



**Windsor  
Charter  
Academy**

**middle school  
student & parent handbook  
2018-2019**



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## IMPORTANT CONTACT NUMBERS

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### GENERAL

Main Office: 970.833.5190  
Fax: 970.833.5188  
Attendance: 970.833.5191  
Address: 810 Automation Dr., Windsor, CO 80550  
Office Hours: 7:30 a.m. to 4:00 p.m.

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### ADMINISTRATION

Rebecca Teeples, Executive Director  
[rebecca.teeples@windsorcharteracademy.org](mailto:rebecca.teeples@windsorcharteracademy.org)  
Jeremy Schriner, Secondary Education Director  
[jeremy.schriner@windsorcharteracademy.org](mailto:jeremy.schriner@windsorcharteracademy.org)  
Hannah Mancina, Secondary Assistant Principal  
[hannah.mancina@windsorcharteracademy.org](mailto:hannah.mancina@windsorcharteracademy.org)  
Shannon Elliott, Dean of Students  
[shannon.elliott@windsorcharteracademy.org](mailto:shannon.elliott@windsorcharteracademy.org)  
Valerie Perciante, Dean of Students  
[valerie.perciante@windsorcharteracademy.org](mailto:valerie.perciante@windsorcharteracademy.org)

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### ACADEMIC ADVISORS

Heather Bratton, WCA Middle School Academic Advisor  
[heather.bratton@windsorcharteracademy.org](mailto:heather.bratton@windsorcharteracademy.org)

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## MISSION & VISION OF WINDSOR CHARTER ACADEMY

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### **Vision Statement**

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

### **Mission Statement**

Windsor Charter Academy provides our students with a solid academic foundation through our K-8 Core Knowledge and our rigorous 9-12 early college high school curricula. Our culture empowers our students to achieve academic excellence through critical thinking, character development, and a love for lifelong learning.



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# 2018-2019 SCHOOL CALENDAR

School Hours: 8:00 a.m. to 3:05 p.m.



## 2018-2019 Calendar

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### AUGUST

- 3-7** New Teachers Report
- 8-14** All Teachers Report
- 15** First Day of School/Kindergarten Testing
- 16** First Day of School for Kindergarten

### SEPTEMBER

- 3** Labor Day

### OCTOBER

- 11** End of 1st Quarter
- 12** No School / Conference Compensation Day
- 15** No School / Teacher Professional Development

### NOVEMBER

- 19-23** Fall Break

### DECEMBER

- 20** End of 2nd Quarter
- 21** No School / Teacher Work Day
- 24-31** Winter Break

### JANUARY

- 1-4** Winter Break
- 7** No School / Teacher Professional Development
- 21** No School / Martin Luther King, Jr. Day

### FEBRUARY

- 15** No School / Conference Compensation Day
- 18** No School / President's Day

### MARCH

- 8** End of 3rd Quarter
- 8** No School / Teacher Professional Development

### APRIL

- 1-5** Spring Break
- 8** No School / Teacher Work Day

### MAY

- 23** Last Day of School/ Release at 11:30 a.m.
- 24** Teacher Work Day

- First Day of School
- Vacation, No Students or Staff Report
- No School, Teachers Report
- Half Day of School / Release at 11:30 AM

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28		

September 2018						
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30						

March 2019						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2018						
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21	22	23	24	25	26	27
28	29	30	31			

April 2019						
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21	22	23	24	25	26	27
28	29	30				

November 2018						
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May 2019						
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December 2018						
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June 2019						
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23	24	25	26	27	28	29
30						



# 2018-2019 BLOCK SCHEDULE CALENDAR



## 2018-2019 Block Schedule

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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January 2019						
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13	14	15	16	17	18	19
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August 2018						
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February 2019						
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24	25	26	27	28		

September 2018						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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March 2019						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2018						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2018						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2019						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30						

### AUGUST

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### DECEMBER

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### APRIL

- 1-5** Spring Break
- 8** Teacher Work Day

### MAY

- 23** Last Day of School/ Release at 11:30 a.m.
- 24** Teacher Work Day

## MIDDLE/HIGH SCHOOL STAFF

Name	Department	Email
Traisha Myers	English	traisha.myers@
Rachel Preece	English	rachel.preece@
Ashley Read	English/AIMS	ashley.read@
Sarah Seiffert	English	sarah.seiffert@
Melinda Smith	English	melinda.smith@
Jamie Thornhill	English	jamie.thornhill@
	AIMS/Communications	
Tamie Berg	Math	tamie.berg@
Richard Crompton	Math	richard.crompton@
Ruth Davies	Math/AIMS	ruth.davies@
Lara Holt	Math	lara.holt@
Leticia Shifflet	Math	leticia.shifflet@
Carrie Cross	History	carrie.cross@
Robyn Koperski	History	robyn.koperski@
Jeremy Santy	History	jeremy.santy@
Brandon Stone	History	brandon.stone@
Danton Berube	AIMS	danton.berube
Ralieggh Schilling	AIMS	ralieggh.schilling@
Keith Gallie	Science	keith.gallie@
Stephanie Haehn	Science	stephanie.haehn@
Gabby Sauer	Science	gabrielle.sauer@
Marie Sheridan	Science	marie.sheridan@
Jennifer Cotter	AIMS	jennifer.cotter@
Jie Zhang	AIMS	jie.zhang@
Lara Demaree	Spanish	lara.demaree@
Jeff Lorimer	Spanish	jeff.lorimer@
Waneen White	Spanish	waneen.white@
Julia Cronkite	Physical Education	julia.cronkite@
Connor Douglas	Physical Education	connor.douglas@
Devon Rosson	Physical Educaton	devon.rosson@
Sarah Drips	Art	sarah.drips@
Jennifer Unruh	Art	jennifer.unruh@
Shari Frazee	Music/AIMS	shari.frazee@
Robert Lighthall	Music	robert.lighthall@
Garth Moline	Music	garth.moline@
AnnE Kingsley	ICAP/AIMS	anne.kingsley@
Katie Blankenbaker	Innovation Teacher	katie.blankenbaker@
Krista Miller	Resource Teacher	krista.miller@
Tama Clapper	Resource Paraprofessional	tama.clapper@
Julie McGinnis	Resource Paraprofessional	julie.mcginnis@
Chantelle Barrett	Media Center Paraprofessional	chantelle.barrett@
Gracie Blohm	Paraprofessional	gracie.blohm@
Thera Lee Hinojosa	Paraprofessional	theralee.hinojoas@
Jules Nash	Paraprofessional	jules.nash@
Amy Overton	Paraprofessional	amy.overton@
Jessica Sazama	Paraprofessional	jessica.sazama@
Erin Townsend	Paraprofessional	erin.townsend@
Myriah Watkins	Paraprofessional	myriah.watkins@

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## MS/HS ADMINISTRATION & SUPPORT STAFF

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Name	Position	Email
Jeremy Schriener	Secondary Education Director	jeremy.schriener@
Hannah Mancina	Assistant Principal	hannah.mancina@
Shannon Elliott	Dean of Students	shannon.elliott@
Valerie Perciante	Dean of Students	valerie.perciante@
Eric Dudley	Athletic Director	eric.dudley@
Heather Bratton	MS Counselor	heather.bratton@
Erica Koehler	HS Counselor	erica.koehler@
Theresa Tickler	College Advisor	theresa.tickler@
Robyn Koperski	AVID Coordinator	robyn.koperski@
Tara Schwindt	Office Manager	tara.schwindt@
Shawna Easter	MS Receptionist	shawna.easter@
Ellen Cermak	HS Receptionist	ellen.cermak@

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## ADMINISTRATION OF SCHOOLS & SUPPORT STAFF

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Name	Position	Email
Rebecca Teeples	Executive Director	rebecca.teeples@
Jamie Zink	Executive Assistant	jamie.zink@
Sarah Gennie Casado	Director of Finance & HR	sarahgennie.casado@
Lauren Miller	Business Manager	lauren.miller@
Irene Nissen	Director of Innovation	irene.nissen@
Michael Unruh	Technology Manager	michael.unruh@
Elizabeth Jones	Technology Assistant	elizabeth.jones@
Annalise Mecham	Director of Community Relations	annalise.mecham@
Diana Stanislav	Student Data Services Manager	diana.stanislav@
Tammy Fagler	Assistant Registrar	tammy.fagler@
Sara Ibarra	School Nurse	sara.ibarra@
Jon Reynolds	Director of Food Services	jon.reynolds@
Ricky Wagner	Director of Facilities Management	ricky.wagner@
Tony Belmont	Facilities Maintenance Tech	tony.belmont@
Cody Mason	Security Officer	cody.mason@

