



BENNETT SCHOOL DISTRICT 29J  
420 7<sup>th</sup> Street  
Bennett, Colorado 80102  
(303)644-5180  
[www.ccabennett.org](http://www.ccabennett.org)

**Where character development and academic excellence go hand-in-hand.**

## **PARENT-STUDENT HANDBOOK 2011-2012 Academic Year**

**\*Please sign and return last page**

**Corridor Community Academy's mission is to help students achieve academic and personal excellence through dedicated educators and Core Knowledge curriculum.**

**Faith Wailes, Director**



## CCA Parent-Student Handbook Table of Contents

<b>Introduction:</b> .....	4
A Vision for Corridor Community Academy .....	4
School Governance .....	4
Governing Documents .....	4
Corridor Community Academy School Staff .....	5
Corridor Community Academy Governing Board .....	5
CCA Board Meetings.....	5
CCA-PTO Meetings.....	5
Volunteer Committees .....	5
Transportation and Car Pools.....	6
<b>Academic Program:</b> .....	6
Core Knowledge Academic Program .....	6
Traditional Educational Philosophy.....	6
Grading Scale.....	7
Honor Rolls .....	7
Technology .....	7
Homework.....	7
Make-Up Work .....	8
Public and School Libraries .....	8
Field Trips .....	8
Parent/Student/Teacher Conferences .....	8
Report Cards/Progress Reports .....	9
Promotion and Retention .....	9
<b>Enrollment Information:</b> .....	10
Policy of Non-Discrimination.....	10
Parent Volunteer Commitment .....	10
<b>Administrative &amp; General Information:</b> .....	10
School Hours and Office Hours .....	10
School and Classroom Visits .....	10
School-Owned Textbooks and Other School Property .....	11
Student Permanent Records .....	11
Withdrawal From School.....	11
Fees Owed to the School.....	11
School Closures .....	11
Inclement Weather .....	11
Holiday Observances .....	12
Lunch and Milk Programs .....	12
<b>Attendance Policy/Procedures:</b> .....	13
Arrival at School.....	13
Late Arrival at School.....	13
Reporting Student Absences .....	13
Departure from School at Dismissal .....	14
Departure from School During the Day.....	14

Students on School Grounds Before or After School Hours .....	13
<b>Health/Safety Procedures:</b> .....	14
Illness During the Day .....	14
Medical Emergencies.....	14
Immunizations.....	15
Non-Prescription Medications .....	15
Prescription Medications .....	15
Child Abuse Reporting .....	15
<b>Student/Parent Responsibilities &amp; Expectations .....</b>	<b>15</b>
Resolution of Disagreements .....	16
Communication Between School and Families .....	17
Classroom Birthday Celebrations .....	17
Parties Held Outside of School Hours .....	17
Selling of Merchandise .....	17
Student Discipline Expectations .....	17
Student Discipline Policy.....	18
Involvement of CPS and/or Law Enforcement.....	19
Behavior/Discipline Chart .....	20
Sexual Harrassment and /or Discrimination .....	21
Drug and Alcohol Use .....	21
Possession of Weapons on School Grounds .....	22
Lost and Found, Stolen, or Misplaced Property .....	24
Money .....	24
Fire and Emergency Drills.....	24
Corridor Community Academy Dress Code.....	24
Electronics.....	25
Acknowledgment .....	26

# **Introduction**

## **A Vision for Corridor Community Academy**

Corridor Community Academy was founded with the belief that all children will succeed if they are challenged with high expectations and given the resources necessary for success. CCA will insist on a safe and disciplined environment, and will develop peer support for academic achievement through a consciously created climate of excellence and respect. Parents will be an integral component of the school community.

CCA is a tuition-free public school operating in partnership, and under contract, with the Bennett School District 29J to provide educational choice. It is a small school, with approximately 120 students from kindergarten through grade eight.

The academically challenging curriculum is based on the nationally recognized Core Knowledge program, focusing on a sequential, integrated approach to learning. Character education with an emphasis on mutual respect is a cornerstone of the school's commitment to personal integrity and lifelong learning. CCA will implement ability grouping for all students - those with accelerated learning challenges, as well as additional support for students needing extra academic help. Age-appropriate homework will be assigned at all grade levels.

We place importance on parent involvement in their child's education, at CCA and at home. Parent involvement is imperative to a student's success. Positive impacts resulting from parent involvement are visible in academic achievement, social skills, and attitude. Involved parents and dedicated educated professionals are the foundation of a strong school community. We encourage parents to become an integral part of CCA's school community by volunteering.

The commitment to strive for personal and academic excellence by each adult and student at Corridor Community Academy will bring the greatest pride to the entire school.

## **School Governance**

The school is governed by a Board of Directors (Board). Initially, members will serve staggered terms, but after that, all Board members will serve three year terms, so that every year a few Board seats are open for election. The school director and office manager serve as ex-officio (non-voting) members of the Board.

## **Governing Documents**

The Board is given direction through the charter, vision statement, and strategic plan for the school. The strategic plan is the primary document the Board uses to give definition to the vision statement. It is reviewed and revised annually, and reflects the short and long-term goals of the school. Additionally, the Board implements the vision through the establishment of policies and procedures for the administration, staff, and students. All corporate documents, (charter, by-laws, articles of incorporation, Board policies) are in the director's office and available for public review.

