities unsupervised.

Pre-register your child/ren in the after-school program housed in the cafeteria of Windsor Charter Academy called A.S.K. or After School Kare. Please contact:

Mr. Bill Black  
2125 Cape Hatteras Ct.  
Windor, CO. 80550  
Cell 770-855-4759  
Off / Fax 970-460-0031  
[wablack@1stchoiceask.com](mailto:wablack@1stchoiceask.com)

In the event that a student gets dropped off too early in the mornings, the principal or designee will document and contact the parents to discuss the situation the first time. If there are multiple situations, a charge may ensue for childcare purposes.

In the event that a student has not been picked up in the afternoon by 3:40 p.m. (2:30 p.m. on Early Release days), they will be escorted down to A.S.K. which is housed in WCA's cafeteria. A.S.K. will give folks a free visit and then charge the family for childcare for any additional visits that may accrue.

Updated: July 2009

## DOORS & SECURITY

**All of the outside doors except the main doors at the entry will be locked throughout the school day.** This is being done to ensure the security of the students and staff. If you come into the building at any time during the day, enter through the main doors at the front, report to the office, sign in, and enter unescorted. Entrance into the building can only happen if a CBI background check has been completed within the past two years.

## LUNCH

- Formal line from classroom to lunchroom for K-5 students, Middle School students need to walk on right side of the hallway and remember to remain quiet as other students are working.
- Students sit down at their designated table and must remain seated.
- If the student needs something after they have sat down, they need to raise their hand and get permission to leave the table.
- In order to leave the cafeteria, the student must get permission and use a hallway pass.
- If the noise becomes too loud in the lunchroom the Principal, Assistant Principal, or Parent Volunteer will blow a whistle. **Everyone** will be quiet and give eye contact to the person who blew the whistle.
- Students will be dismissed by table.
- Students are responsible for cleaning up their table area. All trash belongs in the garbage can.
- Students need to take their lunch boxes outside to recess with them and place them near the area where they line up.
- The final whistle will be to have students take their trays and/or trash to the east outside door, line up quietly, get their hand sanitizer, and go outside.
- Hands and feet should never be on anyone else, especially at this time!
- If it is an inside recess day, the students will do the same procedure, but be dismissed to head for their classroom quietly. The students will know the procedure in their classroom for inside recess.
- The classroom teachers will need to pick the students up in the cafeteria and monitor their classroom during inside recess days.
- Notification for “inside” recess days will always be given by 10:45 a.m. over the intercom.
- If students are not able to follow the lunchroom procedures, they will miss 5 minutes of recess and remain in the cafeteria. There will be a designated table for any lunchroom detentions.
- It is important the students clean up their area, which includes their lunch box, trash, spilled liquid, and items dropped on the floor. If a table has difficulty with this, they will be kept in the same day or next day to do all the lunchroom cleaning before the next group arrives.
- The designated middle school advisement class will wash the tables and pick up any remaining trash on the floor, once all students have been dismissed to go outside for recess.

Lunch Times are as follows:

Kindergarten-2 <sup>nd</sup> :	11:12 a.m.-11:35 a.m./Recess is from 11:35 a.m.-11:50 a.m.
3 <sup>rd</sup> -5 <sup>th</sup> :	11:55 a.m. -12:18 p.m./Recess is from 12:18 p.m.-12:33 p.m.
6 <sup>th</sup> -8 <sup>th</sup> :	12:38 p.m.-12:53 p.m./Recess is from 12:53 p.m.-1:08 p.m.

## WCA PLAYGROUND RULES & EXPECTATIONS

- Formal line from classroom to the outside playground should always happen throughout the hallways.
- Students need to be quiet and respectful of others learning at all times when in the halls when going out to the playground and coming back.
- Students should keep their hands and feet to themselves at all times when in the halls and in line.
- Students should not be sitting on the top of the monkey bars.
- Students should not be climbing up the posts of the swing set.
- Students should not be hanging or sitting on the tether balls.
- Students should not be wrapping themselves in the soccer nets or climbing the soccer poles.

- Students should not be in the sidewalk area by the gymnasium or on the wall behind the gymnasium.
- Students should never pick up rocks, small or large, and throw them at any time.
- Students playing football, soccer, or any other game involving a ball should not ever tackle.
- Students need to remember to be respectful of others at all times when out on the playground.
- When the principal and/or the Dean of Students blow their whistle for the end of recess, students must stop what they are doing at the first whistle blow.
- Students need to line up quietly, face forward, and keep hands to themselves in order to go inside.
- If it is an inside lunch recess day, the students will do the same procedure, but be dismissed to head for their classroom quietly. The students should know the procedure in their classroom for inside recess.
- The classroom teachers will need to be ready for the students in the hallway and monitor the classroom during inside recess days.
- Notification for “inside” recess days will always be given by 10:45 a.m. over the intercom.
- If students are not able to follow the playground rules and regulations, they will be asked to stand against the school wall until the full recess is over.

## **BEHAVIORAL & SOCIAL EXPECTATIONS**

- Respect all faculty and staff members, parent volunteers and fellow students at all times.
- Respect school property and that of fellow students, staff members, and neighbors.
- Use language free from profanity and unnecessary reference to reproductive parts and/or waste elimination functions.
- Cooperate in keeping the school building and grounds neat and clean.
- Be honest, courteous and kind in all communications and relationships with students, staff members and other adults.
- Obey rules and regulations necessary for the safe and orderly operation of the school.
- Maintain complete compliance with the dress code.
- Be punctual and in attendance at school each day unless a call is made to the office by a parent or guardian.
- Keep hands and feet to oneself at all times and respect the social boundaries of those around you.

### **Classroom Behavior Procedure:**

2. Warning for misbehavior
3. Re-teach the social skills.
4. Refer to the office for a consequence if the behavior is repeated.
5. Refer to the office for all behaviors which are a threat to the teacher or other students.

### **No Tolerance Policy – Discipline to include referral to Administration and Parent Notification with Conference Resulting in Suspension:**

- Fighting, pushing or intentionally hurting other students.
- Bullying, harassing, mocking, demeaning, or intimidating other students or staff.
- Willful destruction of personal and/or school property.
- Cheating and stealing.
- Bearing any firearm, concealing knife or homemade weapon upon school premises.
- The use or distribution of any controlled substance, alcohol or unauthorized medication on school premises.

- Any activity deemed illegal by federal, state, and/or local law.
- Any activity that will put others and/or self in danger.
- Disrespect of rightful authority.

## WINDSOR CHARTER ACADEMY CREDIT SYSTEM

Windsor Charter Academy has introduced an academic credit system to advance students from one grade level to the next at the middle school level. The credit system, similar to a high school credit system, will help students focus on academic goals thus increasing participation in their education and assist with making a smoother transition from middle school to high school expectations.