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## EXECUTIVE BOARD

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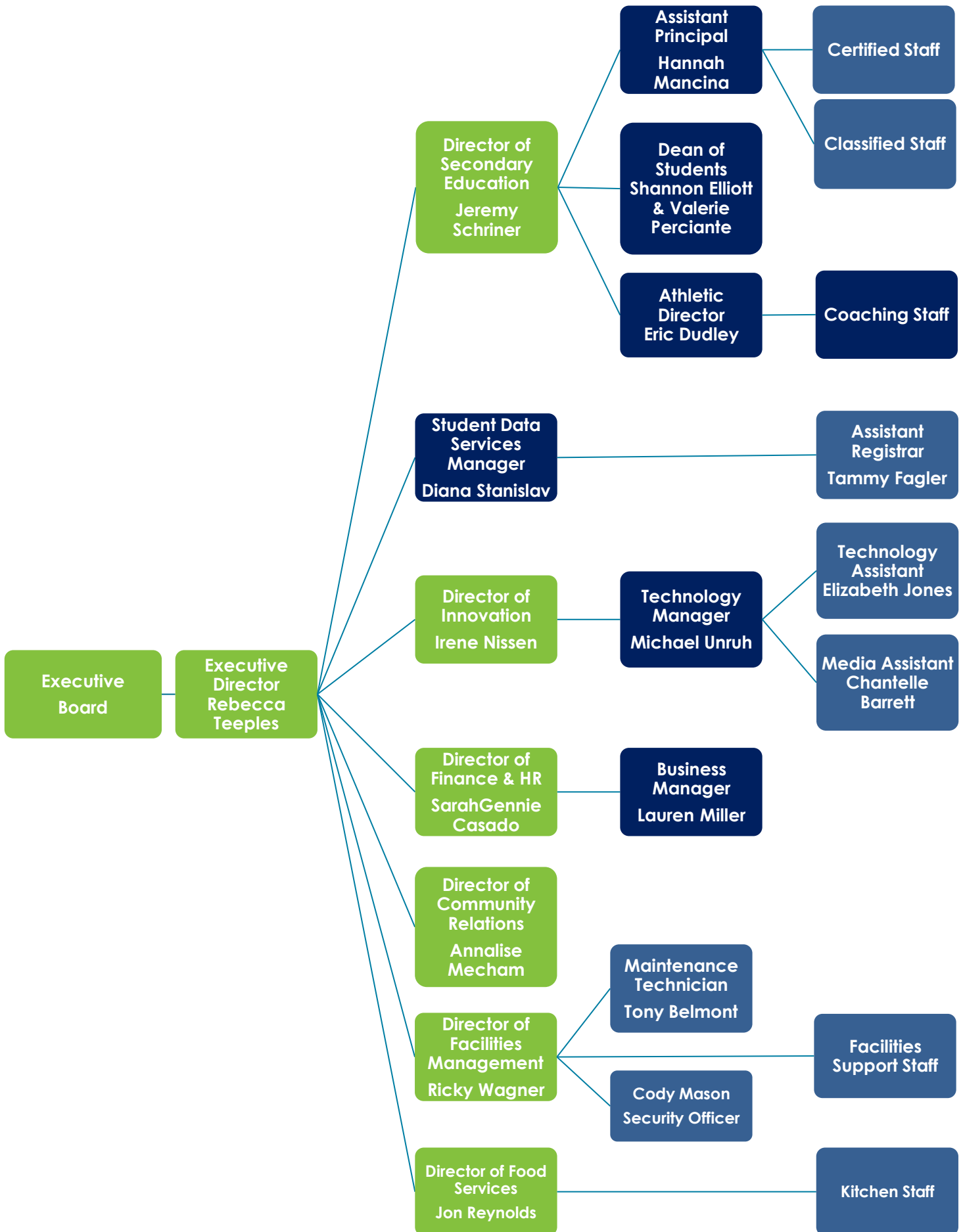
Name	Position	Email
Kevin Albertsen	Executive Board Member	kevin.albertsen@
Sherry Bartmann	Executive Board Member	sherry.bartmann@
John Feyen	Executive Board Member	john.feyen@
Donna James	Board Vice President	donna.james@
Carolyn Mader	Executive Board Member	carolyn.mader@
Jenny Ojala	Executive Board Member	jenny.ojala@
Samual Penn	Board President	samual.penn@

### Executive Board Meetings

Executive board meetings shall be held on the fourth Thursday of each month at 6:30 p.m., 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 day. Work sessions begin at 5:30 p.m.



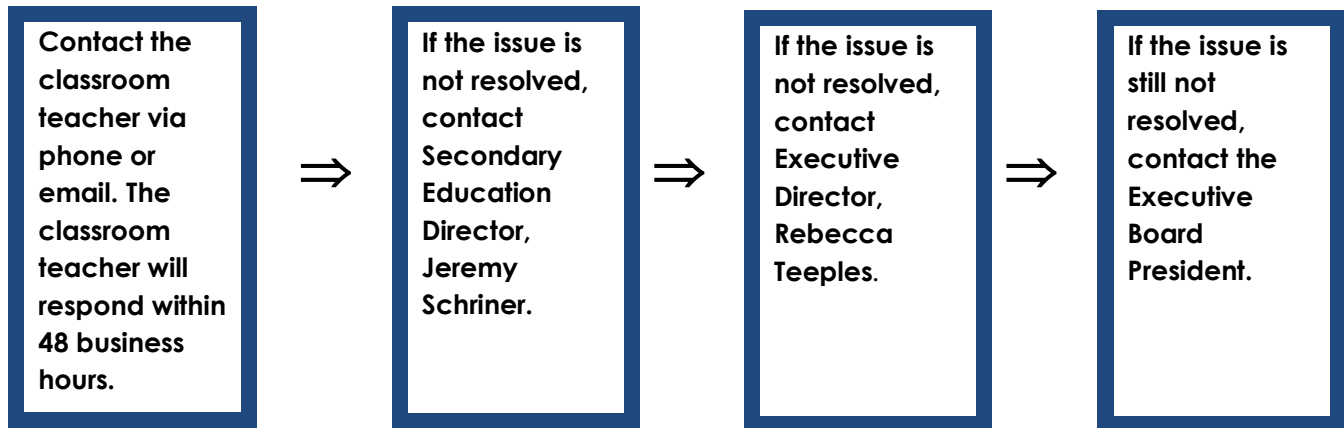
## ORGANIZATIONAL CHART



# COMMUNICATION PRACTICES

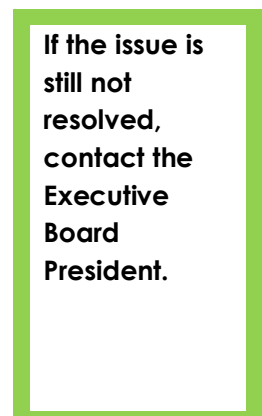
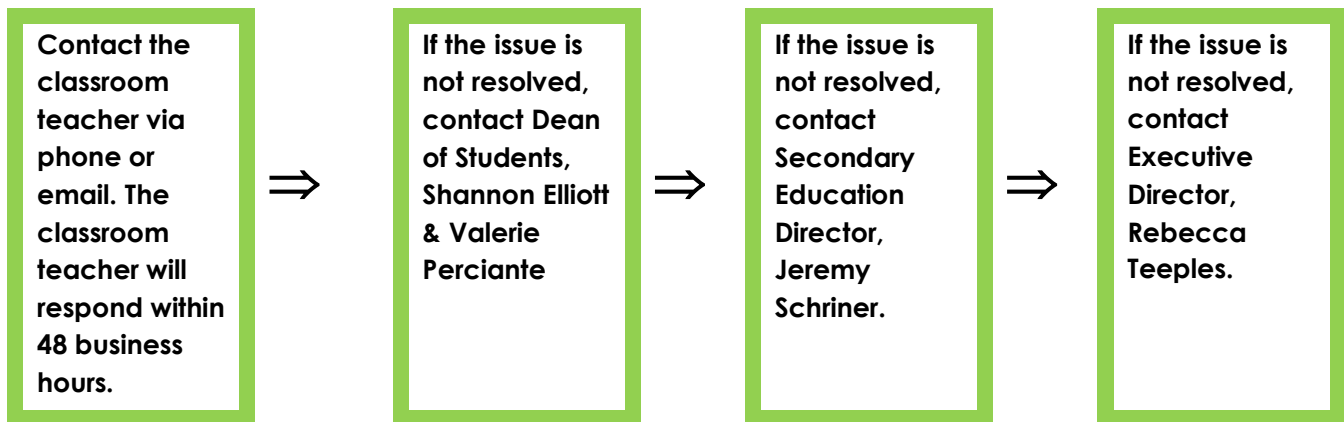
## Classroom / Academic Concerns

When concerns arise about student performance, the learning environment, and other areas such as social/emotional, please contact the teacher. If questions or concerns still exist, then follow the chain of command.



## Discipline Concerns

When concerns arise around discipline issues, please contact the teacher. If questions or concerns still exist, then follow the chain of command.



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# NON-DISCRIMINATION / EQUAL OPPORTUNITY

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## Notice of Non-Discrimination and Designation of Compliance Officer

Windsor Charter Academy is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. To that end, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Charter program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability, or other status protected by law. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and/or federal law.

Any person who has a question, concern, or complaint related to the Charter's non-discrimination policies and/or its efforts to ensure equal educational opportunities should contact one of the Charter's designated non-discrimination/equal opportunity compliance officers.

For student-related inquiries, including complaints of discrimination or harassment in violation of the ADA, Section 504 and/or Title IX, please contact:

Executive Director, Rebecca Teeples 810 Automation Dr., Windsor, CO 80550  
970.833.5190

[rebecca.teeples@windsorcharteracademy.org](mailto:rebecca.teeples@windsorcharteracademy.org)



# BLOCK SCHEDULE

## 6<sup>th</sup> Grade Block Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 to 9:30 a.m.	Period 1	Period 2	Period 1	Period 2	Period 1/2
9:34 to 11:04 a.m.	Period 3	Period 4	Period 3	Period 4	Period 3/4
11:08 to 11:53 p.m.	Period 5	Period 6	Period 5	Period 6	Period 5/6
11:55 to 12:23 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch
12:25 to 1:10 p.m.	Period 5	Period 6	Period 5	Period 6	Period 5/6
1:13 to 1:31 p.m.	Advisory	Advisory	Advisory	Advisory	Advisory
1:35 to 3:05 p.m.	Period 7	Period 8	Period 7	Period 8	Period 7/8

## 7<sup>th</sup> & 8<sup>th</sup> Grade Block Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 to 9:30 a.m.	Period 1	Period 2	Period 1	Period 2	Period 1/2
9:34 to 11:04 a.m.	Period 3	Period 4	Period 3	Period 4	Period 3/4
11:08 to 11:36 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch
11:40 to 1:10 p.m.	Period 5	Period 6	Period 5	Period 6	Period 5/6
1:13 to 1:31 p.m.	Advisory	Advisory	Advisory	Advisory	Advisory
1:35 to 3:05 p.m.	Period 7	Period 8	Period 7	Period 8	Period 7/8

## Advisory Schedules

Advisory will be every day for 6<sup>th</sup> through 8<sup>th</sup> Grade. The focus for each day is outlined below.

Week Day	Focus
Monday	Catch Up Day/Grade Level Activity
Tuesday	School-Classroom Culture Building
Wednesday	Character Education
Thursday	ICAP/AVID
Friday	Grade Check



# ALTERNATIVE SCHEDULES

## Assembly Schedule

On school days when there are assemblies we may schedule the assembly during elective blocks or the schedule will be as follows. This ensures that students are able to attend all classes for the day.

Period	Time
1/2	8:00 a.m. – 9:15 a.m.
3/4	9:20 a.m. – 10:35 a.m.
5/6 Lunch	10:40 a.m. – 12:25 p.m.
7/8	12:30 p.m. – 1:45 p.m.
Assembly	1:50 p.m. – 3:05 p.m.