### **Corridor Community Academy School Staff**

Mrs. Faith Wailes, Director  
Mrs. Natalie Polcyn, Office Manager  
Mrs. Tricia Scoby, Paraprofessional  
Mrs. Nichole Harrell, Kindergarten  
Mrs. Jill Laningham, First Grade  
Mrs. Debbie Kodra, Second Grade  
Mrs. Shawna Beckett, Third Grade  
Ms. Ellie Kirkpatrick, Fourth Grade  
Ms. Danette Jacobson, Fifth Grade  
Ms. Judith Paquet, Sixth Grade  
Mr. David Castor, Seventh and Eighth Grade  
Ms. Nicole Thayer, Special Education

### **Corridor Community Academy Governing Board**

Mr. Jim Howard, Board President  
Mrs. Lesley Brown, Vice President  
Ms. Polly Daugherty, Treasurer  
Mr. Robert Scoby  
Mr. Chip Cary

### **CCA Board Meetings**

CCA Board meetings are held monthly on the second Monday of the month. If parents are concerned about a particular school issue and would like to have it discussed by the Board, they are encouraged to contact a Board member directly or through the school office. Meetings are open to the public, but anyone wishing to address the Board needs to contact the office and fill out an agenda item summary sheet for inclusion on the agenda. Students and/or staff issues will not be addressed in a public forum due to confidentiality issues.

### **CCA-PTO Meetings**

PTO meetings are held monthly on the first Wednesday of the month at 6:30 PM. All CCA parents and other family members are encouraged to become active in the PTO. You may join with no membership fees. The PTO supports the school through social activities, fundraisers, and academic involvement.

### **Volunteer Committees**

CCA has many opportunities for parents to be involved. There are many committees in which you can participate, for example: marketing, fundraising, accountability, facilities, and grant committees.

## **Transportation and Car Pools**

CCA students who live within the Bennett 29J public school district may ride the Bennett school buses at no charge. Unfortunately, students from other school districts are not able to use the Bennett service. However, the PTO will assist parents in forming car pools in their geographical area. Families should contact PTO for car pool/transportation assistance.

## **Academic Program**

### **Core Knowledge Academic Program**

The Core Knowledge Sequence is a detailed program of specific content taught in language arts, history, geography, mathematics, science, and the fine arts. This curriculum provides a solid foundation for learning, while allowing flexibility for innovation by CCA's educators. The Core Knowledge Sequence implements the goal of providing a basis of shared knowledge that CCA students learn. The curriculum provides sequential content from grade to grade, encouraging steady academic progress as students build their knowledge and skills.

### **Traditional Educational Philosophy**

In conjunction with the Core Knowledge Sequence, Corridor Community Academy emphasizes the teaching of basic skills with a traditional and conventional approach in a structured educational environment. Our academically-oriented program is organized so that students are challenged. Ability grouping in reading and math will be implemented for all students, for those with accelerated learning needs, as well as providing additional support for students requiring extra academic help. Our focus will be on the basic foundations necessary for a sound education: reading based on a phonics approach, mathematics, grammar, spelling, science, geography, history, government, character education, handwriting, and fine arts. Age appropriate homework will be assigned at all grade levels.

Character development is a life-long journey. In CCA's integrated character education program, respect, personal responsibility, citizenship, integrity, fairness, effort, and compassion will be strongly emphasized and modeled by school staff members. Parents and other family members are asked to model these character traits as well, leading their children toward increased maturity and the ability to make wise choices.

A safe, disciplined, and orderly school will be maintained. Students are expected to respect authority, accept personal responsibility, respect the rights of others, take care of their own property, and be careful with the property of others.

## **Grading Scale**

<u>Kindergarten – First Grade</u>		<u>Second - Eighth Grades</u>	
O or E	Outstanding progress	A+	99 - 100
S+	High satisfactory progress	A	95 - 98
S	Satisfactory progress	A-	92 - 94
S-	Almost satisfactory progress	B+	89 - 91
N	Needs to improve	B	86 - 88
U	Unsatisfactory progress	B-	83 - 85
		C+	80 - 82
		C	77 - 79
		C-	74 - 76
		D+	71 - 73
		D	68 - 70
		D-	65 - 67
		F	64 and below

## **Honor Rolls**

Students are honored for achieving outstanding grades each quarter. The Gold Honor Roll is for kindergarten and first grade students who have straight O or E grades, and second through eighth grade students who have straight A grades. The Silver Honor Roll is for kindergarten and first grade students who have all O or E and/or S grades, and second through eighth grade students who have all A and/or B grades.

## **Technology**

Education in our twenty-first century is more dependent than ever on technology. Students of all ages must be able to access the answers to questions, locate detailed information, and effectively communicate with others. Corridor Community Academy has a responsibility to prepare children for these challenges.

CCA has a full computer lab with desktop computers and laptop computers. Each classroom has a completely interactive whiteboard to enhance the learning environment. The entire school is networked, including all classrooms. Teachers, the office manager, and the director each have a computer connected to the internet. For everyone's protection, all adults and students at CCA are asked to sign a technology use policy, and internet access cannot be granted to anyone who has not signed the policy. The school has purchased a fire wall to avoid external problems. Filters prevent unacceptable websites from entering the school network. Classes will work on keyboarding skills, and be able to understand the basics of computer use and internet access.

## **Homework**

Homework is an academic expectation for all CCA students. Homework activities are natural follow-up lessons to daily classroom presentations. Homework gives parents an opportunity to participate in the education of their children by assisting in assignment accuracy, neatness, completion, ongoing discussion of organizational and study skills, and preparation for upcoming tests and quizzes. Parents are encouraged to establish a regular time each afternoon or evening for homework and study. If students have no homework, daily planners can be

checked, and students can read for information (a newspaper or magazine) or for pleasure. If you have questions regarding homework in general or specific assignments, please contact the appropriate teacher.

Educational objectives of homework include:

- teach students to work independently and to assume personal responsibility for carefully completing work
- reinforce lessons by practicing skills and repeating facts
- provide for extra work needed due to absence or misunderstanding
- enrich various subject area units
- encourage the use of out-of-school resources such as the public library
- enable students to learn to organize work and prioritize time

If your children consistently seem to have difficulty finishing homework in a reasonable time period, please check with their teachers. Sometimes students do not use their time in class efficiently or do not clearly understand the assignments or directions; this may cause homework to be frustrating and sometimes overwhelming.

