

# Middle School Handbook 2022-2023



**COLORADO SPRINGS CHARTER ACADEMY**

2577 N. Chelton Road

Colorado Springs, CO 80909

**Phone: (719) 636-2722 Fax: (719) 636-2726**

Dear Parents,

We are very excited to be working with you at CSCA this year. We are anticipating a great year with you and your student. The following pages include information that will help make this year successful for everyone. Please keep this with other school information so that you can refer to it throughout the year.

The best way to communicate with us is through email. If you have any questions or would like to schedule an appointment, please email us. Thank you for allowing us the privilege of working with you to provide a great education for your student.

Sincerely,

Your Middle School Staff

## **CSCA STAFF**

### **Middle School Classroom Teachers/Aides**

Writing - Victoria Hershman

[vhershman@cscharter.org](mailto:vhershman@cscharter.org)

Social Studies - Kristen Ross

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Math - Kelly Miller

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Literature - Bronwyn Sheppard

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Science:

TBD

Advanced Math: Cindy Welsch

[cwelsch@cscharter.org](mailto:cwelsch@cscharter.org)

Middle School Aide: Scott Smalberger

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### **Specials Teachers**

Music:

[bbarentine@cscharter.org](mailto:bbarentine@cscharter.org)

Spanish:

[fmoreno@cscharter.org](mailto:fmoreno@cscharter.org)

P.E.:

[chale@cscharter.org](mailto:chale@cscharter.org)

Art: Deanna Shrewsbury

[dshrewsbury@cscharter.org](mailto:dshrewsbury@cscharter.org)

Library: Shannon Larson

[slarson@cscharter.org](mailto:slarson@cscharter.org)

### Administration

Head of School: Zoe Ann Holmes	zholmes@cscharter.org
Assistant Head of School:	ranizell@cscharter.org
Office Manager: Lolita Passmore	lpassmore@cscharter.org
Data Accountability/IT Manager :Kevin Dolley	kdolley@cscharter.org

### Communication

The following is a list of ways to stay in touch with your child's teachers and find out daily assignments or announcements.

**Email** – For questions or concerns please reach out to the subject matter teacher and your child's homeroom teacher. Please check your email regularly for information regarding your child and middle school activities.

**Google Classroom** - Google Classroom is an online communication platform from subject teachers to students. All assignments from each teacher are listed daily by subject. It is student/parent responsibility to access daily. Work can either be printed off and turned in upon return to school or can be completed on a separate piece of paper. **Assignments for Writing class may be submitted via Google Classroom.**

The middle school teachers also post announcements and activities on a common page in Google Classroom.

**Powerschool** – This is our online gradebook. Both students and parents will have logins. Please see your child's teacher or our data accountability coordinator if you need help logging in. You and your child should be logging in together at least weekly to go over grades.

### Classroom Discipline

We follow the school wide discipline program of "Love & Logic" as outlined in the Parent/Student Handbook. Students can receive lunch detention and morning detention. Morning detention will be 7:15am – 7:45am.

Parents will receive 24-hour notice via Smartsheets by email and a hard copy sent with your child. It must be signed to acknowledge receipt.

### **Student Planners**

We cannot stress enough the importance of your student's planner! School planners will be distributed at the beginning of the school year. Students must have them in each class, and must record assignments as appropriate. During homeroom each day, teachers will verify that planners have been successfully filled out. Parents are required to review their student's planner nightly. Assignments will also be posted daily to Google Classroom.

### **Late Assignments**

Assignments are due on the assigned due date when the teacher asks for the assignment. Any assignment not turned in on the due date will be given a 10% deduction per day for only the first three days. After three days, a zero grade will be entered.

*\*This is a different policy for the middle school students than for the elementary students:*

If a student is absent the day the assignment is due, it will become due on the day that the student returns to school. If a student is absent the day the assignment is given, one day for each day that the student has been absent will be allowed for make-up work. It is the student's responsibility to access Google Classroom to obtain their missing work and complete it in the allotted time.

### **Tardies**

Students are expected to be on time to each class. A bell system is in place to warn students when they have one-minute to get to class and to alert them when class has formally begun. Students who are late to class will receive lunch detention. Habitual tardiness (every third tardy) will result in morning detentions. Parents will be notified by email when their student is tardy.

### **Cheating**

CSCA has a zero-tolerance policy for cheating. Regardless of the weight of the assignment, the resulting grade will be a zero. This includes plagiarism. Individual consequences will be handled on a case-by-case basis.

### **Water Bottles**

Water bottles with lids are allowed and preferred for the classroom. Only water is allowed. The students can refill their water bottles during the passing periods between classes.

### **Restroom Breaks**

Restrooms should be utilized during the student's passing period between classes. Passes during class time will be issued for emergencies.

### **Cell Phones**

Student cell phones must be turned off during school hours. They must be put into student backpacks in their lockers. Students may not use their phones during passing period. All necessary calls can be made on

the lobby phone with adult permission. If these rules are not followed, phones will be confiscated and must be retrieved from Head of School by the child's parent.

### **Registration Information Changes**

Any registration (address, phone or email) changes should be done online through our website. Please send the same information to your child's homeroom teacher so they can verify the changes were made.

### **Lockers**

Middle school students are each issued a locker by their homeroom teacher. Locks may be rented from the school for \$5.00 for the year. Students may not bring their own locks. Lockers are for individual students and may not be shared. CSCA is not liable for items stored in lockers.

### **End of Day Release**

Student release is done by our Driveline system. Please make sure the person picking up your student has the Driveline tag that is assigned to your family.

If the student has a sibling in the elementary school building, he or she must go to the sibling's classroom. They will be called together on the Driveline system.

If your child walks home or rides a bike, they will need a walker tag that can be obtained on our website.

### **Athletics**

In order to participate on a CSCA athletic team students must meet the following requirements:

In order to be eligible, students must have a 70% in all academic classes

In order to leave for day games, students must turn in any assignments due that day.

Students are not excused from future assignment due dates.

### **Academic Awards (7th-8th Grade)**

Colorado Springs Charter Academy encourages students to develop and maintain high academic standards. Each quarter, special recognition is given to 7<sup>th</sup> and 8<sup>th</sup> grade students who have maintained grades of 90% or above, with no grade being lower than an 85%.

Any student caught cheating will automatically be ineligible for honors regardless of their academic standing.

## **IMPORTANT!**

### **End of Year Spring Field Trip (8th Grade)**

In order for students to be eligible for a trip, students must meet the following requirements:

- Maintain at least a C- (70%) average in each academic class.
- No more than one offence resulting in any type of suspension.

In the event that a student fails to meet the grade requirement, the Middle School teachers reserve the right to make an exception for students who show significant effort in raising their grades, show significant character, and meet all other classroom expectations (e.g. excellent classroom behavior, turning in all assignments on time, attending tutoring, or seeking assistance outside of class)

### **Continuation Ceremony (8th Grade)**

Participation in the Continuation Ceremony (even if a student is not recommended for retention) is at the discretion of the Head of School contingent upon:

- C average in each academic class.
- Seriousness of discipline infractions
- Teacher feedback on student effort