## Assembly Schedule: Periods 5 & 6 / Lunch

Group A	10:40–11:05	11:10–12:25
7 <sup>th</sup> & 8 <sup>th</sup> Grades	Lunch	Class

Group B	10:40–11:17	11:17–11:47	11:47–12:25
6 <sup>th</sup> Grade	Class	Lunch	Class

## Delayed Start/Testing Schedule

On school days when there is a delayed start or benchmark testing, the schedule will be as follows. This ensures that students are able to attend all classes for the day. Testing will take place from 8:00-10:00 a.m.

Period	Time
1/2	10:00 a.m. – 11:00 a.m.
3/4	11:05 a.m. – 12:05 p.m.
5/6 Lunch	12:10 p.m. – 1:45 p.m.
Advisory	1:45 p.m. – 2:00 p.m.
7/8	2:05 p.m. – 3:05 p.m.

## Delayed Start/Testing Schedule: Periods 5 & 6 / Lunch

Group A	12:10–12:35	12:40–1:40	1:45–2:00
7 <sup>th</sup> & 8 <sup>th</sup> Grades	Lunch	Class	Advisory

12:45–1:00	12:10–12:40	12:43–1:08	1:10–1:40	1:45–2:00
6 <sup>th</sup> Grade	Class	Lunch	Class	Advisory

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## ASSESSMENTS

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Windsor Charter Academy uses a variety of assessments to measure student growth and inform instruction. The CMAS (Colorado Measure of Academic Success) tests are computer-based assessments in mathematics, language arts, social studies, and science. It helps parents and educators to see how children are progressing in school and their preparation for the future and are required by the state of Colorado. Windsor Charter Academy also uses the MAP benchmark assessments to measure student achievement and growth throughout the year. These tests are given in the fall, winter and spring and the reports will be available to parents.

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## CHARACTER EDUCATION

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While academics are essential at Windsor Charter Academy, citizenship is an equal component as well. Students will use the *Eight Keys of Excellence* by Quantum Learning. All of our students will be held accountable for both their behavior and their academic growth.

The Eight Keys to Excellence support the overarching theme of respect.

- **Integrity:** 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. It is important to learn from our mistakes and improve our systems. Failures are opportunities for growth.
- **Speak with Good Purpose:** Students should speak positively and with good intent. The development of safe, honest, and direct communication will be promoted at WCA.
- **This Is It!**: By making the most of every moment, students should pay attention and maintain a positive attitude.
- **Commitment:** Students should 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.



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# CONDUCT

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WCA is committed to creating a safe and nurturing environment in order to promote optimal learning. Students need to feel safe 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 how to respect the rights of individuals. This is done by exercising responsible individual behavior.

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

The conduct and discipline code at 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.

WCA staff and administration will discipline students with fair, natural, and logical consequences. The staff will also notify parents and utilize them as equal partners in helping to instruct our students on appropriate behavior.

## **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.
- 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.

## **Discipline**

Discipline is referred to administration if students develop negative patterns of behavior or if harmful behavior has occurred. Office referrals may result in possible suspension and/or expulsion depending on the severity of the behavior. Examples of harmful behavior are:

- 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, knife or homemade weapon upon school premises.
- The use or distribution of any controlled substance, alcohol, tobacco/nicotine products 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.
- Disrupting learning environment.

Additionally, teachers may write referrals for the following reasons:

- Third refocus (and subsequent) per semester
- Third dress code infraction
- Second plagiarism/cheating infraction

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## CORE KNOWLEDGE

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Windsor Charter Academy is a Core Knowledge School. The middle school Core Knowledge curriculum provides students with a broad base of knowledge. The curriculum encompasses language arts, mathematics, science, history, geography, fine arts, and physical education, and is characterized by knowledge that is:

- Context-rich – unchanging knowledge such as important events of world history;
- Sequential and Cumulative – a planned progression building on students' previous knowledge and eliminating excessive repetition and gaps;
- Content specific – clearly defined knowledge at each grade level ensuring fairness for all students;
- Coherent – explicit knowledge identifies what children should learn at each grade level to ensure an articulated approach to building knowledge across all grade levels

The Core Knowledge concept is based on the belief that knowledge builds upon knowledge. The sequential curriculum spirals and is content-rich and engaging. Core Knowledge builds background knowledge with an instructional focus on rich, classic literature.

The sequence not only outlines specific content in the areas of language arts, geography, science, mathematics, and fine arts, but places a strong emphasis on history. The sequence in history is divided into two sections at every grade-level—national and world. As students move from grade-level to grade-level, they build a strong understanding of the sacrifices that our forefathers made to establish a country founded on a constitution and a belief that “all men are created equal.” Additionally, as students study ancient civilizations and world history, students better understand their role as a global community member. Understanding the cultural and historical backgrounds of countries throughout the world, better prepare students for success as future leaders.

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## DRESS CODE

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It is the responsibility of all students to know, understand, and consistently follow WCA's dress code for students throughout the entire year. Students will be asked to change into clothes provided by the school.

- **First Offense Each Semester:** Students will be asked to change into clothes provided by the school. Student reads the entire dress code policy during lunch in the office.
- **Second and Subsequent Offense Each Semester:** Students will be asked to change into clothes provided by the school. Student reads the entire dress code policy during lunch, calls home, and serves Friday after-school detention.

If a student is violating the dress code the teacher will either escort the student to the office or send the student to the office with a dress code violation slip. The office staff will stamp the dress code slip to acknowledge that the violation has been recorded. The student must report back to the referring teacher with the stamped dress code slip and the student will carry the slip for the remainder of the day. The office staff will document the offense on the discipline record with the referring staff members name.

A student's appearance has an impact on his/her attitude, behavior, and learning. Students at Windsor Charter Academy (WCA) shall dress appropriately to show a high degree of personal respect and character. Student dress shall be a direct reflection of the level of character and respect representative of WCA. The guidelines set forth are meant to allow students the ability to wear clothing to WCA with a higher level of flexibility, while maintaining a high sense of personal respect for appearance and professionalism. Not all fashions that are appropriate to be worn outside the school, are appropriate for the school. At all times, administration reserve the right to require students to modify their dress if they are in violation, clothing is deemed inappropriate, or is a distraction to learning. A student found in repeated violation of the dress code will be subject to review by his/her parents/guardians, the administration 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. If at any time due to religious beliefs a student is not able to comply completely with the dress code, a conference with the student, guardian/parent, and teacher/principal will be held to determine the best way to honor the dress code as well as an individual's religion.

All clothes must be neat, clean, and without holes or frayed. Clothes must be modest and appropriate for school. Undergarments may not be exposed or visible through clothing. At all times, clothing must fit appropriately. No student will convey violent, racist, or obscene messages or symbols through dress. With the ever-changing gang symbols, administration reserves the right to deem a student's attire a dress code violation, at their discretion.

Middle School	
<b>Pants, Capris &amp; Shorts</b>	<ul style="list-style-type: none"> <li>Colors: solid navy, khaki, grey and black.</li> <li>Styles: cotton twill, stiff polyester, or corduroy (no blue jean material).</li> <li>No denim.</li> <li>Pants, capris, and shorts must fit so they do not sag, exposing one's backside or undergarments including top of underwear.</li> <li>Shorts must meet or exceed the length of the fingertips when standing with arms at the sides.</li> <li>Pockets: Shorts or pants must not have more than six pockets.</li> <li>Solid color undershorts must be worn under skirts and jumpers and must not be visible when standing.</li> <li>No spirit-wear pants.</li> </ul>
<b>Leggings &amp; Jeggings</b> Jeggings: tight-fitting stretch pant, styled to resemble a pair of denim jeans.	<ul style="list-style-type: none"> <li>Color: Any solid color.</li> <li>Leggings and jeggings are not to be worn alone. They must be worn with tunics, skirts or dresses that follow the fingertip rule (length of the fingertips when standing with arms at the sides).</li> </ul>
<b>Jumpers, Skirts, Skorts, &amp; Dresses</b>	<ul style="list-style-type: none"> <li>Colors: solid navy, khaki, green, black, brown, grey, and WCA school plaid (from French Toast)</li> <li>Fabric: cotton twill, stiff polyester, or corduroy.</li> <li>Styles: pleated or straight. Length must be no shorter than a vertical credit card length above the knee.</li> <li>Dress Styles: polo dresses only.</li> <li>Shorts under skirts must not be visible while standing.</li> <li>Dresses and skirts must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress.</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>Short or long sleeved classic polo style shirt, turtlenecks, and mock turtlenecks in solid color. Colored heather shirts do not meet dress code standards. Heather-colored shirts are interknitted yarns of mixed colors producing flecks of an alternate color.</li> <li>A student's undershirt or undergarment can be any dress code compliant shirt.</li> <li>Button down shirts with collar in any solid color</li> <li>Buttons can be any color and must be buttoned to the collarbone.</li> <li>Shirts must be completely tucked in at all times.</li> <li>Any pre-approved WCA spirit clothing tops may be worn any day of the week.</li> </ul>
<b>Sweaters &amp; Sweater Vests</b>	<ul style="list-style-type: none"> <li>Colors: any solid color</li> <li>Styles: crew neck, mock turtleneck, Henley collar, cardigans, pullovers or hooded sweaters.</li> <li>All sweaters and/or sweater vests must be worn over a dress code compliant shirt.</li> </ul>
<b>Sweatshirts</b>	<ul style="list-style-type: none"> <li>WCA spirit, club or class hoodies are allowed to be worn any day of the week</li> <li>Sweatshirts of any solid color over a dress code compliant shirt.</li> <li>Logos no larger than a credit card. One logo can be on the sweatshirt.</li> <li>Hoods may not be worn inside the building.</li> </ul>
<b>Jackets &amp; Outwear</b>	<ul style="list-style-type: none"> <li>Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building.</li> </ul>
<b>Scarves</b>	<ul style="list-style-type: none"> <li>Any color, must be modest and in good taste.</li> </ul>
<b>Belts</b>	<ul style="list-style-type: none"> <li>Belts are optional and can be any color. There should be nothing hanging off the belt—for example, no spikes or chains.</li> </ul>
<b>Socks</b>	<ul style="list-style-type: none"> <li>Any color that is mostly solid. Sport/athletic socks allowed with different colors.</li> <li>No patterns or prints.</li> <li>Must be below the knee.</li> </ul>
<b>Tights</b>	<ul style="list-style-type: none"> <li>Tights can be any solid color.</li> <li>No patterns or prints.</li> <li>Tights not allowed alone. They must be worn with skirts or dresses that meet the guidelines for skirts and dresses.</li> </ul>