### **Make-Up Work**

If a child is absent from school, his or her family needs to contact the school for work or tests that need to be made up. Homework may be picked up at the end of the school day from the office. Though teachers will do their best to assist students with work to be completed during a pre-arranged absence from school, it is not always possible.

### **Public and School Libraries**

Students may check out books through personal cards or through their teachers. Students are responsible for all borrowed books; overdue books will incur a fine. Students/parents will be expected to pay all fines for late, lost, or damaged books.

### **Field Trips**

An important part of education is the experience of places and events that are not included within the school environment. Teachers will arrange field trips in connection with particular subject material being covered in classes. Transportation will be arranged, and families will be expected to pay necessary entrance fees or other costs. Parents will be asked to volunteer as trip chaperones, and no student will be allowed to participate in a field trip without a properly signed permission slip. Field trips are a privilege, and students need to do their best at all times to be outstanding student representatives of CCA to the public.

### **Parent/Student/Teacher Conferences**

Twice each year parent/student/teacher conferences are held. Parents are asked to make every effort to attend these important conferences, and students in all grades are expected to attend and contribute to the conversation. We encourage additional visits and conferences with teachers as necessary or helpful. Contact your student's teacher to make an appointment.

## **Report Cards/Progress Reports**

CCA is on a quarterly system. There are four separate grading periods during each academic year. (See CCA year calendar for dates.) All students will receive a formal report card at the end of each quarter and mid-term reports half-way through each quarter.

For students whose grades are C+ or below or S- or below, detailed progress reports will now be coming home with your child on the first Friday of the month. Our goal is to allow parents to more fully understand what assignments contribute to the overall grade as it presently stands, and what assignments might be missing or where your child may be struggling.

Infinite Campus will give you online access to your student's grades. Grades will be updated each Friday. Please see your registration packet to sign up.

## **Promotion and Retention**

CCA staff and administrators will decide on the promotion and retention of students. Promotion is to be determined on two levels – academic performance and emotional and social readiness. Students who maintain academic work consistent with their talents and age level expectations will be promoted if their social and emotional behavior patterns are also age-appropriate.

Students who clearly demonstrate difficulties with academic progress and social growth can benefit from an additional year in a particular grade. Retention decisions will be based on:

- teacher documented anecdotal information
- parent anecdotal information
- developmental and standardized test scores

If a student is being considered for retention, the teacher, director, and parents will communicate and meet as soon as possible during the year to discuss alternatives for increased academic success for the student. CCA reserves the right to determine final placement for any student, but parental input is crucial to the decision.

## **Enrollment Procedures**

Corridor Community Academy is a Core Knowledge Charter School and will continuously be accepting students for enrollment. Presently CCA includes grades kindergarten through eight.

**STEP 1.** Complete one set of enrollment forms for each child. To download forms, please visit our website, [www.ccabennett.org](http://www.ccabennett.org) or visit the school office to pick them up. Kindergarten students must be five (5) years old by June 1 of the current year to enroll.

**STEP 2.** Complete one Parent/School Commitment Form per family and return it to the school office with the student enrollment forms, or mail all completed forms to Corridor Community Academy, 420 7<sup>th</sup> Street, Bennett, CO 80102. You can also fax them to our office at 303-644-4918.

In the event the class size is at maximum capacity, a waiting list will be created. If an opening occurs, the student selected will be chosen using a lottery process in the following preference order.

1. Families of students already attending CCA
2. Families in the Bennett 29-J School District
3. Families outside the district

The families will be notified in regard to acceptance as soon as possible.

### **Policy of Non-Discrimination**

Student admission to Corridor Community Academy will not be restricted to anyone based upon race, ethnicity, national origin, religion, disability, gender, income level, or proficiency in English. The school will comply with all applicable federal, state, and local laws, rules, and regulations.

### **Parent Volunteer Commitment**

Research shows that education is more effective for students whose families are involved in their daily academic lives. CCA asks all two-parent families to give forty hours of volunteer service to the school each year, and single-parent families to give twenty hours of service. Volunteer time may include participation in a committee, involvement with fundraising activities, office/classroom assistance, parent advisor to an after-school club or activity, tutoring, organizing PTO events, or helping with other school needs. Volunteer completed hours will be kept on file in the school office, and parents may contact the office manager at any time to offer additional assistance or check on their volunteer hour's status. For additional information, please see the office staff for a letter of explanation.

## **Administrative & General Information**

### **School Hours and Office Hours**

Regular school hours are 8:00 AM until 3:15 PM Monday through Friday. Students are expected to be in their classrooms by 8:00 AM, or they are considered tardy. The school office will be open from 7:30 AM until 3:45 PM Monday through Friday. A 24-hour voice messaging system will allow parents to call the school at any time and leave messages for faculty or staff members.

### **School and Classroom Visits**

CCA welcomes visitors to the school. Teachers, staff members, and students are encouraged to share their academic experience with people who are interested in the Core Knowledge curriculum or charter school environment. If at all possible, guests considering visits to CCA are asked to contact the office in advance to set up an appointment. Unexpected visitors in classrooms can disrupt the learning atmosphere, and advance planning will help avoid this. Visitors always need to report first to the main office to check in, and then will be directed to the appropriate classrooms.

## **School-Owned Textbooks and Other School Property**

At no cost to families, students are loaned educational materials for their personal use all year. Workbooks are assigned with the expectation that they will be given to students at the end of school. If they are misplaced or destroyed during the year, families must purchase replacement workbooks at the time of the loss. The school staff realizes that school property will experience ordinary “wear and tear”, but excessive damage to or loss of textbooks or other school-owned items will require that students and their families pay for the purchase of replacement items through the school office. This includes water or other liquid damage to textbook pages or bindings.