<b>Subject</b>	<b>Semester Credit</b>	<b>Year Credit</b>
<b>Core Content Subjects</b>		
English Language Arts	1/2	1
Math	1/2	1
History	1/2	1
Science	1/2	1
<b>Elective Subjects</b>		
Rocketry 101	1/4	
Aviation 101	1/4	
Yearbook	1/4	
Digital Portfolios	1/4	
Photoshop	1/4	
Movie Making	1/4	
Cartooning & Illustrating	1/4	
Drawing & Painting	1/4	
Cooperative Games	1/4	
Study Hall	1/4	
Speech & Drama	1/4	
Band	1/4	
Jazz Band	1/4	
Choir	1/4	
Jazz Choir		
<b>Rotation Subjects</b>		
Art	1/4	
Music	1/4	
Physical Education	1/4	
Technology	1/4	
Spanish	1/4	
<b>Total Credits</b>		
Grade 6		7
Grade 7		14
Grade 8		21

- Students are required to have 12 credits in **core content subjects** at Middle School in order to graduate from Windsor Charter Academy, and a minimum of 7 credits earned from the combination of the **rotations and elective subjects** with a total of 19 credits out of 21 possible to graduate from WCA.
- Students are required to successfully complete all **core content subjects** every year. If a student fails a **core content subject** during the semester or year, the student will need to make up the failed work with the core teacher and receive a pass or fail grade on the work completed before moving to the next semester or grade.
- Students, who have not met the credit requirements at the end of the school year, will have an opportunity to earn the required credits through summer school or an approved correspondence class in order to make up the missing credits. This credit recovery will be the financial responsibility of the student and his/her parents.
- Eighth grade students missing the required credits at the time of graduation will not be able to walk through the graduation ceremony. The credits missing will need to be completed through summer school or an approved correspondence class before receiving credit from WCA to take the **core content subject** in high school.
- In addition to the required 17 credits for 8<sup>th</sup> grade graduation, Middle School students will be required to complete hours of community service.
  - 6<sup>th</sup> grade: 10 hours of service
  - 7<sup>th</sup> grade: 15 hours of service
  - 8<sup>th</sup> grade: 20 hours of service

## **HOMEWORK GUIDE**

The staff of WCA believes that homework is an important component of the educational process. It is expected that the following objectives will be accomplished through regular and well-planned homework:

- Students will develop self-direction and personal responsibility.
- Students will develop independent study skills.
- Students will become better organized and will learn to budget their time.

### **Kindergarten and 1<sup>st</sup> Grade Guidelines:**

- Assigned homework will require completion and become a part of each student's evaluation.
- Homework will be planned and assigned for specific instructional purposes related to classroom objectives.
- Clear directions will be provided.
- For long-range projects, a time sequence will be established.
- The quantity of homework will be within reason.
- Normally, homework will not be assigned on weekends and holidays.
- Homework received a day late or at the end of the class will receive half credit for the assignment.
- Homework needs to be turned in at the beginning of the class unless otherwise directed by the classroom teacher.

### **2<sup>nd</sup> through 5<sup>th</sup> Grades:**

Please note that all the above bullets under Kindergarten and 1<sup>st</sup> grade still apply for the 2<sup>nd</sup> grades through 5<sup>th</sup> grades homework. Below is the policy regarding late work for 2<sup>nd</sup> grades through 5<sup>th</sup> grades. This policy is in place to train your child to be responsible about their learning and obligations. It is important and most effective for your child to be learning in the moment. The policy is as follows:

**1-2 days late = 10% off**

**3-7 days late = 50% off**

### **8 days late = no credit**

All the teachers certainly understand extenuating circumstances that may arise and will amend this policy as necessary on a student-by-student basis. As long as your child speaks with their teacher *proactively*, a plan to get the late work done without penalty will be put into place.

### **6<sup>th</sup> through 8<sup>th</sup> Grades (Middle School):**

- All homework is due on the assigned due date.
- Two late passes will be distributed each quarter for each core class. Late work will not be accepted once the two passes are used.
- Passes become invalid at the end of each quarter.
- Please be aware that any late or absent work will not be automatically updated; it will not appear until the next update.

### **Specials Classes:**

- Specials teachers may assign homework/make-up work to students in any grade as deemed appropriate.

## **Middle School Classroom and Academic Responsibilities**

Since learning is a co-operative effort, it is important that each student knows what will be required of him or her during the school year. While individual teachers will have additional requirements for their classroom, the following is a list of the responsibilities each student will be held accountable for in every class this school year.

### **Classroom Responsibilities:**

- Upon entering the classroom, all students are responsible for noticing and following any instructions, which may be on the board, including homework assignments.
- Each student must be seated in his or her assigned seat **BEFORE** the class starts, otherwise, he or she may be marked tardy. Once a class begins a pass is required to enter. The third tardy and any subsequent tardies will result in a community service opportunity within the school. Being unprepared for class will count as a tardy.
- Students are expected to treat their fellow students as they would like to be treated. This includes respecting the teachers' and fellow students' property. Students are expected to use appropriate manners at all times and treat others courteously.
- Those who do not uphold their classroom responsibilities will be subject to consequences.
- Food and drink are only allowed in the classroom in special circumstances when approved by a core teacher.
- Items that distract from the learning environment will be confiscated. This includes cosmetics, combs and brushes, electronic equipment and hats. In addition, misused instructional materials will also be confiscated (such as: markers and white-out used in writing on arms, backpacks and notebooks that are covered in graffiti, etc.).
- Because of safety issues, students are not allowed in the classrooms before school, after school or at lunch unless they have a written pass from a teacher.

### **Classroom Rules:**

1. Follow instructions the first time they are given.
2. Be on time and prepared for class.
3. Do not speak when others are speaking.

4. Keep hands, feet and objects to yourself.
5. Stay in your assigned seat unless given permission to do otherwise.
6. No cursing, teasing, or bullying other students.

### **Consequences:**

Consequences are contingent on the infraction. Natural consequences will be used in most situations. *(Severe disruptions (endangering one's self or others) are an automatic office referral.)*

### **Rewards:**

- Verbal Praise
- Note Home
- Joy of Learning
- Various positive rewards throughout the year.