<b>Shoes</b>	<ul style="list-style-type: none"> <li>• All shoes must have closed toes, heels and sides.</li> <li>• No lighted, character, soft soled bath / bedroom type slippers, house shoes, or shoes with wheels in the bottom.</li> <li>• Any heels must be lower than 1½ inches.</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>• Jewelry must be modest and in good taste.</li> <li>• Earrings must be less than one inch from base of earlobe.</li> <li>• Piercing allowed only on the ears. All other piercings must be removed during school hours and during school functions.</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Hair must be neatly groomed and of natural color.</li> <li>• Hair accessories shall be solid colors, in good taste and not excessive Bows should not exceed the size of a credit card.</li> <li>• No Mohawks, Fauxhawks, and any other hair design that Administration deems distracting to learning.</li> </ul>
<b>Uniform</b>	Students participating in scouting programs may wear their uniform on meeting days
<b>Game Day</b>	<ul style="list-style-type: none"> <li>• Participating athletes for school-sanctioned events may wear their team jerseys/team shirts on the day of their game.</li> <li>• Pants, shorts, skirts, and skorts, must comply with dress code.</li> </ul>
<b>Free Dress Day</b>	Middle school students must follow the normal High School Dress Code Policy.
<b>Physical Education Classes</b>	Students must wear WCA physical education uniform during PE classes and yoga shorts/pants during yoga class.
<b>Formal Dress Uniform</b>	<p>The formal dress uniform is mandatory for certain functions to be determined by WCA including special occasions, field trips, pictures, etc.</p> <ul style="list-style-type: none"> <li>• White oxford shirt or Peter Pan collar, long or short sleeve</li> <li>• Khaki or navy / pants or shorts</li> <li>• Approved French Toast tie or crossover tie</li> <li>• Navy or white sweater vest, crew neck sweater, or cardigan sweater (optional).</li> <li>• Socks must be solid white, black, brown, or navy.</li> <li>• Tights must be solid white or navy</li> </ul>
<b>Jeans Day</b>	<p>Jeans may be worn on Friday for \$1.00 with the proceeds going to fund student activities. If the Friday coincides with a Free Dress day, there is no charge to wear jeans.</p> <ul style="list-style-type: none"> <li>• Jeans must be neat, clean and free from holes or fraying.</li> <li>• The last Friday of the month is "Free Jeans Day"; students do not have to pay to wear jeans.</li> </ul>
<b>Formal Dances</b> Anyone not conforming to dress standards or dance procedures and general guidelines will not be admitted. If there are any questions, consult Administration before the day of the event.	<p>Formal dresses and suits should be in good taste and appropriate for a formal event according to the standards below.</p> <ul style="list-style-type: none"> <li>• Tuxedos or suits including dress shirt and tie (jackets are optional)</li> <li>• No jeans, khakis, or T-shirts.</li> <li>• Dress slacks must be worn at the waist and should not be saggy or baggy.</li> <li>• Shirt, tops and blouses must conceal cleavage, sides, back, shoulders, and midriff.</li> <li>• If shirt top is sheer, a top that meets dress code guidelines must be worn underneath.</li> <li>• Dresses must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress.</li> <li>• Slits on dresses or skirts may not go above the fingertips when standing with arms at the side.</li> <li>• Dresses or shirts are not to have bare midriffs or cling to the body. Any dress should not ride up as the student dances.</li> <li>• Backless dresses may not be cut below the natural bra line.</li> <li>• All necklines must be modest and in good taste. Dresses with plunging necklines are not permitted. All necklines must fully cover below the natural bra line (armpit to armpit).</li> <li>• Dresses may be spaghetti strap, strapless, cold shoulder, or halter -type as long as they meet the neckline requirement.</li> <li>• Dresses or tops with sheer panels, lacing, or cut-outs/ slits on any part of the bodice that reveal bare skin underneath (tear drop, slits, etc.) are not allowed.</li> </ul>
<b>Semi-Formal Dances</b> Anyone not conforming to dress standards or dance procedures and general guidelines will not be admitted. If there are any questions, consult Administration before the day of the event.	<p>Dresses and suits should be in good taste and appropriate for a semiformal event according to the standards below:</p> <ul style="list-style-type: none"> <li>• Dress pants or khakis and button-up dress shirt with collar</li> <li>• Ties, jackets, vests, or suspenders are optional</li> </ul> <p>Dresses and shirts may be more casual than for a formal dance but must also meet the standards outlined above in the Formal Dress Standards.</p>
<b>Casual Dances</b> Anyone not conforming to dress standards or dance procedures and general guidelines will not be	<p>Clothing should be in good taste and appropriate for a casual event according to the standards below:</p> <ul style="list-style-type: none"> <li>• Clothing should follow the normal WCA High School Dress Code.</li> <li>• Students may dress alternatively if there is a specific dance theme but they must follow the guidelines outlined for the event as approved by Administration.</li> </ul>

admitted. If there are any questions, consult Administration before the day of the event.	Examples of casual dance themes: Ugly Christmas Sweater Party, Costume Party, Glow in the Dark Dance.
<b>Special Days / Dress for Success</b>	<p>The Administration and teachers encourage all students to behave and dress in a fashion and style appropriate for the school day. An individual's dress, personal appearance, and cleanliness, like his or her behavior, should reflect sensitivity to and a respect for others.</p> <ul style="list-style-type: none"> <li>• Dresses or skirts must be of modest length. The length must meet or exceed that of the fingertips when standing with arms at the side. This rule applies to the natural flow of the dress.</li> <li>• Slits on dresses or skirts may not go above the fingertips when standing with arms at the side.</li> <li>• Dresses are not to have bare midriffs or cling to the body.</li> <li>• No backless, spaghetti strap strapless, cold shoulder, or halter-type dresses or tops. All necklines must be modest and in good taste. Dresses or tops with plunging necklines are not permitted.</li> <li>• Dress pants must be worn at the waist and should not be saggy or baggy</li> <li>• Dress shirts must be tucked in.</li> </ul> <p>Final decisions in cases of disagreement will be resolved by the Administration.</p>

## MULTI-YEAR PLAN

Grade	Language Arts	Math		Social Studies	Science	PE / Spanish	Art/ Music	Electives
6 <sup>th</sup>	ENG 6*	PRE-ALG	MAT 6	HIS 6	SCI 6	PE 6 SPA 6	ART 6 MUS 6	See course descriptions for options for Elective 1 and 2
7 <sup>th</sup>	ENG 7*	MAT 25*	PRE-ALG	HIS 7	SCI 7	PE 7 SPA 7	ART 7 MUS 7	
8 <sup>th</sup>	ENG 8*	MAT 50*	MAT 25	HIS 8	SCI 8	PE 8 SPA 8	ART 8 MUS 8	

## GRADING POLICY

Windsor Charter Academy's vision is to create an academic environment "where students are educated, empowered, and equipped to reach their highest potential." We support our mission for students that "demonstrate mastery of academic building blocks necessary for a successful future."

### Windsor Charter Academy Beliefs

1. All students are consistently held to high expectations that support the vision.
2. Grades are based on multiple and various assessments over time.
3. Grading practices yield grades that reflect student proficiency.
4. Grading practices are fair and support effective teaching and learning.

## Guiding Premises

Teachers at Windsor Charter Academy are partners with students and families to help every student demonstrate proficiency in course standards, benchmarks, and essential learning targets for Core Knowledge and Colorado State Standards for grades K-8 and Colorado State Standards for grades 9-12.

Grade books will reflect student proficiency in standards through a range of types of formative and summative assessments.

- Summative assessments measure what students know and can do at a point in time. Examples include end-of-unit tests and projects.
- Formative assessments are part of the instructional process to provide information needed to adjust teaching and learning while they are happening. Examples include practice assignments and quizzes.

Grade books will show a body of evidence of to show a comprehensive picture of the level of student proficiency.

- Formative and summative assessments will comprise 80% of the quarter grade. The course final, if administered, should be approximately equal to a unit exam.
- Teachers will share with parents the ratio of formative/summative grades that determine the final grade.
- Homework will comprise 20% of the quarter/semester grade.

Grading scales are reflected as follows:

Grading Scale					
<b>A+</b>	96.5 to 100%	<b>A</b>	92.5 to 96.4%	<b>A-</b>	89.5 to 92.4%
<b>B+</b>	86.5 to 89.4%	<b>B</b>	82.5 to 86.4%	<b>B-</b>	79.5 to 82.4%
<b>C+</b>	76.5 to 79.4%	<b>C</b>	72.5 to 76.4%	<b>C-</b>	69.5 to 72.4%
<b>D+</b>	67.5 to 69.4%	<b>D</b>	62.5 to 66.4%	<b>D-</b>	59.5 to 62.4%
		<b>F</b>	Below 59.5%		

Grades on college transcripts and high school transcripts may be different for concurrent enrollment courses. High school transcripts will align with the Windsor Charter Academy scale. College transcripts will align with the college department policies and will be outlined in each individual course syllabus.

## Non-GPA Weighted Grades

- Work ethic grades will reflect students work habits in the classroom, based on a work ethic rubric. Students will receive a work ethic grade for each class taken. Work ethic grades will not affect GPA.
- Math fluency grades reflect proficiency in a skill. This guides students and parents in understanding the needs for foundational skills. Math fluency grades will not affect GPA.

## Weighted and Unweighted Grades

A cumulative GPA is calculated for all courses based on the number of credits received utilizing a 4.0 (unweighted) and 5.0 (weighted) scale. Weighted grades represent the higher-level work that occurs with honors and college courses. Windsor Charter Academy uses cumulative GPAs to determine class rank and graduation honors, eligibility for the National Honor Society, awarding of scholarships, and as part of the admission criteria for colleges. The GPA for honors courses will be awarded an additional weighting of 0.5. The GPA for college courses will be awarded an additional weighting of 1.0.

- Unweighted courses are calculated on a 4.0 scale.
- Honors courses are calculated on a weighted 4.5 scale.
- College courses are calculated on a weighted 5.0 scale.