If students withdraw from CCA, all school-owned materials are to be returned to the school office at the time of withdrawal. Student records will not be released until all school property has been turned in or paid for.

## **Student Permanent Records**

Permanent record files will be maintained for each student at CCA. These files are kept in the school office and are confidential. Parents may ask to see their child’s permanent record file at any time, but it cannot be removed from the school.

## **Withdrawal from School**

Any family with a child or children withdrawing from CCA needs to officially notify the school office in writing. Textbooks, library books, and any other school-owned materials need to be returned at this time. Student records will not be released until all school property has been turned in or paid for.

## **Fees Owed to the School**

Outstanding bills or fees that are to be paid to the school office need to be taken care of promptly. Continuing problems with late or insufficient payment of bills will result in appropriate action being taken by the school to satisfy financial obligations.

## **School Closures**

Any weather or other event that causes CCA to close will be broadcast on radio and television, in addition to a mass phone message from Bennett 29J. In general, CCA will close whenever the Bennett Public Schools closes. Radio station 850 KOA announces school closures, and their website, 850koa.com, has an updated list to check. Channel 4 also announces closures.

CCA strives not to close during the day; however, circumstances may cause us to do so. Parents are always encouraged to call the school office and pick up their children early if driving in bad weather becomes a concern.

## **Inclement Weather**

If it is raining or snowing hard, students will enter the classroom building as soon as they arrive at school in the morning, and recess time will be spent inside. During cold weather when the temperature is 20° F or lower, or the wind chill factor makes it seem colder than 20°

F, students will also enter the building immediately upon arrival. It is important, however, to remember that fresh air and physical activity are helpful to students, so they will spend recess outside as often as possible, even during the winter. Parents should be certain that children wear warm clothing to school, including coats, gloves or mittens, scarves, and boots when needed.

### **Holiday Observances**

Throughout the academic year, various holidays give the school opportunity for holiday observances. Legal holidays are usually days off for the school, but check your year calendar for specific dates.

On Halloween, students will be able to change into their costumes at the appropriate time during school. Students should arrive in uniform and have costumes in bags. Please be sure that all clothing is safe and appropriate. Costumes are not to reflect violence, unacceptable behavior or attitudes, or be gory in appearance. All costumes should be wholesome and fun in nature. Following CCA's disciplinary guidelines, no weapons of any sort, made out of any materials, are to be brought to school in connection with costumes. Classroom parties will provide time for children's fantasies, snacks, and activities. Families who prefer that their children not participate in the school's Halloween celebration will be excused from school for the day with a written note to the office.

Christmas is traditionally a religious holiday, but CCA will celebrate the spirit of Christmas as it is connected to generosity for others, love of family and friends, and unselfish giving of ourselves to those who are in need. Emphasis will be on community service projects, cards and small handmade gifts for appreciated adults in the students' lives, and the festive mood that snow, colorful decorations, special food, songs, and stories bring to children.

Valentine's Day is a time to celebrate the treasure of friendship and love. Students will be able to make Valentines for family members, to decorate their classrooms, and to exchange cards with classmates. All grades will have classroom parties to celebrate the holiday.

Other holidays like Thanksgiving, President's Day, and Martin Luther King, Jr.'s birthday will be the focus of special classroom activities and discussions.

### **Lunch and Milk Programs**

CCA has no kitchen or food preparation facility, so students may bring lunches from home or order prepared lunches from the monthly lunch menu. Menus are distributed to all students and families in order for lunches to be purchased for the following month. Because CCA does not have a hot lunch program, microwaves are available for use. Due to the growing number of students and the need to allow students time to eat, lunches should not require more than two minutes of heating. Frozen meals, macaroni and cheese, Ramon noodles, and other items in need of extended preparation should be prepared at home and only require reheating at school. Containers appropriate for heating should be brought with lunches needing to be microwaved.

No student will ever go hungry due to a forgotten lunch, if the student informs a supervising adult of the situation. If students are given a lunch, a note will be sent home requesting a \$0.25 repayment for the provided lunch. Provided lunch will be flavored instant oatmeal.

Families will receive milk order forms at the beginning of the school year with details included, and milk may be ordered for the entire year for \$ 45.00. Milk may also be ordered with hot lunches through the monthly menu order form. Students may purchase 1% white milk for \$.25 each on a daily basis.

## **Attendance Policy & Procedures**

### **Arrival at School**

Students are to arrive at CCA and be in their classrooms by 8:00 AM. School begins with silent reading time lasting until 8:15 AM. Attendance, the Pledge of Allegiance, and other morning routines will begin at 8:15 AM in each classroom.

### **Late Arrival at School**

Any students arriving at school after 8:00 are tardy. They will need to be signed in at the office by a parent upon arrival. Tardy students will wait in the office area until 8:15 AM. This will eliminate interruptions to everyone's silent reading time.

The following discipline will be assigned for students with excessive tardiness:

3 Unexcused Tardies per quarter will result in 1 after school detention. One detention will be added for each additional tardy in the quarter.

5 Excused Tardies per quarter will result in 1 after school detention. One additional detention will be added for every consecutive excused tardy.

Parents may petition the board for exceptions to this policy provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting such exception.

### **Reporting Student Absences**

Parents of ill children need to contact the office by 9:00 AM each day a student is absent. Early morning messages may be left on our telephone voice mail system or directly with office personnel after 7:30 AM. If a student is not at school, and his or her family has not informed the office by 9:00 AM, parents will be called to ascertain the location of the student. This is a safety measure on behalf of the child.

12 Excused absences over the entire year can result in loss of class credit and a possible grade reduction.

12 Unexcused absences can result in judicial proceedings being initiated to enforce compulsory attendance.

Parents may petition the board for exceptions to this policy provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting such exception.

### **Departure from School at Dismissal**

Student dismissal is at 3:15 PM. There will be adult supervision outside the school building until 3:30 PM. If students are still waiting for transportation at 3:30 PM, the supervising adults will automatically send them to the office. No student will be allowed to wait unsupervised for a ride outside the building.