### **Academic Responsibilities:**

- Each student is expected to come prepared for each class every day and is also expected to keep their school planner up to date.
- **EVERY DAY**, each student is required to bring to each class their planner, a working pen or pencil, lined paper, a notebook and a positive attitude along with any required texts. Not being prepared for class will be counted as a tardy.
- Written assignments must be neat, have the proper heading (full name, date and class) and be on an 8 1/2" x 11" piece of paper. For major assignments to receive credit, they must be on time, in blue or black ink, or word-processed. Assignments that do not meet these criteria will be returned to the student for revision. Word processed assignments need to be 12-point font in Times New Roman and double-spaced. Don't forget your heading at the top of the assignment.
- Cheating will not be tolerated. Any student who copies, allows others to copy their work, forges signatures, plagiarizes or cheats in any other manner will receive a zero on the assignment.
- Late work will not be accepted for full credit **EXCEPT** in the case of an excused absence. If a student is absent, he or she is responsible for finding out and completing all class and homework missed.
  1. Students who are absent for more than two days are advised to call the office to arrange for class assignments to be sent home.
  2. On return to class, the student is responsible for obtaining missed assignments. **THE TEACHER IS NOT RESPONSIBLE FOR NOTIFYING THE STUDENT OF WORK MISSED.**
  3. Students have two days in order to make up assignments (exceptions may be made in the case of extended absences); however, assignments assigned before the absence are due the day the student returns to class.
  4. Tests are to be made up within one week following the absence or they will be counted as a zero grade. Students need to make an appointment 24 hours in advance to make up tests before school, after school, or during lunch.
- Students who are struggling in any core class are encouraged to communicate with their teachers and if necessary stay after school for individual help. Many teachers are available until 4:00 every day but Monday (our early release day). Students need to let the teacher know they will be staying after school as they will need a pass to stay in the building. Students may also arrange to meet with any teacher at other times, but again, they will need a pass to be in the building at lunch, before 8:10 or after 3:30

**Infinite Campus and Teacher Websites: [www.wcacad.org](http://www.wcacad.org)**

We encourage all parents to check the WCA database system Infinite Campus, WCA Website and teacher websites. These resources are on-line communication resources that give parents access to grades in every class, attendance, homework and upcoming events. Parents also have a link to e-mail addresses on the WCA website. We update these sites on a weekly basis.

## **REPORT CARDS**

Report cards will reflect each student's knowledge. The report card is a good tool that will be used at WCA to convey to each parent which skills his or her child does or does not possess. Teachers will issue the report card at the end of each quarter.

## **PARENT MEMBERSHIP MEETINGS**

Member/Parent meetings are held twice throughout the year on a semester basis for the purpose of sharing information, conducting member elections, conducting official business and garnering ongoing member support for the school.

The member/parent meetings will be held in November and April. The schedule for the 2009 – 2010 school year is as follows:

**Tuesday November 17<sup>th</sup>, 2009**

**Tuesday April 20<sup>th</sup>, 2010**

All meetings will start at 6:30 p.m. unless otherwise indicated in communications at least 5 days prior to the meeting. Meetings will be held at Windsor Charter Academy unless otherwise communicated at least 5 days to the meeting. Free babysitting is available at all parent membership meetings.

Notification for meetings will be sent to members through school communications and email reminders.

## **PARENT TEACHER CONFERENCES**

It is the parent's responsibility to arrange a conference with each of their children's teachers at least twice a year at conference time (see school calendar). Every effort will be made by the school to schedule times that make it convenient to parents. It is helpful for the students and the teachers to have good communication with the student's parents. Attending parent teacher conferences shows support for the school, the teacher, and the student!

Remember that parents are welcome to arrange conferences at other times of the year also if they have concerns about their child. Windsor Charter Academy has a superb staff of professional teachers who are also concerned about your child's academic and social development.

## **BACK-TO-SCHOOL NIGHT**

WCA will host a Back-to-School Open House to welcome and do an orientation for new families and returning families. This is an opportunity to provide students and parents to meet the staff, drop off school supplies, and get ready for the school year to start. Shortly after school starts a Back-To-School Night is scheduled for parents to pursue curriculum information materials and/or listen to an overview of each grade by the teachers. One evening will be an elementary Back to School Orientation and a different evening will be for middle school parents.

## **FIELD TRIPS**

Educational field trips may be taken at times throughout the year. Parent permission is required for each field trip and the cost for each field trip will be collected prior to the designated field trip. **All outstanding fees must also be paid in full prior to the field trip.** If there is a hardship, please contact the office as we want all students to have access to pertinent educational experiences. Siblings from other classes will not be excused from class to attend the field trip, nor are younger siblings allowed to attend the field trip due to liability purposes.

## **VOLUNTEERS ON FIELD TRIPS**

We are delighted that you can volunteer to go on field trips with your students. Volunteers must be able to devote their full attention to their assigned responsibilities for the field trip. Volunteers are covered under the district's School Entity Liability policy; however siblings/relatives are not. Therefore, our insurance carrier has advised us of the following restrictions due to liability reasons.

Allowing siblings/relatives on field trips can be disruptive. There is an increased liability exposure by having siblings/relatives on field trips. If an injury occurs as a result of the siblings/relatives actions while under the care of the volunteer, the volunteer may be exposed to personal liability. The Insurance Pool does not recommend allowing volunteers to bring siblings/relatives on field trips. If the volunteer has a relative or sibling under their care at the time they are assigned to volunteer, the volunteer should either not volunteer on that day or make other care arrangements.

## **FUNDRAISING**

Windsor Charter Academy will rely upon fundraising efforts for many future purchases including raising the necessary funds for future playground equipment, gymnasium needs, athletic needs, special class needs, etc. All fundraising efforts must be approved and coordinated with the Development & Fundraising Committee before beginning. There are many ways to help support and fundraise for Windsor Charter Academy. Please see the list below:

- Gold C Coupon Books
- Target will give 1% of total purchases to the school of choice when using a Target Credit Card.
- Box Tops for Education, Tyson Chicken labels, Campbell's Soup labels, and Morning Fresh milk caps are collected at WCA.
- Bring in your used printer cartridges, cell phones, laptop computers, and PDA's (with stylus and cord) for recycling.
- Goodsearch search engine on the Internet will give a penny to the designated school whenever you have to do a search. So set your computer for: [www.goodsearch.com](http://www.goodsearch.com)

## **WITHDRAWAL**

Parents need to come to school to withdraw their child. Please give the school written notice prior to withdrawing your child if possible. A withdrawal slip can be obtained at the office. All books and supplies belonging to the school will need to be returned. The parents will be billed for missing text and/or library books prior to leaving.

## **STUDENT RECORDS**

Student education records are maintained by WCA in accordance with the Federal Family Educational Rights and Privacy Act of 1974 and the Colorado Open Records Law. Parents or legal guardians and eligible students, eighteen years of age or older, have the right to inspect and review the student's educational records and to seek amendment of records which they believe to be inaccurate, misleading, or otherwise in violation of applicable law. Access to or requests to amend student records shall be initiated in writing through the principal of the school attended by the student or the supervisor of student records for special programs. Except as allowed by law, parents or legal guardians and eligible students have the right to consent to the disclosure of certain personally identifiable information contained in a student's education records. Board of Education Policy and Regulation JRA and JRA-R contain more specific information regarding student education records. Complaints of alleged failure of the District to follow the requirements of the Family Education and Privacy Act may be filed with the Family Policy Compliance Office, 400 Maryland Avenue, SW, Washington, D.C. 2002-4605.

Education records of a student may be disclosed without the consent of a parent or student over 18 to the following individuals: School officials within or specifically authorized by the District who have a legitimate educational interest in the information disclosed; school officials of another school or school district to which the student moves, transfers, makes application to transfer or otherwise seeks to enroll; federal, state and local authorities as permitted by law; representatives of entities to which a student has applied for or has received financial aid when the disclosure is for the purpose of determining the amount, conditions, eligibility or enforcement of the terms of the financial aid; crediting organizations; testing and research organizations so long as confidentiality is maintained and the organizations are required to destroy records after they are no longer needed; in connection with a health or safety emergency; and in connection with a court order or lawfully issued subpoena. In addition, and in accordance with state law, the names, addresses and home telephone numbers of a secondary school student shall be released to military recruiting officers for any branch of the United States Armed Forces within 90 days of a request therefor unless the student submits a request in writing, that such information not be released.