## Work Habit Grades

Students will also receive a work habits grade based on participation and effort. This grade will not be part of a student GPA. The rubric is as follows:

Indicators	4 (A) Consistently Exceeds Expectations	3.5 (B+) Frequently Meets Expectations	3 (C) Sometimes Meets Expectations	2 (F) Rarely Meets Expectations
I AM PREPARED	I am consistently prepared. I am on time to class and am prepared at the start of the lesson. I consistently bring needed materials to class and am ready to work.	I am frequently prepared. I am on time to class and am prepared at the start of the lesson. I frequently bring needed materials to class and am ready to work.	I am sometimes prepared. I am sometimes tardy to class or not prepared at the start of the lesson. I sometimes bring needed materials to class and am ready to work.	I am rarely prepared. I am late to class often and am rarely prepared at the start of the lesson. I rarely bring needed materials to class and am not ready to work.
I DEMONSTRATE POSITIVE CLASSROOM BEHAVIOR	I consistently stay focused on the task and what needs to be done. I am self-directed. I consistently have a positive attitude and demonstrate the 8 Keys of Excellence.	I frequently stay focused on the task and what needs to be done. I am self-directed. I frequently have a positive attitude and demonstrate the 8 Keys of Excellence.	I sometimes stay focused on the task and what needs to be done. I sometimes am self-directed. I sometimes have a positive attitude and demonstrate the 8 Keys of Excellence.	I rarely stay focused on the task and what needs to be done. I am rarely self-directed. I rarely have a positive attitude and demonstrate the 8 Keys of Excellence.
I PARTICIPATE	I consistently participate. I share information or ideas when participating in discussions or groups. I am an effective collaborator.	I frequently participate. I frequently share information or ideas when participating in discussions or groups. I am often an effective collaborator.	I sometimes participate. I sometimes share information or ideas when participating in discussions or groups. I am sometimes an effective collaborator.	I rarely participate. I rarely share information or ideas when participating in discussions or groups. I rarely am an effective collaborator.
I AM PRODUCTIVE	I am consistently productive. I am punctual turning in assignments. I consistently utilize classroom time effectively.	I am frequently productive. I am punctual turning in assignments. I frequently utilize classroom time effectively.	I am sometimes productive. I am sometimes punctual turning in assignments. I sometimes utilize classroom time effectively.	I am rarely productive. I am rarely punctual turning in assignments. I rarely utilize classroom time effectively.

## Classes Receiving Only Work Habits Grade

Classes that are not based on Core Knowledge standards or high school state standards will not receive a grade for the class. A work habits grade will be given on the report card. An example of a class that falls under this category would be study hall.

## Honor Roll

Middle school students at Windsor Charter Academy will receive academic recognition each quarter, based on the following criteria:

Honor Roll Criteria		
Honor Roll	High Honor Roll	Dean's List
3.6—3.79	3.8—3.94	3.95 and above

## Middle School Late Policy

- Late work will not be accepted for full credit except in the case of an excused absence or if the student uses a late ticket.
- Each teacher will give students two late tickets at the beginning of each quarter.
- Teachers will not allow late tickets to be used on major assignments or assessments.
- Students may complete late work during Zero Hour or Working Lunch and will earn an additional late ticket. Credit for extra late tickets is up to the discretion of the teacher.
- If a student is absent, he or she is responsible for finding out and completing all class and homework missed.
- Students will have two business days to turn in late work when absent.

## Student Make Up Work

Students have an obligation to complete assignments missed during days of illness or unexpected absence from school. Students have two school days for every one day absent to make up their schoolwork. More time can be given at the discretion of the teacher. Parents should encourage their children to secure missed work from each teacher immediately following an absence. Parents and students can check the homework website, google classroom and course syllabus first and then contact the teacher with additional questions. If materials are needed to complete the work parents can make arrangements to pick up items in the front office. Students who are absent for more than two days are advised to call the office to arrange for class assignments to be sent home in order to allow teachers adequate time to assemble the assignments.

## Grade Book Protocols

There are several tools available in Infinite Campus (IC) Grade Book. When teachers are using these consistently, parents and students will have a better understanding of what each symbol indicates.

- **\_\_\_ (Blank):** From the time the teacher puts the assignment in IC and until 2 days after the assignment is due it can show up as \_\_\_ (Blank). Within 2 days of the due date the assignment should have one of the following:
  - Turned in (T)
  - Missing (M)
  - Numerical Grade
- **Late:** If a student hands in a assignment and receives reduced credit because it is late the numerical value will also be flagged as late (L).
- **Incomplete:** If a student receives a low score because they did not finish the assignment flag as incomplete (I). This will help everyone understand that student did not complete the assignment (which can help in MTSS Process).
- **Exempt:** Exempt (X) should be used if a student is absent and misses a learning opportunity that is difficult to recreate asynchronously such as a lab, a group discussion, etc.
- **Dropped:** Some teachers may allow students to drop the lowest score over the course of a semester, quarter or in a certain category (practice, assessment).
- **Zero:** Student earned 0 points or did not turn the assignment within the teacher's late policy.

## 8<sup>th</sup> Grade Continuation

Students must have a 2.0 or higher cumulative GPA in order to walk in the continuation ceremony. Advisors should communicate concerns with parents at least two times before the beginning of 3<sup>rd</sup> quarter.

## Student Retentions

Any student considered for retention must have gone through the MTSS process and the grade level team must document various interventions as well as the student's response to the interventions. Additionally, the grade level team should document at least two parent conferences where concerns have been shared. A final retention decision will be made by an administrator based on the MTSS documentation. Parent communication and research-based retention scale score. Recommendations for retention must be sent to the principal by March 15<sup>th</sup> and a final decision will be made by May 1<sup>st</sup>. Retention is only considered for 6<sup>th</sup>-8<sup>th</sup> grade students.

## Credit Recovery

Students that fail to meet the continuation requirements will be required to complete a correspondence course(s) that is approved by administration. Each unit covers 35-40 hours' worth of content. The cost will be the responsibility of the family. The cost for a correspondence course averages \$150. Summer school options may be available at an additional cost.

## Working Lunch

Students with Ds or Fs in subject areas are required to work with teachers during the specified lunch. This will support student success, as students will be able to work with the teachers to catch up on work and ask questions that they may have. If a student misses a working lunch the teacher should fill out the after school detention form and the student will serve one detention for each lunch missed.

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# STUDENT PLAGIARISM AND CHEATING

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If a student is caught cheating or plagiarizing the following steps will occur. These steps are cumulative for ALL courses. For instance, if a student cheats in English and then cheats in math, he/she will have two offenses.

- **First Offense:** Teacher conferences with student and parent; student must redo assignment within one week; teacher notes in discipline record.
- **Second Offense:** Teacher contacts administration and writes a referral; administration conferences with student and parent and notes in discipline record; student receives a zero on the assignment.
- **Third Offense:** Teacher contacts administration; administration conferences with student and parent and notes in discipline record; student may fail the course, be suspended or have other serious consequences based upon the situation.

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## STUDENT ABSENCES

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Students attending Windsor Charter Academy are expected to be present as assigned and to be engaged in the educational process on a regular basis. Windsor Charter Academy prides itself on having a rigorous Core Knowledge and early college high school curriculum and high expectations for all of its students. With that in mind, attendance is absolutely necessary and expected in order for student achievement to occur.

It is 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 required by Colorado statutes, Executive Board policies, and school regulations.

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

***Per Windsor Charter Academy Bylaws, enrolled students must attend the first five scheduled days of the school year or have written permission from the Executive Director. Students will be un-enrolled if student fail to attend the first five days of the school year without written permission from the Executive Director.***

### General Absence Policy

When a student has been absent five times in a school year, whether it be excused or unexcused, a courtesy letter will be generated and mailed home. This letter will communicate the five absences and express concern about the educational well-being of that student. After ten excused or unexcused absences within a school year, another letter will be sent to request a parent, student, and administrator meeting. This is in effort to create a positive action plan 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 note for further absences. [Please visit policy JE.](#)

### Tardy Policy

In regard to tardiness at Windsor Charter Academy, the school feels 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 the performance others. The only tardy that shall be considered excused is for a medical or dental appointment. Each student will be allowed five unexcused tardies every semester. Additional unexcused tardies will be addressed with student and parents. Parents will be given letters after 5 tardies and students will need to attend lunch detention to make up for lost instructional time.

## Extended Absences

Parents planning to take their children out of school for an extended absence should notify the school at least two weeks prior to the absence and fill out a Pre-Arranged Absence To Request Student Work form. Upon their return, it is the student's responsibility to make arrangements with teachers to make up missed assignments. Teachers may provide students work prior to vacation or absence, but will upon student's return to school. 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 unless other arrangements are made with individual teachers.

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## STUDENT CELL PHONES & SMART WATCHES

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All student cell phones and smart watches must remain on silent and not visible throughout the school day, unless requested by a teacher for a specific activity. If students choose to carry their cell phone it must be in a drawstring bag. Additionally, if a cell phone is a distraction to student learning or normal school operations staff may use discretion to implement consequences below. If a phone call or text needs to be made home, students must have permission from a WCA staff member must be made from the classroom or office. If this policy is not followed, the phone or the device will be taken away after the student has turned off his/her phone or the device. The following consequence will occur:

- **First Offense:** the phone or device will be taken away and given to the front office. The office staff will document the violation on the discipline record. The student will be responsible for coming to the office to retrieve the phone or device at the end of the school day.
- **Second Offense:** the phone or device will be taken away and given to the front office. The administrator will call home and inform the parents of the second offense. The parents will be required to come pick up the phone or device at the office.
- **Third Offense:** the phone or device will be taken away and given to the Assistant Principal or the Secondary Education Director. The administrator will call home and inform the parents of the third offense. For the remainder of the year, the student must check in his/her phone or device at the beginning of each school day and pick up the phone or device at the end of the school day.

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## STUDENT DROP OFF & PICK UP

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### Drop Off

The first bell will ring at 7:50 a.m., signifying the time designated for students to begin preparations for classes and visit lockers. The bell to begin classes will ring at 8:00 a.m.

It is extremely important that students are not left unsupervised before the start of school. Students may purchase breakfast in the cafeteria beginning at 7:35 a.m. until the first bell at 7:50 a.m.



All other students should arrive at school no earlier than 7:35 a.m. At this time, students will enter the building. Students are not allowed to run around or play ball near parking lot areas for safety reasons.

Any student arriving late to school must report to their classroom during the first 5 minutes until 8:05 a.m. and their teacher will mark them tardy. After 8:10 a.m. students will need to go directly to the office for a tardy pass to class.