### **Departure from School During the Day**

Parents need to do their best to schedule medical, dental, and other appointments for their children after school hours, but this is not always possible. If students need to leave school during the day, parents should check in at the office, not the classrooms. Students will be called to the office to be signed out. This will minimize disruption in the classrooms. No student will be allowed to wait for a ride outside the building. If anyone other than parents or a usual driver is to pick up a child, that person needs to confirm who he or she is with office staff, so that there is no possibility of an unknown person picking up a child. A photo ID or driver's license will be needed to verify identification.

### **Students on School Grounds Before or After School Hours**

No students are allowed on school grounds unsupervised before or after school. There will be before and after school staff supervision from 7:45 am until 3:30 pm. CCA will not take responsibility for students on school grounds outside of these hours. We realize that there will be activities which require student attendance outside of these hours, please be aware of activity times to prevent your student from being on the grounds unsupervised.

## **Health/Safety Information**

### **Illness During the Day**

If a student becomes ill during the day, he or she will be sent to the office by a teacher. Office personnel will visit with the student to determine the nature of the illness and contact a parent if necessary. If the student has a fever of 99.6<sup>0</sup> or higher, parents will need to take the student home. Ill students will wait in the office area for parental pickup. If parents cannot be reached, the student will be supervised in school but not in the classroom until regular dismissal time. No student will be allowed to wait for a ride outside the building.

### **Medical Emergencies**

In the event of an accident or other medical emergency, first aid will be administered and medical services will be requested if warranted. Every effort will be made to contact the student's parents or guardians whenever a serious injury occurs. If no one can be reached, either at home or work, the office will follow the procedures listed on the Medical Treatment Release form in each student's permanent file, and the school will continue to attempt to reach the family.

### **Immunizations**

The state of Colorado immunization requirements will be strictly enforced for all students. Student families who do not meet the requirements will need to resolve the situation before students may enter class. Please see the registration packet for immunization requirements or visit the Colorado Department of Public Health and Environment at [www.cdph.state.co.us](http://www.cdph.state.co.us).

### **Non-Prescription Medications**

Non-prescription medications will NOT be administered at school without a signed form from the physician and parent, thereby making it a prescription medication. This includes Tylenol, cough syrup, cough drops, or any other over-the-counter medicine. Any medication sent to school must be in the original container, clearly labeled with the student's name, and must be kept in the office for safety.

### **Prescription Medications**

Prescription medications, including inhalers, will be administered at school only when the Student Medication Form has been completed with physician and parent signatures and is on file in the school office. It is permissible for the physician to substitute a signed instruction form if CCA's Student Medication Form is not available. The instructions on the label MUST exactly match the instructions given by the physician. All prescription medications must be in the original container, clearly labeled with the student's name, and must be kept in the office for safety.

### **Reporting Child Abuse**

Article 3 of the Children's Code of the State of Colorado specifically requires school officials and employees to report known or suspected cases of child abuse (including emotional, physical, and sexual abuse) or neglect and circumstances which might reasonably result in abuse or neglect. Any person who willfully violates these provisions can be prosecuted pursuant to criminal statutes. School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. School officials or employees reporting cases of abuse or neglect in good faith are immune from liability, both civil and criminal, according to Section 19-3-309 of the Children's Code. This means that the person cannot be prosecuted in a criminal case for reporting and cannot be sued successfully in a civil case by, for example, the parents of the student who was the subject of the child abuse report.

## **Student/Parent Responsibilities & Expectations**

CCA students are expected to act appropriately and in accordance with school rules at all times in the classroom, lunchroom, hallways, bathrooms, during recess, on field studies, and at any school function. Students are also expected to follow directions from all staff members of the school, parents who are responsible for students during school hours and on field studies, and guest teachers. Students should always respect themselves, others, and property.

Inappropriate behavior is any behavior that interferes with the teaching and learning process. It is CCA's philosophy that teachers have the right to teach, and students have the right to learn. No student will be allowed to disrupt the education of other students. It is also CCA's belief that discipline is an opportunity for students to learn skills and behaviors necessary for social interaction. Consistency in behavioral expectations and discipline will be practiced in order to develop character and responsibility among our students.

It is our desire to train and educate self-reliant and responsible children; therefore, we ask that students not call parents to bring in forgotten schoolwork, lunches, or other items. (Students who forget lunch will always be given food.) None of the school telephones will be available for this purpose. We strongly encourage families to have a system in place that helps children manage their responsibilities in an efficient way. If students neglect their daily routines, it is important to be able to learn from the natural and logical consequences of their actions.

Family members are also asked not to allow their children to return to school after dismissal to retrieve forgotten books, schoolwork, or other belongings. Checking daily planners carefully in classrooms at the end of the day should help students to be aware of what needs to be taken home. Building and classroom doors are locked shortly after school is over and personal safety and security are always of paramount importance. Resourceful problem-solving can often end up creating a positive solution. For example, a student might call a friend to dictate math problems over the phone enabling him or her to complete homework, even without a textbook.

### **Resolution of Disagreements**

Occasionally disagreements will arise between students and members of the school community. Problems most often arise due to unclear communication or perceived negativity in words or actions. Students and/or parents should always begin by contacting the involved school staff member, if there is one. The staff member will assist in finding a resolution. If other students are involved, the staff member will assist in appropriate inclusion of the additional students in a separate discussion. If no staff member is aware of the situation, any staff member can act as a liaison between the family and anyone else involved in the problem. It is our goal to resolve all disputes calmly so positive relationships can be maintained throughout the school community.

If the disagreement cannot be acceptably resolved in this manner, the director should be contacted. He/she will intervene to reach a satisfactory resolution. Parents and students are always encouraged to speak with the director directly if the problem is confidential or of a serious nature.