The School District may also disclose directory information without the consent of a parent or student over 18. Directory information includes, without limitation, the student's name, gender, date and place of birth; participation in officially recognized sports and activities; height and weight of athletic team members; dates of attendance; and degrees, awards, honors and other distinctions received. If a parent or student over 18 does not wish to have this information disclosed as directory information, they may notify the principal of the building where the student attends school within 15 days of receiving this notice. The parent/student notification must be in writing and must specifically state the information which the parent or student over 18 does not want disclosed.

All special education student records are kept at the Weld County School District RE-4 Administrative Service Center, 1020 Main Street, Windsor, Colorado 80550

## **CHILD ABUSE LAW**

Any school official that has a reasonable cause to know or suspect that a child has been subjected to abuse or neglect shall immediately report to the Principal or designee. The principal or designee will make a report to Weld County Department of Social Services.

School employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove abuse or neglect but the Child Protection Act makes it their responsibility to report it.

## **MEDICATION**

If it is necessary for a child to take medication at school, we will require a medication form to be filled out including over the counter medication. The Colorado Department of Health requires that both the parent and the physician sign the form. The medication form must be on file at the school and medications will be maintained in the health office. Under no circumstances can Windsor Charter Academy distribute over the counter medicine to students without the required form. Students may not carry or possess medication in school and no medication may be stored in lockers. Any exception to this requirement must be reviewed with the school administration.

### **ADMINISTERING MEDICINE TO STUDENTS Policy JLCD**

A significant number of school children have health problems that require the administration of medications during the school day. There are a number of reasons why students might require medications in school, including chronic conditions requiring medication in order to benefit from classroom instruction; acute, but temporary, medical needs that require medicine during the school day, such as an antibiotic for an infection; or conditions that might require emergency medication, such as epinephrine for a bee sting or food allergy.

To ensure safe and accurate administration of medications to all children, the school nurse will delegate and supervise the task of medication administration only to those staff members who have completed the approved Medication Administration Training. The term "medication" as used in this policy includes prescription and over-the-counter medications such as ibuprofen, acetaminophen, cough medication, vitamins, nutritional supplements, and/or homeopathic remedies. The school nurse or his or her designee may administer medication to a student only if the student's parent/guardian has specifically requested such action and there is a reason to administer the medication when the child is at school. A written order from an individual who is licensed to prescribe medication must be on file in order to administer medication. Neither the school nurse nor his or her designee is permitted to administer medication unless:

1. The medication is in the original, properly labeled container. If it is a prescription medication, the student's name, name of the drug, dosage, time for administering, name of the health care provider and current date must be printed on the container.

2. Written orders from the student's health care provider are on file in the school stating: the student's name; name of the drug; dosage; purpose of the medication; time of day the medication is to be given; the anticipated number of days it needs to be given in school; and possible side effects.
3. The parent/guardian provides written permission to the school to administer a prescription or over-the-counter medication.
4. School personnel keep an individual record of any medications administered by school personnel. The record shall contain: the student's name; the name of the medication, dosage and route; the time medication was given; special instructions, if any; and the name and initials of the individual giving the medication.
5. Medication is stored in a clean, locked cabinet, refrigerator or container.

Written authorization from the health care provider and parent/guardian must be submitted for each instance of illness requiring medication administration by school personnel, as well as for each new prescription and each dosage change. If medication must be continued from one year to the next, new written authorization from the health care provider and parent/guardian must be submitted at the beginning of the school year. Parents/guardians are responsible for providing all medications and supplies to the school. Medications must be delivered in original pharmacy or manufacturer-labeled containers. As described below, students who have been approved to carry and self-administer their own medications may transport them to and from school.

Colorado law provides immunity to any school employee who administers any medication to a student in accordance with written instructions from a parent/guardian if there is an adverse drug reaction suffered by the student as a result of dispensing such drug.

### **Self-Carry Medications (Students Who Carry and Take Their Own Medication in the School Setting)**

Asthma inhalers and EpiPens may be carried by all students. Students may carry and self-administer their own medication provided that the following requirements are in place:

1. Written authorization from a licensed prescribing practitioner stating the student's name, medication, dosage, time to be taken, number of days/months to be taken, as well as a statement from the prescribing practitioner that the student is to carry and self-administer the medication.
2. Written permission from the parent/guardian requesting that the student carry and self-administer the medication. Parents/guardians will accept full responsibility for any misuse of the medication by the student.
3. Medication is to be properly identified and in its original pharmacy or manufacturer-labeled container.
4. If the student abuses or misuses the privilege to carry and self-administer medication, the privilege will be withdrawn. Such medication will be confiscated by school personnel, and the student's parent/guardian will be notified. A structured plan will then be developed for the administration of medication.

## **Disposal of Medications**

Medications that are no longer needed at school and have not been picked up by the parent/guardian, once notified by school staff, will be disposed of. It is the responsibility of the school nurse or designated school employee to dispose of medication. Should school personnel be required to dispose of medication, one witness must be present and school personnel must document the disposal, including the signatures of the individual disposing of the medication and the witness.

## **Preventive Measures**

Preventive measures, such as sunscreen, insect repellent, diaper ointment, and cough drops, may be used with written parental permission only.

School personnel shall not recommend or require the use of a psychotropic drug for any student. School personnel shall not require a test for a child's behavior without prior written permission from the child's parent(s) or guardian(s) and prior written disclosure as to the disposition of the result or testing. School personnel who have concerns about a child's behavior should discuss those concerns with the parent or legal guardian and may suggest that the parent or legal guardian speak with an appropriate health care professional about the child and the behavior concerns.

Adopted by WCA: June 2001  
Revised by WCA: March 2006

Legal References: C.R.S. 22-1-119

# **INOCULATIONS OF STUDENTS Policy JLCB**

## Policy

No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements against disease unless the student has a valid exemption for medical, religious, personal or other reasons as provided by law.

Students who do not submit a certificate of immunization or present a valid exemption shall be suspended and/or expelled from school until such certificate or exemption is received. The administration shall set appropriate regulations to comply with the law.

Note: This policy and accompanying regulations must be included in student handbooks and posted in each school building.

## Procedures

1. No application for admission shall be complete without a certificate of immunization or a completed exemption form. Students may be exempted from immunizations if they have a signed medical, religious or personal exemption. All students must provide proof of immunizations to register or continue in school. If no immunization records available, the student will not be allowed to attend school.
2. The district shall provide upon request an immunization form as required by the State Department of Health.
3. The school nurse shall be responsible for seeing that required information is included on the form.