All parents must enter on Firebird Way north of the soccer field. As students are dropped off, parents will need to drop off from the right lane only. **(To ensure student safety, students will**



**not be allowed to be dropped off in the left hand moving lane and cross over the right hand lane where cars are dropping off students.)** Once the students are dropped off, parents may pull into the left moving lane and exit one of two ways.

## Pick Up

All parents must enter on Firebird Way north of the soccer field. Students, upon dismissal, will walk along the sidewalk along Firebird Way. To pick up students, parents must be in the right lane only. **To ensure student safety, students will not be allowed to cross over the right-hand pick up lane over to a car in the moving left lane.** Once students are in the car in the right hand lane, the driver may merge into the left hand moving lane. Once in the left hand lane, parents may exit one of two ways.

We ask all parents, grandparents, caretakers, and/or guardians who are dropping off or picking up WCA students adhere to the the following requests:

- Please remember to be patient and respectful at all times during drop off and pick up.
- Please drive slowly and cautiously as there will be students getting out of or into vehicles.
- Pull all the way forward before letting your student get in or out of your vehicle.
- There is to be no parking on Automation Dr. during the drop off and pick up times. Please use the parking lot on the north side of WCA for parking.
- Please do not talk on your cell phones during the drop off and pick up times to ensure the safety of all our students.
- Please model appropriate behavior by utilizing the crosswalk at all times.

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

Students and parents who need to park must still enter at Firebird Way but should continue in the left lane until they reach the north entrance of the parking lot. There is no student drop off or pick up in the parking lot lanes to allow students and parents to park or leave parking spaces quickly and safely.

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# STUDENT PROCEDURES

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## Athletics

Sports are also an integral part of Windsor Charter Academy. There are a variety of sports available. Please refer the athletic handbook for specific information.

FALL		WINTER		SPRING	
GIRLS	BOYS	GIRLS	BOYS	GIRLS	BOYS
Volleyball	Soccer	Basketball	Basketball	Track & Field	Track & Field
Cross Country	Cross Country	Dance	Dance	Soccer	

## Backpacks

All student backpacks must remain in their locker during the day. Students may carry a drawstring bag or small purse. Teachers should ask students to return their backpacks to their lockers or bring the backpacks to the front office for the students to pick up at the end of the day.

## Emails

All student emails linked to Windsor Charter Academy will be disabled during summer months. See the technology and acceptable use policies.

## Field Trips

Educational field trips will be taken at times throughout the year in order to enhance our students' academic knowledge of a topic. Parent permission is required for each field trip. The cost for each field trip will be collected prior to trip. In case of a financial hardship, if your student qualifies for free or reduced lunch the fee for the trip

may be covered or adjusted. Our intent is for all students to have equal access to these educational opportunities. 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.

## **Health Room/Medications**

A health room is provided at Windsor Charter Academy for those students who become ill or become injured at school. In the event of an illness all students must report to the health office before going home. Depending on the severity of the illness or injury, parents/guardians may be called to take their child home. Children who are ill should not spend more than 1.5 hours in the school health room. A Medical Administration Form signed by a doctor is needed for ALL Medications (including over the counter). Cough drops are the only thing that can be given without a doctor's signature, but a parent's permission is needed. Please visit policy [JLCD R](#).

## **Homework**

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.
- Students will strengthen their knowledge of the content taught during the school day.
- Teachers are committed to communicating with parents about homework and utilize a homework website listing the homework by grade levels. This link is on the WCA website.

## **Lockers**

All MS/HS students are assigned a locker. These lockers are the property of WCA and students can be charged if there is damage to their locker. Lockers are subject to search by the administration without cause. If a student wishes to have an athletic locker in the locker room they must discuss this with the athletic director and provide their own lock. Students may not share their combination with anyone.

## **Lost & Found**

Every effort is made to return lost articles to the rightful owner. In the case of missing items, parents and students are encouraged to check the lost and found container in the cafeteria. All unclaimed articles will be donated to a charity.

## **Lunch**

The daily breakfast and lunch menu is posted on the website. Students may also bring a sack lunch.

Windsor Charter Academy has a Free and Reduced Lunch Program. To determine if the qualifications are met for the program, parents or guardians must submit proof of income. An award letter from Department of Human Services or proof of income through a tax return statement will be accepted as documentation.

Students may bring a lunch from home or purchase a hot lunch from the school cafeteria. To ensure all students receive a lunch, the following process will be followed:

1. Parents may pay for lunch online through My School Bucks or pay with cash/check. Funds will be added to the student's lunch account.
2. If a student does not have sufficient funds in his/her account, the student may charge a lunch to their account up to a -\$20.00 limit and will be provided a hot lunch. All students have permission to charge hot lunches to their account unless parents provide written notice stating otherwise.
3. If a student does not have sufficient funds and their account balance exceeds -\$20.00, the student will not be able to charge a hot lunch to his/her account, but will be provided and charged \$2.50 for a sack lunch that includes a cheese sandwich, a side item, and a bottle of water.
4. Insufficient fund notices will be sent home with students who have a negative account balance on a weekly basis.

## Student Fees

Annual fees for Windsor Charter Academy students are due at the start of school. Student fees cover students' first P.E. uniform in addition to other costs that occur throughout the year. Both middle and high school students have a fee of \$60. Fees may be waived for those families that qualify for our Free and Reduced Lunch Program. An award letter from Department of Human Services or proof of income through a tax return statement must be submitted as proof of income.

Students that participate in certain electives or clubs will be required to submit additional fees as outlined below. If fees or fines have not been paid by the end of the year, Windsor Charter Academy reserves the right to withhold end of the year celebration items. All fines and fees must be cleared for juniors and seniors to be eligible for open campus privileges. Students with outstanding financial obligations will be denied

MIDDLE SCHOOL	
<b>Registration</b>	
Registration	\$60
<b>Yearbooks (Purchased through Jostens only)</b>	
MS Yearbook	\$35/45/55
<b>Clubs</b>	
General	\$25
MS Lego Robotics	\$50
<b>Athletics</b>	
Per Sport	\$100**
* \$25 insurance policies are optional for student technology rentals.	
** Maximum of \$200 for sports.	

MIDDLE SCHOOL ELECTIVE FEES		
Course #	Course Name	Fee per Term
ELE 01	Creative Writing	\$0
ELE 03	Literacy Lab 6	\$0
ELE 04	Literacy Lab 7	\$0
ELE 05	Literacy Lab 8	\$0
ELE 08	Debate	\$10
ELE 09	Book Club	\$30
ELE 10	Math Lab 6	\$0
ELE 11	Math Lab 7	\$0
ELE 12	Algebra Lab	\$0
ELE 13	The Millionaire Next Door	\$0
ELE 15	Math Games	\$0
ELE 19	Journalism	\$0
ELE 20	Introduction to Computer Science	\$15
ELE 21	Introduction to Animation	\$10
ELE 30	Exploring Agriculture	\$15
ELE 31	Beginning LEGO Robotics	\$15
ELE 32	Minecraft	\$10
ELE 35	Yearbook Staff	\$0
ELE 82	Yearbook Editor	\$0
ELE 37	Kitchen Chemistry	\$15
ELE 38	Household Engineering	\$15
ELE 39	Advanced LEGO Robotics	\$15
ELE 40	Concert Band	\$25
ELE 41	Choir	\$15
ELE 42	Theater	\$35
ELE 44	Symphonic Band	\$15
ELE 45	Jazz Combo	\$15
ELE 46	Orchestra	\$20

ELE 50	DIY Crafts	\$25
ELE 52	Props & Scenery	\$0
ELE 53	3D Art	\$20
ELE 54	Intro to Painting	\$25
ELE 55	Digital Photography	\$30
ELE 56	Film Studies	\$0
ELE 57	Intro to Drawing	\$20
ELE 60	Intro to Team Sports	\$0
ELE 61	Ultimate Frisbee	\$0
ELE 62	Yoga	\$0
ELE 63	Individual Sports	\$0
ELE 64	Dance	\$0
ELE 68	The Game of Life	\$0
ELE 71	Problem Solving & Games	\$0
ELE 72	Study Hall	\$0
ELE 74	Elementary Teacher's Aide	\$0
ELE 76	AVID College Prep 6	\$0
ELE 77	AVID College Prep 7	\$0
ELE 78	AVID College Prep 8	\$0
ELE 80	Student Council	\$0
ELE 81	Peer Tutoring	\$0

### Student Service Commitment

Because community service is an integral part of the culture of WCA, middle school students must complete a certain number of volunteer hours each school year. Students record their hours on the community service form which is available in the front offices. Forms are due on May 1<sup>st</sup>. Service hours can be accrued between May 1<sup>st</sup> of the current year and April 30<sup>th</sup> of the next year.

- 6<sup>th</sup> Grade: 10 Hours
- 7<sup>th</sup> Grade: 15 Hours
- 8<sup>th</sup> Grade: 20 Hours

### Suspension, Expulsion and Detention

Windsor Charter Academy follows Weld RE4's board policy (JKD JKE) on suspensions and expulsions.

#### *Suspension*

- Suspension is dependent upon individual situations and assigned as a consequence only by an administrator.
- Types of Action
  - In-School - Student remains in school, isolated from normal school activities. Student receives up to 100% earned credit for work completed while serving ISS.
  - Out-of-School - Student is suspended from school during school hours. Students can earn up to 100% credit for work completed during OSS. The parent and student will have a scheduled "re-admittance" meeting when the student returns and a further behavior plan may be put in place.
  - Reverse- Parent escorts students for either a half or full day.
- Suspensions may last up to and including 10 days.
- Students participating in extracurricular activities and who receive an ISS or OSS may be ineligible to participate in extracurricular activities.

#### *Expulsion*

A principal may recommend to the superintendent that a student be expelled from or denied admission to school. A principal recommending expulsion or denial of admission of any student shall make such recommendation in writing to the superintendent, setting forth his/her specific reasons for the recommendation. 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 or denial of admission; (c) a statement of the basic facts on which the expulsion or denial of admission recommendation is based and a statement of the statutory and policy authority for the recommended expulsion or denial of admission; (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 or denial of admission. See Policy JKD JKE for more information.