Sometimes a resolution cannot be reached after speaking with the staff member. If you have then spoken with the director and no satisfactory resolution has been made, you should contact the board grievance committee. All matters of student discipline may be appealed to the CCA Board of Directors. In the event the Administrator of CCA recommends a student for expulsion, the proceeding shall be referred to the School District for handling through the School District's expulsion process. The School District's Board shall have final authority regarding appeals in student expulsion cases.

## **Communication between School and Families**

As the school works in partnership with families to educate children, communication is vital. School staff members will do their best to keep in touch with parents through written messages in student daily planners, classroom newsletters, phone calls, and notes. E-mail messages are one form of communication, but the school will not rely on e-mail for important messages. Newsletters, memos, and other written materials will be sent to families from the school periodically. Parents who want to reach staff members may always call the office and leave a message, using the school's telephone voice mail. All parent calls will be returned by staff members in a timely manner.

## **Classroom Birthday Celebrations**

Children's birthdays are an annual celebration of their lives and deserve special recognition. Teachers will always do their best to make the day special for a birthday person, and though it is not expected or required, parents may send in a birthday treat. Birthday treats should be simple, and should be in sufficient quantity for everyone in the class to be included. Please check with the child's teacher in advance to plan details. For the protection of our students with severe allergies, please discuss the treat choices with your child's teacher.

## **Parties Held Outside of School Hours**

For many reasons, birthday celebrations and other parties often do not include everyone in a student's school class. If a party is being planned that does NOT include everyone in the class, parents are asked not to distribute invitations at school. Children's feelings are easily hurt when they are excluded, especially if they think that written invitations are being given to everyone in the room except to them. Please be sensitive to these legitimate feelings of the other students.

## **Selling of Merchandise**

There is to be no organizational or personal merchandise for sale at CCA. On occasions CCA will have items that have been approved by the Board for sale to families as fundraisers for the school, but selling of any other items is prohibited.

## **Student Discipline Expectations**

All students and adults connected with CCA are expected to treat each other with courtesy and respect. There is no tolerance for bullying or other unacceptable behavior in the school community. Discipline is a gradual maturing toward self-control through reliance on one's conscience and knowledge of right and wrong.

CCA believes in encouraging personal growth which allows an individual to make wise decisions and accept the consequences of poor ones. Consequences for inappropriate behavior are designed to improve the quality of student decisions and choices. Parents, teachers, staff members, the director, and the students are all integral parts of personal disciplinary growth at CCA.

As with adults, student reputations are somewhat subjective, but crucial for individual self-esteem and respect. Students who are continually named as troublemakers can often become scapegoats and unfairly blamed for problems. Discipline within the school depends on privacy as well as effectiveness. Administrators and teachers will not discuss disciplinary issues with anyone other than those involved in a situation. Consequences for those who were at fault will not be shared. Parents are also encouraged not to discuss other children's behavior, remembering that each student deserves respect and dignity.

### **Student Discipline Policy**

Minor behavior problems will be handled by the classroom teachers. Consequences will be as appropriate as possible to fit the situation. Teachers will not ridicule or demean students for inappropriate behavior, but will discuss the problem with the student and assign consequences privately. These might include picking up papers from the floors or grounds, helping at lunch instead of having recess, writing about a character trait which might have helped avoid the problem, and fixing the problem with those who were affected by a student's words or actions. If the particular problem is repeated and becomes a pattern, the director will be notified. If the student's behavior warrants a meeting with the director, a CCA Disciplinary Report will be completed by the student and/or the director. This will provide ongoing documentation of disciplinary problems. The form will be kept on file in the director's office. If the behavior problem continues, consequences will become more serious, and parents may be asked to attend a conference with the student and director. Continued offenses may lead to student suspension from school. During any suspension, all regularly-assigned school work is expected to be completed and turned in for grading and partial credit after consultation with the student's teacher. Consequences will be assigned as appropriate.

These include, but are not limited to:

- bullying, physical violence, or aggressive behavior
- disrespectful or inappropriate comments which are offensive to other students or adults, particularly of a racial, sexual, or ethnic nature, including sexual harassment
- possession, use, or distribution of alcohol or restricted or non-prescription drugs or medications
- weapons
- lying or cheating
- theft or vandalism
- leaving a classroom or the school grounds without permission
- any actions which might be harmful to oneself or to anyone else or their property
- continued disruption of class which interferes with the right to learn of other students

Bullying, physical violence, aggressive behavior, disrespectful or inappropriate comments, lying or cheating, theft or vandalism, and other serious offenses:

The first incident will be regarded as a warning, and the student will meet with the director. A CCA Disciplinary Report will be completed, signed, and kept on file in the director's office. At this time, a plan will be outlined as to how the parents will be informed of the incident. The director will contact the parents by phone and the student is expected to explain the situation to their parents. The director will assign an appropriate consequence to the student. A conference can be scheduled with the director if the student and/or parents wish.

The second time that the student engages in an offense, a CCA Disciplinary Report will again be completed, and a Behavior RTI will be initiated. The director will call one or both parents

and allow the student to talk to their parent about this second offense. The student and parents will be expected to attend a conference with the director to discuss the continuing problem, and design a formal behavior contract with the student. Appropriate consequences will be assigned.

The third time that the student engages in an offense, a CCA Disciplinary Report will again be completed. The director will call one or both parents, and the student will explain the details of the third offense. The student and parents will attend a conference with the director to discuss why the behavior has continued. The student will be suspended from school for one to five school days. During any suspension all regularly-assigned school work should be completed and turned in for partial credit and grading after consultation with the student's teachers. Continued offenses will result in further suspensions and possible expulsion from CCA.