4. Students who are not up-to-date on immunizations will have fourteen calendar days to obtain the next required vaccines and submit a written plan for completion. An exemption may also be signed within these fourteen days.
5. The RE-4 School District shall comply with all Colorado Statutory requirements regarding required immunizations and inoculation of students. Current requirements shall be available in the health room of all schools.
6. A student who fails to comply shall be suspended by the principal for up to five days and notice of the suspension sent to the State Department of Health.
7. If no certificate of immunization is received during the period of suspension, the principal shall notify the superintendent and the superintendent will institute proceedings for expulsion.
8. Any suspension or expulsion under this policy shall terminate automatically upon compliance.
9. Record of any such suspension or expulsion shall be contained in the student's health file, with an appropriate explanation, and not in the student's disciplinary file.

Adopted by WCA: June 2001

## **COMMUNICABLE DISEASES**

### **Policy JLCC.1**

The school district is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby his attendance could be harmful to the welfare of other students, subject to the district's responsibilities to handicapped children under the law.

The Board of Education recognizes that communicable diseases which may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS). This school district shall rely on the advice of the medical community in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

Management of common communicable diseases shall be in accordance with Colorado Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The district reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis by a panel of professionals in accordance with this policy and accompanying procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurologic development and physical condition. A regular evaluation of the placement decision shall be conducted to assess changes in the student's physical condition.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of evaluation by the professional panel designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety and welfare of the student and others.

In all proceedings related to this policy, the district shall respect the student's right to privacy. Only those persons with direct responsibility for the care of the student shall be informed of the specific nature of his condition.

Adopted by WCA: June 2001

Legal References: 21 U.S.C. Sec. 1401, *et seq.* (P.L. 94-142, Education for All Handicapped Children Act)  
29 U.S.C. Sec. 794 (1983) Section 504 of the Rehabilitation Act  
C.R.S. 22-20-101 through 22-20-114 (Exceptional Children's Education Act)  
C.R.S. 22-33-104 (2) (a)  
C.R.S. 22-33-106 (2)

## **STUDENTS WITH COMMUNICABLE DISEASES**

### **Policy JLCC**

By law, admission or attendance at a school may be denied to any student diagnosed as having a disease or carrying a disease-causing agent whereby his or her attendance could be harmful to the welfare of other students and/or school personnel. Communicable diseases that may pose an unacceptable risk of being communicated to others are included under this policy. However, any decision to deny admission or attendance to a student must be based upon reasonable medical judgment.

#### **Confidentiality**

Student health records and information are confidential. Student health information, including infection and suspected infection with a disease-causing agent, shall not be disclosed in accordance with this policy, the Federal Family Educational Rights and Privacy Act of 1973 (FERPA), the Colorado Public Records Act, and the Colorado Children's Code Records and Information Act. See "Student Records and Release of Information Concerning Student Records," Policy JRA. In all circumstances, disclosure of information regarding a student's illness or health status shall be limited to those individuals whose knowledge is necessary to protect the safety and health of the student or others. In most cases, such protection may be achieved effectively without disclosing the identity of the student affected by the disease.

#### **Readily and non-readily transmissible diseases**

Communicable diseases can be separated into two different categories: those that are readily transmissible within the school environment, and those that are not. Although the incidence of serious or life-threatening illnesses that are readily transmissible within the school environment is low (i.e. influenza, common colds, and other respiratory infections) diseases transmitted by airborne droplets (i.e. measles, active tuberculosis and whooping cough/pertussis) pose a serious threat to the health of students and staff. Other communicable diseases that are caused by blood-borne or sexually transmitted infectious agents (i.e. Human Immunodeficiency Virus/HIV, Acquired Immune Deficiency Syndrome/AIDS and Hepatitis B) are not readily transmissible within the school environment.

When a student is affected with a readily transmissible disease, or is too ill to participate in school activities, parents are requested to keep the student at home until the risk of transmission within the school environment has passed and the child can participate appropriately in the learning experience. When a student cannot attend school due to illness, the parents should follow school or district procedures for reporting such absences. Students who complain of illness at school may be referred to the school nurse and may be sent home by the principal as soon as the parents or their representative(s) have been

notified and appropriate arrangements have been made. See “Student Dismissal Precautions,” Policy JLIE.

When information is received by a staff member or volunteer regarding a student’s infection with a readily transmissible disease, the staff member or volunteer should promptly notify the school nurse or the principal to determine the appropriate response to protect students and staff. The school nurse and/or principal shall determine which additional staff members have a need to know of the affected student’s condition. No information regarding the student’s condition shall otherwise be disseminated. The school nurse or principal may take any temporary action pending medical consultation, including removal of the student from the classroom, deemed necessary to protect the health, safety and welfare of the student and others.

When a student is infected with a disease that is not readily transmissible within the school environment, immediate action, such as temporary removal of a student from the classroom to protect the health, safety and welfare of student and staff, is usually not necessary. However, considerations regarding confidentiality are paramount. When information regarding a student’s infection with a serious or life-threatening disease that is not transmissible within the school setting is received by a staff member or volunteer, the staff member or volunteer shall notify the principal only. The principal shall then contact the superintendent who shall consult with public health officials regarding appropriate measures to be taken with respect to the affected individual and other students and staff. The superintendent shall then determine those individuals who have a need to know of the student’s condition in order to protect the health and safety of the student or others.

### **HIV/AIDS**

Infection with HIV or AIDS is the subject of particular public concern because AIDS is a life-threatening disease for which there is no known cure and which, under specific circumstances, can be communicated to others. HIV/AIDS is not readily transmissible in the school environment. Rather, the disease only can be transmitted by getting blood, semen, or vaginal secretions from an infected person into the bloodstream or mucous membranes of a noninfected person. Individuals covered by this policy shall include:

1. Students diagnosed medically as having AIDS;
2. Students diagnosed medically as having an illness due to infection with HIV, but who do not meet the case definition for AIDS.
3. Students who are asymptomatic, but who have been diagnosed medically as being infected with HIV; and
4. Students suspected of being infected with HIV.

Information regarding a student’s infection or suspected infection with HIV/AIDS is strictly confidential medical information. Due to the serious nature of the disease and public perception regarding transmission of the disease, AIDS and suspected infection with HIV are viewed by some as a stigma. Consequently, protection of such individuals is of the highest importance. Rumors regarding any individual’s infection or possible infection with HIV/AIDS can be very harmful and are highly discouraged.

## **Standard Precautions**

In circumstances where any student requires first aid, standard safety and health practices appropriate for protecting against transmission of diseases shall be applied regardless of health status. Handling bodily fluids and substances shall be accomplished in accordance with standard universal precautions. For safety reasons, all bodily fluids and substances shall be handled as if infectious.

In all proceedings related to this policy, the District shall respect a student's right to privacy. The superintendent shall initiate procedures to ensure that all medical information will be held in strict confidence. Any staff member who violates confidentiality will be subject to appropriate disciplinary measures. Only the superintendent or designee will be authorized to speak for the District on the subject of HIV/AIDS.