#### *Detention*

- An administrator may assign detention as a consequence for negative behavior.
- Types of Action
  - Lunch- Student eats lunch isolation from normal school activities for the entire lunch period.
  - Friday After School- Student serves a 30-minute detention from 3:05-3:35 on Friday after school.
  - Other times as assigned
- During detention students may not use music players, cell phones or any electronic devices. Students are not allowed to sleep, eat, or socialize. The student will not be allowed to leave the detention room. If the student does not adhere to the rules, the supervising staff or administrator may double the detention time to be served. Students may be allowed to read or complete homework during lunch detentions only at the discretion of the administrator.

#### **Textbook Policy**

All books are on loan to students for the school year. Books will be checked in and out to students from the library. Books are to be kept clean and handled carefully. Students will be charged for damaged or lost books. 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.

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

- New: full cost of the book, including shipping
- 1 year old: 80% of current cost, including shipping
- 2 years old: 60% of current cost, including shipping
- Greater than 2 years old: 50% of current cost, including shipping
- Discontinued book: full cost of replacement, including shipping

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## **GENERAL INFORMATION**

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#### **Non-School Hours Clubs and Events**

- **Administering Medication to Students During Non-School Hours:** The administration of medication during non-school hours will depend on the type of activity and whether the activity requires pre-registration. All required activities that occur during non-school hours and field trips, and to the extent possible, many non-required special activities/events, including but not limited to, athletics, and pre-registered school sponsored clubs and events, will have medication administration available either by the School Nurse or her/his delegate. Unfortunately, due to the nature of some events, including drop-in activities, small group activities, school dances, or other events, it is not possible for WCA to have a staff member available that is trained to administer medications. If your student requires the administration of medications outside of school hours, it is your responsibility to notify the WCA school nurse consultant and provide the required documentation and authorization needed. Each non-school hours activity may require a separate authorization. It is the goal of WCA to ensure that all students have access to as many non-school hour events as they choose to participate in. WCA encourages the parents of students that may be impacted by this policy to communicate with the WCA school nurse in advance so that WCA can understand the student's need. Parents are always welcome to drop in to any school sponsored events to administer the student's medication.

- **Non-School Sponsored Event Definition:** Non-School Sponsored Events may be hosted on school grounds, but are run by an outside organization or individual. No WCA staff will be available to tend to health care needs or administer medications. Parents are always welcome to drop in to non-school sponsored events to administer the student's medication.

## **Drugs, Alcohol and Tobacco Free School**

Because the unlawful possession and use of illegal drugs and/or alcohol is wrong and harmful to students, using, possessing, distributing, selling, giving, exchanging and being under the influence of illegal drugs or alcohol is prohibited on WCA property, at a school sponsored or district-sponsored activity or event, or while being transported in vehicles dispatched by the school at any time during the calendar year, and off school property when such conduct has a reasonable connection to school curricular or non-curricular activity or event or at any time or place when such conduct interferes with the operations of the district or the safety or welfare of students or employees.

Disciplinary action, as set forth in district policy JICH, will be taken in cases involving students who use or are under the influence of illegal drugs or alcohol, possess controlled substances, illegal drugs or alcohol, regardless of quantity and/or engage in acts of, selling, purchasing, exchanging or distributing illegal drugs or alcohol, regardless of quantity or drug paraphernalia.

### Tobacco Free School (Weld RE4 Policy ADC)

Use of any Tobacco Products by staff, teachers, students, and visitors in or on any school property or at any school-sponsored activity is prohibited.

Students shall not be in possession of any Tobacco Products while in school facilities, on school district property, during district- or school-sponsored activities or in school-owned transportation at any time.

"Tobacco Product" means:

- Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco
- Any electronic or manual device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo, vapor pen, vaporizer, or pipe.
- "Tobacco Product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product, and that is possessed or being used by a person legally permitted to purchase such tobacco use cessation product.

Any member of the general public considered by the administration to be in violation of this policy will be instructed to leave school property or school-sponsored activity. Employees found to be in violation of this policy will be subject to appropriate disciplinary action in accordance with personnel policies. Any student who violates this policy is subject to the consequences described: Disciplinary action, as set forth in district policy ADC, will be taken in cases involving students who use or possess tobacco products.

## **Executive Board Meetings**

Executive Board meetings shall be held on the fourth Thursday of each month at 6:30 p.m., 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 day.

## **Family Service Commitment**

Parental involvement and volunteerism are strong components of WCA. Every family is expected to serve 35 hours per 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 number 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. There are several opportunities for parents and grandparents to volunteer, such as: lunchroom helpers, office help, school committees, library assistants, classroom help, maintenance, after hour tasks, other special projects, sporting events, and participating as a 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 every 2 years.
- All volunteers must wear a "volunteer" badge that is visible at all times.

## **Field Trips/Volunteers**

Educational field trips will be taken at times throughout the year in order to enhance our students' academic knowledge of a topic. Parent permission is required for each field trip. The cost for each field trip will be collected prior to trip. In case of a financial hardship, if your student qualifies for free or reduced lunch the fee for the trip may be covered or adjusted. Our intent is for all students to have equal access to these educational opportunities. 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.

We encourage parents to volunteer to act as chaperones on field trips. Please note that volunteers must be able to devote their full attention to their assigned responsibilities while on the field trip. If you are unable to do this, we ask that you find a different volunteer opportunity. Volunteers are covered under the district's School Entity Liability policy; however siblings and/or relatives are not. Therefore, our insurance carrier has advised us of the following restrictions due to these liability reasons:

- Allowing siblings and/or relatives on field trips can be disruptive. There is an increased liability exposure by having siblings and/or relatives on field trips.

If an injury occurs as a result of the siblings and/or 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.

## **Inclement Weather**

In the case of extreme weather conditions, students will come inside at morning drop off. The school will email parents with inclement weather plans at pick up.

For school closure information, please listen to one of the following radio stations or watch the identified News stations. Windsor Charter Academy will follow the Re-4 school closure recommendation. If Re-4 is closed, Windsor Charter will also be closed.

- K99-TRI 102
- KFKA – Greeley
- 60 KIX
- KCOL 1410
- Channel 9 News: [www.9news.com](http://www.9news.com)

## **Infinite Campus**

We encourage all parents to check the WCA database system Infinite Campus (IC) on a regular basis for information regarding grades and/or assignments. WCA's website [www.windsorcharteracademy.org](http://www.windsorcharteracademy.org) has a link to the parent portal of IC as well as a link to all of WCA's teacher's websites for daily information. These resources are on-line communication resources which give parents access to student's grades in every class, attendance information, homework assignments and upcoming events.

## **Parent Committees**

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 directors and/or the board. 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 four key committees which are briefly described below.

### Education Committee

The Education Committee serves to strengthen the overall educational program of the school. The 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 represents parents and strengthens the link between the classroom and home. The administrator 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.

### Finance Committee

The Finance Committee has the responsibility for working with the Executive Director and the Finance Director to create the upcoming fiscal year budget and present budget recommendations to the Board. The committee monitors implementation of the approved budget on a regular basis and recommends proposed budget revisions.

### School Accountability Committee

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.

### Student and School Safety Committee

The Safety Committee's purpose encompasses a variety of areas, including, but not limited to: physical safety, environmental safety, internet safety, and emotional safety. The committee will focus on diligent exploration and research to develop appropriate options and safeguards to increase the level of safety at WCA.

Two school committees are identified below:

### Innovation Committee

The Innovation Volunteer Committee's purpose is to discuss the state of Technology at Windsor Charter Academy, plan and cultivate educational opportunities for the community, explore future growth opportunities for innovation in our schools, and support in volunteer efforts for technology deployment and maintenance as needed.

### Parent Teacher Committee (PTC)

The PTC, or Parent Teacher Club, works with staff and parents to build culture and climate at Windsor Charter Academy. The PTC plans and host various events throughout the year that bring families together. Our Trunk or Treat and Dessert with Santa are just a few examples of PTC's family events.

## **Parent Membership Meetings**

Parent membership meetings are scheduled twice a year, once each semester. The purpose of these meetings is; to share information on curricula, goals, school performance and other relevant school topics, introduce new Board of Director candidates (April), and garner ongoing member support for the school. The member/parent meetings will be held in November and April.

All meetings will start at 6:30 p.m. at Windsor Charter Academy unless otherwise indicated in communications at least 5 days prior to the meeting

## **Parent Teacher Conferences**

Parent teacher conferences will be held twice a year for all WCA students. The middle school and high school staff will designate the days and format for their conferences. Parents are welcome to arrange conferences at other times of the year if they should have questions and/or concerns about their child's academic success.

## **Report Cards**

WCA report cards are a reflection of each student's knowledge. Report cards are issued at the end of each quarter or semester and may be viewed on Infinite Campus within ten days of the end of each term.

## **Sexual Harassment**

The Executive Board recognizes that sexual harassment can interfere with a staff member's performance or a student's academic performance and emotional and physical well-being and that preventing and remedying sexual harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn. In addition, sexual harassment is recognized as a form of sex discrimination and thus is a violation of the laws that prohibit sex discrimination, as addressed in the Board's policy concerning unlawful discrimination and harassment.

### *Windsor Charter Academy's Commitment*

- The Windsor Charter Academy is committed to maintaining a learning environment that is free from sexual harassment. It shall be a violation of policy for any staff member to harass another staff member(s) or students or for students to harass other students or staff member(s) through conduct or communications of a sexual nature or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation.
- Windsor Charter Academy shall investigate all indications, informal reports and formal grievances of sexual harassment by students, staff or third parties and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to make the harassed student whole by restoring lost educational opportunities, to prevent harassment from recurring and to prevent retaliation against anyone who reports sexual harassment or participates in a harassment investigation.

### *Sexual Harassment Prohibited*

Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the staff/student being harassed are the same sex and whether or not the staff/student resists or submits to the harasser, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a staff/student's participation in an education program or activity.
- Submission to or rejection of such conduct by a staff/student is used as the basis for employment or advancement decisions affecting staff or education decisions affecting the student.
- Such conduct is sufficiently severe, persistent or pervasive such that it limits a staff/student's ability to participate in or benefit from an education program or activity or it creates a hostile or abusive work/educational environment. For a one-time incident to rise to the level of harassment, it must be severe.
- Any conduct of a sexual nature directed by a student toward a staff member or by a staff member to a student is presumed to be unwelcome and shall constitute sexual harassment.
- Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature may also constitute sexual harassment.