### **Involvement of Child Protection Agencies and/or Law Enforcement**

Occasionally behavior problems occur which necessitate the involvement of child protection agencies and/or law enforcement. CCA administrators will always take the most conservative approach in contacting authorities in any situation where student or adult safety is endangered, or in situations which present harassment or unlawful behavior. There will be no leniency or tolerance for those students who knowingly act or speak in such a way as to damage or endanger the safe learning environment of CCA.

**\*Please see page 20 for discipline plan for students who display unacceptable behavior.**

## Behavior/Discipline Chart

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	ADDITIONAL OFFENSES
<b>Minor Offenses</b> <ol style="list-style-type: none"> <li>1. Teasing</li> <li>2. Defiance</li> <li>3. Disrespect to Peers</li> <li>4. Inappropriate Language</li> <li>5. Lying/Cheating/Dishonesty</li> <li>6. Throwing things</li> <li>7. Not doing work in class</li> <li>8. Violation of dress code</li> <li>9. Littering and causing problems in the halls, lunchroom, and bathrooms</li> <li>10. Interrupting other students' educational opportunities included but not limited to classroom learning</li> </ol>	<p>Only if teacher sends student to the office</p> <p>Warning or loss of 1 recess (detention)</p> <p>Loss of recess results in parent contact</p>	<p>1 - 5 Loss(es) of Recess (detention)</p> <p>(After fifth loss of recess, go to suspension)</p> <p>Parent Contact</p>	<p>1 – 3 Days Suspension</p> <p>1 day may be served in school</p> <p>Parent Contact</p>	<p>3-5 Days Suspension</p> <p>Parent Contact</p>
<b>Major Offenses</b> <ol style="list-style-type: none"> <li>1. Intimidation/threatening a student</li> <li>2. No show for detention</li> <li>3. Fighting</li> <li>4. Verbal abuse toward peers or teachers</li> <li>5. Theft</li> <li>6. Bullying/Harassment</li> <li>7. Possession/distribution/use of tobacco or illegal drugs</li> <li>8. Persistent defiance to teachers</li> <li>9. Unsafe behavior</li> <li>10. Vandalism/destruction/misuse/defacing of property</li> <li>11. Indecent exposure</li> <li>12. Physical contact</li> <li>13. Physical restraint of a peer</li> <li>14. Threat of physical harm to self or other students</li> <li>15. <b>Possession of weapon(s) and/or any unsafe object, device, or material that could inflict bodily harm, injury, or death</b></li> </ol>	<p>(Depending on level of severity of incident)</p> <p>3 -5 Days Loss of Recess</p> <p>1 Day of suspension</p> <p>Parent Contact</p> <p><b>Notice - Possession of weapon(s) - "Expulsion" (Read section in Handbook for further explanation)</b></p>	<p>1- 3 Days Suspension</p> <p>Parent Contact</p>	<p>3-5 Days of Suspension</p> <p>Parent Contact/Conference</p>	<p>5-10 Days of Suspension</p> <p>Informal Hearing with Parents</p> <p>After 3 Suspensions an Expulsion hearing may be held.</p>

## **Sexual Discrimination and/or Harassment**

Sexual harassment is recognized as a form of sex discrimination. CCA will maintain a learning environment that is free from sexual harassment. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a condition of a student's educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such an individual.
- 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.

Sexual harassment as defined above may include but is not limited to

- Language referring to sexual orientation.
- Sex-oriented verbal "kidding," abuse, or harassment.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body.
- Suggesting or demeaning sexual involvement, accompanied by implied or explicit threats concerning one's grades, academic status, or similar personal concerns.

All matters involving sexual harassment shall remain confidential to every extent possible. Reporting sexual harassment shall not reflect on the individual's academic progress, work, or grades.

## **Drug and Alcohol Use by Students**

In accordance with CCA's disciplinary policies, the following procedures are established for disciplining students for alcohol or drug related misconduct.

### **Use:**

1. When a student is suspected of use, the person having the suspicion should notify the director. Notification must include reason for such suspicion (observed use, unusual behavior, etc.) The director will conduct a check of the suspected student and collect data.
  - a. If information is not sufficient to warrant further action, the director may have a personal conference with the student expressing awareness and concern.
  - b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.
2. When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the student's immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will

not be left alone but placed in a quiet situation where he or she will remain under observation.

**Possession:**

Students who possess alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of CCA policy will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the director immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance, or drug-containing paraphernalia in violation of CCA policy will request that the student accompany him or her to the director. If the student refuses, the staff member will notify the director immediately.
3. The director will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in CCA policy.
4. The director will place any evidence in an envelope or alternative container as necessary which will be sealed, dated, and initialed by the individual who originally obtained the materials and by the director. The evidence then will be placed in the school safe.
5. The director will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.
6. When there is evidence of a student possessing illegal drugs, the student will be suspended and his parent/guardian notified.

**\*The student will be recommended for expulsion if there is evidence of drug or alcohol use and/or possession.**

**Distribution:**

Students who sell, give, or exchange alcohol, drugs, other controlled substances or drug-containing paraphernalia in violation of CCA policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, drugs, other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that the student accompany him or her to the director. If the student refuses, the staff member will notify the director immediately.
2. The director will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with CCA policy.

**\*Any student who distributes, trades, exchanges, or sells controlled substances will be expelled.**

## **Possession of Weapons on School Grounds**

The CCA School Board has determined that possession and/or use of a weapon by students is detrimental to the welfare and safety of the students and school personnel of CCA. Anything that is deemed a weapon or a facsimile of a weapon is prohibited on school grounds and is cause for suspension and/or expulsion.

**Mandatory Expulsion in Accordance with State and Federal Law:**

Carrying, bringing, using, or possessing a dangerous weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school is prohibited.

If a student discovers that he or she has carried, brought, or is in possession of a dangerous weapon and the student notifies a teacher or administrator, and as soon as possible delivers the dangerous weapon to that person, expulsion shall not be mandatory and such action shall be considered when determining appropriate disciplinary action, if any.