Adopted by WCA: June 2001  
Revised by WCA: March 2005

## **COMMUNICABLE DISEASES Policy JLCC-R**

The following procedures shall be followed when determining the proper educational placement of a student known to be infected with Human Immunodeficiency Virus (HIV) including:

1. Those medically diagnosed as having Acquired Immune Deficiency Syndrome (AIDS).
2. Those medically diagnosed as having AIDS Related Complex (ARC) or having an illness due to infection with HIV but who do not meet the case definition for AIDS.
3. Those who are asymptomatic but who have been medically diagnosed as being infected with HIV.

These procedures also may be used to determine an educational placement for any student whose medical condition requires individual evaluation to properly develop an appropriate placement unless the student is a handicapped child whose condition requires special education and related services in accordance with state and federal law.

## **Identification of Students**

Any student with a life-threatening communicable disease as defined above generally will be identified by the school district only when the district receives direct information from the student or his parent/guardian about his medical diagnosis.

To encourage such disclosure, the district will endeavor to treat such students in a fair, nondiscriminatory and confidential manner consistent with the district's legal obligations.

All information about such students will be reported to the Administrative Assistant who will be the school official responsible for coordinating the placement decision. For purposes of these procedures, the Administrative Assistant will be referred to as the "school officer."

The student will receive homebound instruction while the placement decision is being reviewed and finalized.

## **Placement Decision**

When the school officer receives a report that a student has a communicable disease within the terms of these procedures, the school officer will convene a panel of professionals within 10 days after receiving the report. The panel will review the student's medical history and recommend the most appropriate educational program and setting for the student.

The professional panel evaluating the student's condition will consist of the student's attending physician, a public health person who is familiar with communicable diseases and appropriate district personnel. The student or his parent/guardian will be advised when the panel will meet and be allowed to attend. If there is a conflict in the two medical opinions available from the panel, the district also may consult with the communicable disease control officer at the Colorado Department of Health. The school officer is authorized to seek whatever other professional expertise is necessary to assist the panel in its consideration of the case.

Decisions regarding the educational program and setting for the student will be based on the behavior, neurologic development and physical condition of the student and the expected type of interaction with others. In each case, risks and benefits to both the infected student and to others in the school setting will be weighed.

Placement may range from attendance in the regular classroom to homebound instruction. The panel will be asked to consider whether the student exhibits any of the conditions identified by the state health department guidelines that would restrict the student's educational placement.

The professional panel will issue its findings and recommendation in writing within 10 days following its meeting. The document will be signed by those involved in the decision making. The recommendation will include consideration of an educational placement and a schedule by which the student's placement will be re-evaluated by the panel to consider how changes in the student's physical condition impact the placement.

The panel also will advise the district as to steps it can take to best protect the student's health in the school environment such as notification to parents when there are major outbreaks of common communicable diseases occurring in the school population.

The school officer will present the panel's findings and recommendation to the superintendent for review and approval. The superintendent will inform the student or parent/guardian in writing of the educational placement and any limitations thereon.

The student or parent/guardian will notify the school district within five days of receipt of the superintendent's letter if he wishes to contest the final decision. This appeal will be heard by the Board of Education within 15 days following the request for a hearing in executive session at its next regularly scheduled meeting or a special meeting called to hear the appeal.

The decision of the Board will be final. Once the placement decision is final, the school officer will work with the principal to implement the decision.

If the student with a long-term physical illness qualifies for services as a handicapped child under state and federal law, those procedures will be used to make a placement decision in lieu of the professional panel described above. In the development of an individualized educational program (IEP), school personnel should consider expanding the staffing committee to include the student's physician and a public health official to serve in an advisory capacity.

Neither these administrative procedures nor the placement of a student in any particular program will preclude the administration from taking any temporary action including removal from the classroom as deemed necessary to protect the health, safety and welfare of the student and others.

### **Confidentiality**

All information gained by the school district through application of this policy and procedures including the identity of the student will be treated as confidential. Special precautions will be taken to protect information regarding a student's health condition in order to prevent instances of disclosure that may invade the student's personal privacy.

The determination of which persons have any reason to know of a student's medical condition under these procedures will be made by the school officer. In most circumstances, only the school principal and school nurse will be notified of the student's medical condition. The notice will be made in such a way as to maximally insure confidentiality of the information.

Adopted by WCA: June 2001

## **ILLNESSES & THE HEALTH ROOM**

A health room is provided at Windsor Charter Academy for those students who become ill at school. Please do not send a child to school if they have a temperature over 99.9 degrees. If a child becomes sick at school, he/she will be sent to the school's health room, and the parents/guardians will be called to come and retrieve the child from school. Appropriate arrangements will be made with the office for the student's pick-up. Children should not spend more than 1.5 hours residing in the school health room due to continued exposure to others. Students who require medication during school hours must come to the health room to acquire needed medication.

## **MAKE-UP WORK**

Students have an obligation to complete assignments missed during days of illness or unexpected absence from school. Students should develop a sense of responsibility for themselves as they grow older. Students may have two school days for every one day absent to make up their school work. More time can be given at the discretion of the teacher. Parents should encourage their children to secure missed work from each teacher.

In case of illness or prolonged absence due to illness, the student's teacher should be called so that necessary arrangements can be made to have assignments picked up from school. At the request of the parent, the teacher will collect assignments for students who are absent **TWO DAYS** or more. Parents must call by 8:00 a.m. on the day the homework is needed in order to allow teachers adequate time to assemble the assignments. Parents can pick up the assignments after 3:40 p.m. on the date requested.

## **HALL PASSES**

Students outside of the classroom without an adult must possess a hall pass from the classroom teacher.

## **FAMILY VACATIONS**

Parents planning to take their children on a trip should notify the principal **at least two weeks prior to the trip**. Trips that cause children to miss class time can be detrimental to a child's education. It becomes the student's responsibility upon their return to make arrangements with teachers for any missed assignments. School work is not given out prior to a vacation or absence. Teachers will save the student's work and present it to the student upon their return. The student will have two days for every one day absent to complete their missing work.

Students who miss a test during their absence will take the test within two days of their return. In fairness to the teacher's planning time, no exceptions will be made to this.

## **EMERGENCY DRILL PROCEDURES**

Phone trees will be created by the WCA Office Staff and will be distributed for emergency purposes. Please keep this phone tree somewhere that is available to you at all times; such as a wallet or a purse. If there is an emergency, you will be called in the order that you are listed on the tree and you will be asked to contact the next person below you.

### **Fire Drill Instruction:**

There will be a scheduled fire drill within the first two weeks of school. The teacher is expected to practice and prepare the students prior to the first drill. The teacher will take the children to the assigned place outside the building and carefully instruct them about behavior in fire drills. Students are to maintain a **FORMAL LINE** throughout the drill. After the first fire drill, there will be three additional drills scheduled sometime throughout the school year.

A fire drill will be signaled by the continuous ringing of the fire alarm bell.