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

- Sex-oriented verbal "kidding," abuse or harassment
- Pressure for sexual activity
- Repeated remarks to a person with sexual implications
- Unwelcome touching, such as patting, pinching or constant brushing against the body of another
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns
- Sexual violence

For student-related inquiries, including complaints of discrimination or harassment in violation of the ADA, Section 504 and/or Title IX, please contact:

**Executive Director, Rebecca Teeples**  
**810 Automation Dr., Windsor, CO 80550**  
**970.833.5190**  
[rebecca.teeples@windsorcharteracademy.org](mailto:rebecca.teeples@windsorcharteracademy.org)

## Student Check Out

If a student must leave school during the school day, it is necessary that a parent sign the student out at the office. Office staff will call the student out of class when the parent/guardian is present. Please do not expect your child to be waiting outside for you to pick them up during school hours. It is the parent's responsibility to enter the school and ensure that the student is signed in or out. 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.

## Withdrawing a Student from WCA

If it is necessary to withdraw a student during the school year, parents need to come to the school and meet with the registrar to complete a withdrawal form. All books and supplies belonging to the school will need to be returned. Parents will be billed for missing text and/or library books prior to leaving WCA. Students records will only be transferred to a new school if the withdrawal form is completed and all materials are returned or paid. If a parent is considering transferring to another RE-4 school during the school year, the principals from both schools must agree to the transfer. In-district transfers will only be considered the first three weeks of a school year.

# TECHNOLOGY POLICIES & EXPECTATIONS

<b>Windsor Charter Academy Student Technology Policies and Expectations</b>	
<b>All students and parent/guardians must complete the Windsor Charter Academy Parent/Student Technology Policies Agreement form before school technology access will be granted.</b>	
<b>Compliance with the Policy JS: Appropriate Use of School and Personal Technology by Students policy is mandatory.</b>	
<b>Area of Concern</b>	<b>Expectation</b>
<b>Internet Access</b>	<ul style="list-style-type: none"><li>• School technology is provided to students to conduct research, complete assignments, and communicate with others to further their education.</li><li>• Use of, and access to, School technology is a privilege, not a right; therefore, general rules of school behavior apply.</li><li>• Students must comply with school standards when accessing and using school technology.</li><li>• Connection of personal technology to the WCA data network for purposes other than to store or retrieve education-related data is prohibited.</li></ul>
<b>Digital Storage</b>	<ul style="list-style-type: none"><li>• All digital storage on school technology and through school issued accounts is property of WCA and network administrators may review files and communications to maintain system integrity and ensure that students are using school technology responsibly.</li><li>• Students should not expect that files stored on, or sent via, district computers or servers will be private.</li></ul>
<b>Security</b>	<ul style="list-style-type: none"><li>• Students must adhere to, and comply with, all school policies and local, state, and federal laws regarding data security.</li><li>• Students should ensure that workstations are locked when unattended and accounts are logged out after use of a shared device.</li><li>• Students should immediately notify school technology staff of any suspected school technology security issues without demonstrating the problem to others.</li><li>• Circumventing or intentionally compromising school security measures is prohibited.</li><li>• Intentionally or neglectfully transmitting viruses or other destructive computer files or bypassing school filters is prohibited.</li></ul>
<b>User Logins and Passwords</b>	<ul style="list-style-type: none"><li>• Students will be assigned a windsorcharteracademy.org google account in 2nd grade. This account will be considered the student's official WCA email address until such time as the student is no longer enrolled in Windsor Charter Academy.</li><li>• Students should protect their login and password information, and avoid public posting or sharing access with others. Students shall not access the accounts of other users.</li></ul>
<b>Use of Devices</b>	<ul style="list-style-type: none"><li>• Personal technology must not be used in a manner that has a detrimental effect on the educational environment.</li><li>• Using school technology for non-educational uses is prohibited, this includes, but is not limited to: gaming, inappropriate role-playing, gambling, issuing junk mail, chain mail, or raffles, commercial purposes, activities which promote personal financial gain, and fraudulent activity.</li></ul>
<b>Online Images, Video, and Data</b>	<ul style="list-style-type: none"><li>• Access to the internet enables students to use extensive online libraries and databases. Families should be warned that some material accessible through the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented, or potentially offensive to some people.</li><li>• WCA does not condone or permit the use of inappropriate material and uses content</li></ul>

	filtering technology to protect, to the extent possible, against Internet access by both adults and minors to visual depictions that are obscene, child pornography or harmful to minors. <ul style="list-style-type: none"> <li>Students are expected to use school technology in a manner that supports education and academic research and that is consistent with the educational mission and objectives of WCA. Students will be held responsible for any intentional misuse and inappropriate access.</li> <li>Any use, transmission, storage, or publication of any material in violation of law, and/or School policy is prohibited.</li> <li>Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are threatening, profane, violent, or obscene is prohibited.</li> <li>Using software, media, or digital content contrary to licensing or fair-use copyright restrictions is prohibited.</li> <li>Plagiarism or representing the work of others as one's own including non-attributed use of Copyright ©, Registered ® and/or Trademark TM materials is prohibited.</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>Using school technology for social networking purposes (i.e. Facebook, Twitter, etc.) is prohibited.</li> </ul>
<b>Digital Communications</b>	<ul style="list-style-type: none"> <li>Use of technology, District or Personal, to harass, intimidate, or bully others is prohibited.</li> </ul>
<p>WCA is not responsible for any damage or loss incurred through use of school technology including, but not limited to, damage or loss caused by non-deliveries, mis-deliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people.</p> <p>The student and his/her parent/guardian will indemnify and hold WCA harmless from any losses sustained as the result of misuse or inappropriate access of district technology resources by the student.</p> <p>The school assumes no responsibility for any loss or damage to personal property including school technology.</p>	

<b>Consequences for Misuse of Technology</b>	
<b>Misuse of, or inappropriate access to, personal or school technology may result in disciplinary action up to and including expulsion.</b>	
<ul style="list-style-type: none"> <li>A student's use of school technology may be suspended or restricted at the discretion of school administration.</li> <li>A school may temporarily hold (pending parental or same-day pick up) personal technologies that are used inappropriately.</li> <li>Students are required to turn portable personal technology over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity.</li> <li>Students may be disciplined for any use of personal technology that has a detrimental effect on the welfare or safety of other students or of school personnel regardless of whether such use occurs on or off school property or entails the use or access of district technology.</li> <li>Intentional unauthorized access and/or damage to district networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.</li> </ul>	
<b>Financial Penalty</b>	
<p>Any accidental damage to school owned technology will result in a \$25 fee for the first offense, any further damages will result in a fee to replace or repair the damages outside of warranty coverage. Any damage that has been deemed intentional or due to a careless nature will result in a charge for the full amount of repair or replacement. Any damage or removal of inventory tags will result in a \$5 replacement fee per instance.</p>	

## VISITORS & VOLUNTEERS

When visitors and/or volunteers come to our schools, there are certain processes that we should follow. Site administrators have the final decision on determination of admission case-by-case.

### Parent and Community Volunteers and Visitors Attending Activities During School Hours

Individuals who have a criminal record will be considered on a case-by-case basis, and, although a person who has committed a misdemeanor could volunteer in a school, the nature of the crime could limit the volunteer role that person could have. For example, a person convicted of misdemeanor theft could be restricted from access to Parent-Teacher Organization funds.

The following individuals cannot volunteer or visit at Windsor Charter Academy:

- A person convicted of a crime involving children (i.e. possession of child pornography)
- A person convicted of three or more misdemeanors within the last five years, not including traffic-related violations
- A person convicted of a felony during the last five years

- A person currently serving probation for any crime

### **Student Teachers and Practicum Teachers**

All student teachers and practicum teachers must complete a background check.

### **Prospective Parents Participating in Staff-Led Tours**

A prospective parent that is interested in touring Windsor Charter Academy Schools is not required to complete a background check if he/she is part of a staff-led tour. All participants of tours must remain with a staff member at all times.

### **Visitors on Business**

Any person visiting Windsor Charter Academy on business is not required to complete a background check if they are escorted by a staff member that has been approved by School Leadership—directors and managers. If a person on business will be working alone during school hours at Windsor Charter Academy Schools—i.e., facilities maintenance, technology updates, etc., the person must complete a background check and meet requirements outlined.

### **[Visit Policy KI: Visitors to the School](#)**

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## **EXECUTIVE BOARD POLICIES**

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The following are a few pertinent board policies. Please visit the school [website](#) for all board policies.

- Policy JICA: [Student Dress Code](#)
- Policy JICDD: [Violent and Aggressive Behavior](#)
- Policy JICDE: [Bully Prevention and Education](#)
- Policy JICH: [Student Involvement with Drug and Alcohol](#)
- Policy JK: [Student Discipline](#)
- Policy JK-A: [Use of Physical Discipline and Restraint](#)
- Policy JK-A-R: [Use of Physical Discipline and Restraint \(Regulation\)](#)
- Policy JKD-JKE: [Suspension and Expulsion](#)
- Policy JKD-JKE-R: [Suspension and Expulsion Hearing Procedures](#)
- Policy JKG: [Discipline of Habitually Disruptive Students](#)
- Policy JKG-R: [Discipline of Habitually Disruptive Students \(Regulation\)](#)
- Policy KI: [Visitors to the School](#)



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## OPT-OUT FORMS

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Opt out forms for Non-Disclosure of Directory Information is available for parents below:

- [Opt out Form for Non-Disclosure of Directory Information](#)

The Every Student Succeeds Act of 2015 (ESSA) requires school districts to release the names, addresses, and telephone listings (including unlisted numbers) of secondary school students to institutions of higher learning and military recruiters for FERPA. Opt out forms are available for parents below:

- [Opt out Form for Institutions of Higher Learning for FERPA](#)
- [Opt out form for Military Recruiters for FERPA](#)

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## NOTICES & PARENT/STUDENT AGREEMENTS

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The Windsor Charter Academy Student/Parent Handbook contains information regarding our curriculum, programs, school procedures and expectations. Students as well as parents/guardians should familiarize themselves with the expectations, rules and procedures that are outlined in the handbook.

**Please visit the following link to read and provide a digital signature for all mandatory forms signifying that you and your middle school student have read the handbook and are in agreement with all items listed below.**

<http://bit.ly/wcahandbookagreement>

- Acceptable Use of Technology Agreement
- Dress Code
- FERPA Annual Notice
- General Student Assumption of Risk and Waiver
- Liability Waiver
- Student Conduct and Handbook Agreement
- School Safety Policies
- Student Data Privacy
- Walking Field Trip Permission Form