As used in this policy, “dangerous weapon” means:

- A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm.
- Any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
- A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches.
- Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury including, but not limited to a slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind.

In accordance with federal law, expulsion shall be for no less than one full calendar year for a student who is determined to have brought a firearm to school in violation of this policy. The director and CCA School Board may modify the length of this federal requirement for expulsion on a case-by-case basis.

**Local restrictions:**

The CCA board has determined that extra precautions are important and necessary to provide for student safety. Therefore, the carrying, bringing, using, or possessing of any knife, regardless of the length of the blade, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without express authorization is prohibited. Students who violate this policy shall be referred for appropriate disciplinary proceedings. If a student discovers that he or she has carried, brought, or is in possession of a knife and the student notifies a teacher or administrator, and as soon as possible delivers the knife to that person, expulsion shall not be mandatory. Such action shall be considered when determining appropriate disciplinary action, if any.

CCA shall maintain records which describe the circumstances involving expulsions of students who bring weapons to school including the name of the school, the number of students expelled, and the types of weapons involved as required by law.

School personnel shall refer any student who brings a firearm or weapon to school without authorization of the school to law enforcement, unless the student has delivered the firearm or weapon to a teacher or administrator as soon as possible upon discovering it. In such cases, school personnel shall consult with law enforcement to determine whether referral of the student to law enforcement is necessary and how to properly dispose of the firearm or weapon or return it to its owner.

## **Lost and Found, Misplaced, or Stolen Personal Property**

Parents are asked to put name tags or labels in as many student belongings as possible. Items found at school can be picked up from Lost and Found, located in the classroom building. Families searching for misplaced items should check in Lost and Found, as well as checking in classrooms, student backpacks, and at home. Expensive or irreplaceable items should not be brought to school. CCA cannot be responsible for any lost money or other personal belongings.

### **Money**

As a general rule, students do not need money at school. If they do need money to pay a bill or for any other purpose, the money should be carefully kept put away in pockets or backpacks or given to the teacher for safe keeping. Cash is tempting, and it is wiser to avoid the possibility of having it lost, misplaced, or stolen by keeping it in a safe place. CCA cannot be responsible for any lost money or other personal belongings.

### **Fire and Emergency Drills**

Fire and emergency drills will be conducted throughout the year to prepare students for an emergency. Implementing and following various safety procedures at home encourages students to be calm and aware of possible actions to take in the event of a problem at school or elsewhere.

## **Corridor Community Academy Dress Code**

All students will dress appropriately and be well groomed for school to reflect their willingness and commitment to participate in their education at Corridor Community Academy. Clothing should be neat, clean, and modest. Modest means that clothing and appearance do not bring unnecessary attention to students. All clothing should fit without being too small or too big. Safety and health are always priorities, so shoes are to be worn at all times. Hats, caps, or bandanas are not to be worn inside the buildings.

### **Shirts:**

All shirts should be collared, long or short-sleeved shirts, in white, navy, or burgundy. Polo, turtleneck, and buttoned shirts are all acceptable. Sweaters or sweatshirts of white, navy, or burgundy may be worn over one of the other shirts for warmth. There will be no gaps allowed between shirts and pants.

Shirts, sweaters, and sweatshirts, including “hoodies” may have the school logo embroidered on them, but should not have any other writing or designs. The approved Clydesdale mascot and/or the CCA logo are the only allowed designs on uniform tops.

**Pants:** Only khaki or navy blue pants, walking shorts, skirts, skorts, or jumpers are allowed; denim is not permissible. Pants and shorts need to fit without being baggy. Jumpers, shorts, skorts, and skirts need to extend beyond the tips of the student’s fingers when arms are at the sides. All 6<sup>th</sup> thru 8<sup>th</sup> grade students are required to wear a plain brown or black belt with all clothing having belt loops.

**Shoes:**

Closed toe athletic shoes, predominantly neutral in color, that are appropriate for inside and outside the buildings should be worn. Girls may wear neutral colored tights. For safety and health reasons, sandals and shoes with platforms are not to be worn at CCA. Heely's are not appropriate footwear. Snow/mud boots are allowed during inclement weather.

**Hair:**

Hairstyles should be conservative and neat, and are to be natural hair colors of black, brown, auburn, red, or blonde. Artificial colors like pink, purple, or green are not acceptable, nor are extreme hairstyles.

**Jewelry:**

All jewelry should be small and safe for active student wear. Long earrings and large necklaces or bracelets can become entangled and present safety hazards and should not be worn at CCA. Press on tattoos or drawings on self are not allowed.

If a student or family member is in doubt about any clothing, hairstyle, or jewelry item being appropriate for school, the director will be happy to answer questions. It is important to remember that distractions in school keep students from doing their best, and the director will make the final decision about any dress code issues that cause such distractions.

If a student's clothing or appearance is judged to be disruptive, unsafe, immodest, or unhealthy, the student will be asked to correct the situation. The student may be asked to contact a parent to bring appropriate clothing, or the school will provide alternative clothing for the student to wear during the day. Continued lack of cooperation with dress code policies may result in further disciplinary action by the school administrator.

**Electronics**

I-Pods, MP3 players, cell phones, and other electronic game devices are not permitted to be used at school and must be turned off during school hours. Any of these items in use during school hours will be confiscated and returned to parents only by the school administrator. CCA is not responsible for any lost electronic devices.

Acknowledgment

**This Handbook serves as a guideline to keep our students and parents informed of CCA's procedures and policies. If you have any questions, please call 303-644-5180. Please sign and return this form to your student's teacher by August 9<sup>th</sup>, 2011.**

**Please complete one acknowledgement for each of your students.**

**I have read and understand the policies and procedures in the CCA Parent-Student handbook.**

\_\_\_\_\_

\_\_\_\_\_  
Parent(s) Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date