1. Upon hearing the fire bell, the children and their teacher will proceed quickly and quietly out of the room and building, with the teacher leading his/her students to their assigned door and to their assigned destination.
2. Students are expected to be in a **FORMAL LINE** so that any instructions given may be easily heard.
3. A room monitor should be designated to be the last person out of the classroom. It will be his/her task to close the classroom door and insure that there are no other children in the room.
4. Each teacher is to take his/her student list and do a roll call. Every child on the list must be accounted for. It is not enough to count the children. Secure a positive response from every name on your roll.
5. Each teacher is also responsible for taking their safety backpack with them.
6. Children may reenter the building only after the all clear signal has been given.
7. The teacher and children are expected to respond quickly and proceed to an alternative outside route if they are not in their classroom.

### **Tornado Drill Instructions:**

Upon notification of a tornado alert or in the event of a drill, the following procedures will be put into effect immediately.

For tornado drills or in the event of a real tornado warning, classrooms are to be evacuated, with the students and teachers moving to the areas designated below. All the identified rooms and areas are inside classrooms/spaces.

- K-3 students and staff need to walk calmly down to the Room #138 (Technology Room). Sit down on the floor along the wall, with knees up and hands over head for protection. If the room fills up, then calmly proceed to the next Room #140.
- 4-5 students and staff need to walk calmly to Room #140 (Teacher's Lounge & Work Room) and sit down on the floor along the wall, with knees up and hands over head for protection. If the room fills up, then calmly proceed to Room #148 (Spanish Room) and down the hallway area as designated.
- 6-8 students and staff need to walk calmly downstairs to Room #148 (Spanish Room) and in the east hallway (4<sup>th</sup> grade, Art, Tech Hallway) and sit down on the floor with knees up and hands over head for protection.

**Please Remind Students of the following:**

- Please remain quiet at all times for instructions. Do NOT mess around!
- Please walk calmly and quickly.
- Stay away from all windows and openings.
- Please try and practice how to sit with knees up, head bent down, and hands over head.
- Remember to bring your Emergency Backpacks and clipboards to ensure that we have all students.
- Review your disaster flip charts if possible.
- All children and school personnel will remain in their assigned area and position until the ALL CLEAR is given.

Any other emergencies are posted in the Emergency Procedure and Safety Manual in every classroom.

## **TELEPHONE USE**

The only telephone that students will be able to use is the office phone and this is at the discretion of the school's staff. The staff will always allow the use of the phone in an emergency. Students need to make arrangements for after school activities before they leave their home in the mornings in order to limit the need to use the phone during the school day.

## **TEXTBOOK AND LIBRARY BOOK CARE AND RESPONSIBILITY**

Students who take textbooks or library books home are responsible for their care. Please make sure that there is a location at home to keep these books, so that they will not be lost or damaged. Please use a bookmark rather than holding the book open by turning it over; this will prevent damage to the spine of the book. All school textbooks need to be covered to ensure longevity for the textbook. All textbooks are on loan to students for use during the school year. Textbooks are to be kept clean and handled carefully. **If books are lost or damaged, WCA will hold the student responsible and charge him/her for the repair or replacement cost of the book.**

**Replacement Cost for Lost or Damaged books:**

Fines for lost and/or damaged books are as follows:

**NEW BOOK:**

1 year old	Full cost of book
2 years old	80% of current cost
Greater than 2 yrs old:	60 % of current cost
	50% of current cost

**DISCONTINUED BOOK:**

Extensive damage	Full cost of replacement, including shipping
Partial damage	Cost of page replacement/rebinding

**PROCESS FOR LEAVING SCHOOL GROUNDS**

If a student must leave the school during the school day, it is necessary that a parent sign the student out at the office. Office staff will arrange for the child to be brought to the office, and the parent will need to sign the child out of school for the rest of the day or for an allotted amount of time.

We understand that it can be difficult to schedule all appointments outside of school time, but we encourage parents to try not to interrupt their child’s school day.

**BICYCLE RIDERS/SCOOTERS/SKATEBOARDS/ROLLERBLADES**

When a student rides a bicycle or scooter to school, he or she will take it directly to the specified parking area and leave it there until ready to return home. A bike rack is provided on the west side of the school, and it is recommended to lock the bike or the scooter on the rack. For safety reasons, students are not permitted to ride their bicycles or scooters on school grounds at any time. Students are expected to refrain from riding over the school lawns and private property, and to follow traffic rules applying to bicycle and scooter safety.

Only Middle School students may ride skateboards or rollerblades to and from school. These items are not to e used on the playground. Students are not permitted to ride skateboards or rollerblades on the sidewalks approaching the school. Students must carry their skateboards and/or rollerblades once they are in front of the drop-off zones. At no time will skateboards and/or rollerblades be used inside the school building. Skateboards and/or rollerblades may be carried into the school building when they have a pre-approved space to lock them. Those students who break these rules are subject to having their skateboards and/or rollerblades confiscated until their parents are able to pick them up.

**ELECTRONIC DEVICES**

Middle School students are allowed to bring MP3 players and/or Ipods for use during their lunch recess or if a teacher designates their use. There is to be absolutely no use of cell phones by any students during the instructional day from 8:10 a.m. until 3:20 p.m. (2:10 p.m. on Early Release Mondays). If students abuse the privileges listed above and utilize these electronic devices during class time, they will be taken away and the following consequence will occur:

- The first offense, the item will be taken away and given to the principal or designee. The principal or designee will call home and inform the parents. The student will be responsible for coming to the office to retrieve after school has ended.
- The second offense, the item will be taken away and given to the principal or designee. The principal or designee will call home and inform the parents of the second offense. The parents will be required to come pick the item up at the office. At this time, parents will be asked to sign a Letter of Acknowledgement that this is a second offense and that they fully understand the consequences if their student reaches the third offense.
- The third offense, the item will be taken away and given to the principal or designee. The principal or designee will call home and inform the parents of the third offense. The item will not be given back until the last scheduled day of school.

Toys from home (such as cards, yo-yos, action figures, etc.) are not allowed on campus at any time. Students are encouraged to play during their recess time and enjoy the outdoors. WCA will provide a bin full of various balls, such as; soccer balls, rubber four square balls, soft nerf footballs, etc. WCA also discourages pretend fighting with guns or other weapons. Students may bring special items from home if they are sharing with the class for “Star of the Week” or “Show and Tell”.

## **LOST AND FOUND**

Every effort is made to return lost articles to the rightful owner. Children’s clothing should be marked so that, in the event of loss, it can be easily identified. In the case of missing items, parents and students are encouraged to check the bin containing unclaimed articles. This bin will be housed in the lunchroom for students to check on a regular basis. All unclaimed articles will be given to a charity.

## **RECESS**

Children are expected to go outside for recess except during extremely cold weather with temperatures that are actually below 15 °F or designated as “feels like” 15 °F, rain, or snowstorms. Even during very cold weather the children may be taken out for a 10-minute play period. It’s much more enjoyable when your children are dressed for the weather with overshoes, hats, scarves, mittens, warm coats, and sweaters.

## **SCHOOL CLOSURE FOR INCLEMENT WEATHER**

For school closure information early in the morning, listen to one of the following radio stations between 6:15 a.m. and 6:45 a.m.:

K99-TRI102  
 KFKA-Greeley  
 60 KIX  
 KCOL 1410  
 Channel 9 News

It is the policy of the school that students will not be sent home early due to adverse weather conditions. If severe weather conditions exist at 3:00 p.m., students will be held at school until they can be released to parents or their designee.

## **PARTIES**

- 1) The purpose of the party should be to build community and be educational.
- 2) Parties should not be excessive, limited to four per school year.
- 3) Student's birthdays can be acknowledged in the classroom by the teacher as they see fit and/or at lunch by receiving an item (sticker, pencil, pen) with other students having birthdays. Those having summer birthdays may also be acknowledged.
- 4) Birthday party invitations are not to be distributed at school.
- 5) Parents must be informed of parties prior to the event.
- 6) If refreshments are desired, the teacher will prepare a list of items for parents to bring, emphasizing nutrition and keeping "junk food" to a minimum.

## **ANIMAL or PET EXPECTATIONS**

To ensure consistency on WCA grounds and facilities, we ask that all pets be approved by the principal or assistant principal prior to entering the premises. Pets within the building or on school grounds can be a safety hazard and a liability. Please remember to keep your pet on a leash at all times and to the public sidewalk areas. If the pet is a caged animal, please keep the animal caged at all times or under the supervision of an adult.

## **EXECUTIVE BOARD MEETINGS**

Executive Board meetings shall be held at WCA's Library, unless otherwise provided by the Board or at such other place as may be designated from time to time by resolution of the Board. Regular meetings of board members shall be held on the Fourth Monday of each month at 6:30 PM, unless such day falls on a legal holiday, in which event the regular meeting shall be held at the same hour and place on a different designated Monday.

## **COMMITTEE STRUCTURE**

Committees are the primary vehicle at the school for meaningful and influential parental involvement. The various committees in the school are responsible for making recommendation on relevant policy matters to the principal and/or to the board.

## **WCA COMMITTEE STRUCTURE**

As a charter school, we rely on parent participation and involvement from volunteering to serving on committees. We encourage you to sign up for one of the committees. The Board of Directors has identified five key committees that are briefly described below.

### **Accountability Commitee:**

The Accountability Committee is responsible for the district and community reports, building goals for WCA, State of Colorado accreditation with the Windsor School District and assessments. This committee meets in the Library the second Tuesday of every month at 7:00 p.m.

Contact Jamie Powell [jmedawn@aol.com](mailto:jmedawn@aol.com)

### **Volunteer Committee:**

The volunteer committee will assist Windsor Charter Academy, its committees, and its staff members in coordinating volunteer opportunities both during school and after-school events. This committee meets in the Library the third Tuesday of every month at 6:00 p.m.

**Contact Nancy Lindholm [nancy.lindholm@chase.com](mailto:nancy.lindholm@chase.com) or Shawn Pagan [thepagan@rockcrawler.com](mailto:thepagan@rockcrawler.com) or Leon McCauley [leonmccauley@hotmail.com](mailto:leonmccauley@hotmail.com)**

### **Development & Fundraising Committee:**

The Development & Fundraising Committee will coordinate fundraising opportunities to meet the short and long range needs for the development of Windsor Charter Academy. This committee meets in the Library the first Wednesday of every month at 5:00 p.m.

**Contact David Leto [davidleto@yahoo.com](mailto:davidleto@yahoo.com) or Sherry Bartmann [slb16@pvhs.org](mailto:slb16@pvhs.org) or Jan Jancosek [jancky@hotmail.com](mailto:jancky@hotmail.com)**

### **Education Committee:**

The Education Committee serves to strengthen the overall educational program of the school. This committee assists the administrator and teachers in providing all WCA students with the highest quality educational program possible by: 1) researching new and existing curricular and instructional approaches, 2) evaluating and synthesizing information, and 3) sensing parent and school/community needs. The Education Committee represent parents and strengthen the link between the classroom and home. The principal and a teacher representative serve on the committee and work directly with parents to ensure that our committee work is immediately relevant and adds value to the day-to-day work of the school. This committee meets in the counseling office on the fourth Monday of every month at 5:00 p.m.

**Contact Deborah Contino [debwinking@comcast.net](mailto:debwinking@comcast.net) or Kathy Zrubek [mzrubek1@yahoo.com](mailto:mzrubek1@yahoo.com)**

### **Public Relations Committee:**

The Public Relations (PR) Committee's role is to help coordinate the public image of Windsor Charter Academy-its activities, desirability and accomplishments-throughout Northern Colorado via news articles, press releases, paid advertising, and promotional events. It seeks/arranges press coverage of special events and noteworthy achievements. Target audiences include our own membership, the general public, and future potential students and staff. This committee meets in the Library the second Monday of every month at 6:30 p.m.

**Contact Chris Ruff [cdruff@msn.com](mailto:cdruff@msn.com) or Claire Hamilton [claire\\_hamilton@comcast.net](mailto:claire_hamilton@comcast.net)**

## **COMMUNITY SERVICE**

Windsor Charter Academy prides itself on its Core Knowledge Curriculum that has rigor and relevance. Along the same high standards we ask all of our classes to do a community service project that benefits local, state, and national/global levels. In the spirit of community service, WCA encourages the classroom project to benefit the local area as much as possible. These activities or events should be focused on service oriented whenever possible. We want to help teach students that we can make a difference with our actions rather than utilizing monetary efforts all the time! The Kindergarten through 5<sup>th</sup> grade classrooms will decide on their project and make sure that WCA administration is aware of their focus and activities at all times. The Middle School students are required to give back through volunteer hours. A 6<sup>th</sup> grade student will have to log 10 community service hours, a 7<sup>th</sup> grade student must complete 15 hours, and an 8<sup>th</sup> grade student has 20 hours. Please find some general ideas below that would be considered quality community service hours.

**Locally:**

- Making Christmas Cards or Valentine's Cards for people at the Windsor Health Care Center.
- Collect donations of pet food and accessories for the non-profit Bed & Biscuit.
- Sing songs to the people at the Windsor Senior Center.

**State:**

- Collect donations of new and softly used stuffed animals for the Denver Children's Hospital.

**Nationally:**

- Trick or Treat for Unicef.
- Scholastic Reading where students read to get 100 books donated to the school.

## **BEFORE AND AFTER SCHOOL CARE**

There are a few local licensed before and after school programs in the Windsor area that are offering services. It is the responsibility of WCA families to arrange for the care and the transportation of their children to and from WCA. Please contact one of these organizations as soon as possible to secure your spot if you need help with before or after school supervision:

- (A.S.K.) After School Kare  
770-855-4759
- Windmill Child Enrichment Center  
674-0004
- Windsor Gymnastics Academy  
686-6175
- Good Shepherd Childcare  
690-7100
- Kindercare  
223-0056
- Kids Haven  
686-5664