



Early College High School Student & Parent Handbook 2020-2021



IMPORTANT CONTACT NUMBERS

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.

ADMINISTRATION

Rebecca Teeples, Executive Director

rebecca.teeples@windsorcharteracademy.org

Hannah Mancina, High School Education Director

hannah.mancina@windsorcharteracademy.org

Mia Dellanini, High School Assistant Principal

mia.dellanini@windsorcharteracademy.org

Lindsay Yost, Secondary Dean of Students/Athletic Director

lindsay.yost@windsorcharteracademy.org

ACADEMIC ADVISORS

Serena Seneca, WCA High School Academic Advisor

serena.seneca@windsorcharteracademy.org

Theresa Tickler, College Academic Advisor

theresa.tickler@windsorcharteracademy.org



MISSION AND VISION STATEMENTS

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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2020-2021 SCHOOL CALENDAR

School Calendar

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



2020-2021 School Calendar

July 2020						
S	M	T	W	T	F	S
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- JULY**
- 31 New Teachers Report
- AUGUST**
- 5 Teachers Report
- 12 First Day of School for K-12 Students
- SEPTEMBER**
- 7 No School / Labor Day
- 18 No School / Professional Development
- OCTOBER**
- 9 No School / Conference Compensation Day
- 16 End of 1st Quarter
- NOVEMBER**
- 23-27 No School / Fall Break
- DECEMBER**
- 18 End of 2nd Quarter/ End of 1st Semester
- 21-31 No School / Winter Break
- JANUARY**
- 1 No School / Winter Break
- 4 No School / Professional Development
- 18 No School / Martin Luther King, Jr. Day
- FEBRUARY**
- 12 No School / Conference Compensation Day
- 15 No School / Presidents Day
- 16 No School / Professional Development
- MARCH**
- 12 End of 3rd Quarter
- 29-31 No School / Spring Break
- APRIL**
- 1-2 No School / Spring Break
- 5 No School / Professional Development
- MAY**
- 20 End of 4th Quarter/ End of 2nd Semester
- 20 Last Day of School / Release at 11:30 a.m.

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

Block Schedule Calendar



2020-2021 Block Calendar

July 2020						
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January 2021						
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September 2020						
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October 2020						
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April 2021						
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June 2021						
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JULY
31 New Teachers Report

AUGUST
5 Teachers Report
12 First Day of School for K-12 Students

SEPTEMBER
7 No School / Labor Day
18 No School / Professional Development

OCTOBER
9 No School / Conference Compensation Day
16 End of 1st Quarter

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23-27 No School / Fall Break

DECEMBER
18 End of 2nd Quarter/ End of 1st Semester
21-31 No School / Winter Break

JANUARY
1 No School / Winter Break
4 No School / Professional Development
18 No School / Martin Luther King, Jr. Day

FEBRUARY
12 No School / Conference Compensation Day
15 No School / President's Day
16 No School / Professional Development

MARCH
12 End of 3rd Quarter
29-31 No School / Spring Break

APRIL
1-2 No School / Spring Break
5 No School / Professional Development

MAY
20 End of 4th Quarter/ End of 2nd Semester
20 Last Day of School / Release at 11:30 a.m.

Q1	22	Q3	22	22
Q2	21	Q4	22	22

STAFF CONTACT INFORMATION

High School Staff

Name	Department	Email
Jennifer Przedpelski	English – High School	jennifer.przedelski@
Greg Mulder	English – High School	greg.mulder@
Jamie Thornhill	English – High School	jamie.thornhill@
Ruth Davis	Math – High School	ruth.davies@
Casey Hicks	Math – High School	casey.hicks@
Lara Holt	Math – High School	lara.holt@
Josilynn Weilert	Math – High School	josilynn.weilert@
Danton Berube	Social Studies – High School	danton.berube@
Meggan Bilotte	Social Studies – High School	meggan.bilotte@
AnnE Kingsley	Social Studies – High School	anne.kingsley@
Christopher Rivera	Social Studies – High School	christopher.rivera@
Stephanie Haehn	Science – High School	stephanie.haehn@
Bradley Otto	Science – High School	bradley.otto@
Jie Zhang	Science – High School	jie.zhang@
Michael Holt	Spanish – Middle/High School	michael.holt@
Gail Gutierrez	Spanish/AVID Teacher – High School	gail.gutierrez
Barbara Trujillo	Spanish – High School	barbara.trujillo@
Julia Cronkite	Physical Education – High School	julia.cronkite@
Devon Rosson	Physical Education – Middle/High School	devon.rosson@
Chase Popp	Physical Education – Middle/High School	chase.popp@
Sarah Drips	Art/ICAP/AVID Teacher – High School	sarah.drips@
Jennifer Unruh	Art Teacher – Middle/High School	jennifer.unruh@
Shari Frazee	Music – Middle School/AIMS	shari.frazee@
Skye Montoya	Music – Middle/High School	skye.montoya@
Vanessa Peters-Leonard	Communications/ICAP – High School	vanessa.petersleonard@
Daniel Bennett	Innovation – Middle/High School	daniel.bennett@
Annie Hennen	Culinary Arts Teacher – High School	annie.hennen@
Jennifer Wrenn	ELL Support Specialist – Middle/High School	jennifer.wrenn@
Michelle Angle	Resource Teacher	michelle.angle@
Kealie Bradford	Resource Teacher	kealie.bradford@
Julie McGinnis	Resource Paraprofessional	julie.mcginnis@
Jodi Carroll	Resource Paraprofessional	jodi.carroll@
Chantelle Barrett	Media Center Paraprofessional	chantelle.barrett@
Ellen Cermak	Paraprofessional – High School	ellen.cermak@
Andrea Burroughs	Paraprofessional – High School	andrea.burroughs@
Myriah Watkins	Paraprofessional – High School	myriah.watkins@

High School Administration & Support Staff

Name	Position	Email
Hannah Mancina	Director of High School Education	hannah.mancina@
Mia Dellanini	Assistant Principal	mia.dellanini@
Lindsay Yost	Dean of Students/Athletic Director	lindsay.yost@
Rachel Preece	Instructional Specialist	rachael.preece
Anne Watson	Instructional Specialist	anne.watson@
Serena Seneca	Counselor	serena.seneca@
Theresa Tickler	College Advisor	theresa.tickler@
Hannah Mancina	AVID Coordinator	hannah.mancina@
Josie Ringlein	High School Office Manager	josie.ringlein@
Jaime Boyle	High School Receptionist	jaime.boyle@
Jamie Miller	Health Aide	jamie.miller@

School Administration & Support Staff

Name	Position	Email
Rebecca Teeples	Executive Director	rebecca.teeples@
SarahGennie Colazio	Director of Finance and HR	sarahgennie.colazio@
Lauren Miller	Business Manager	lauren.miller@
Courtney Stone	Director of Curriculum, Instruction and Innovation	courtney.stone@
Michael Unruh	Technology Manager	michael.unruh@
Sara Sanders	Communications Manager	sara.sanders@
Tammy Fagler	Student Data Services Manager	tammy.fagler@
Britney Tippetts	Assistant Registrar	britney.tippetts@
Jon Reynolds	Director of Food Services	jon.reynolds@
Ricky Wagner	Director of Facilities Management	ricky.wagner@
Cameron Hitz	Facilities Maintenance Tech	cameron.hitz@
Cody Mason	Head School Security	cody.mason@
Heath Boyes	Security Officer	heath.boyes@
Sara Ibarra	Registered Nurse of Schools	sara.ibarra@

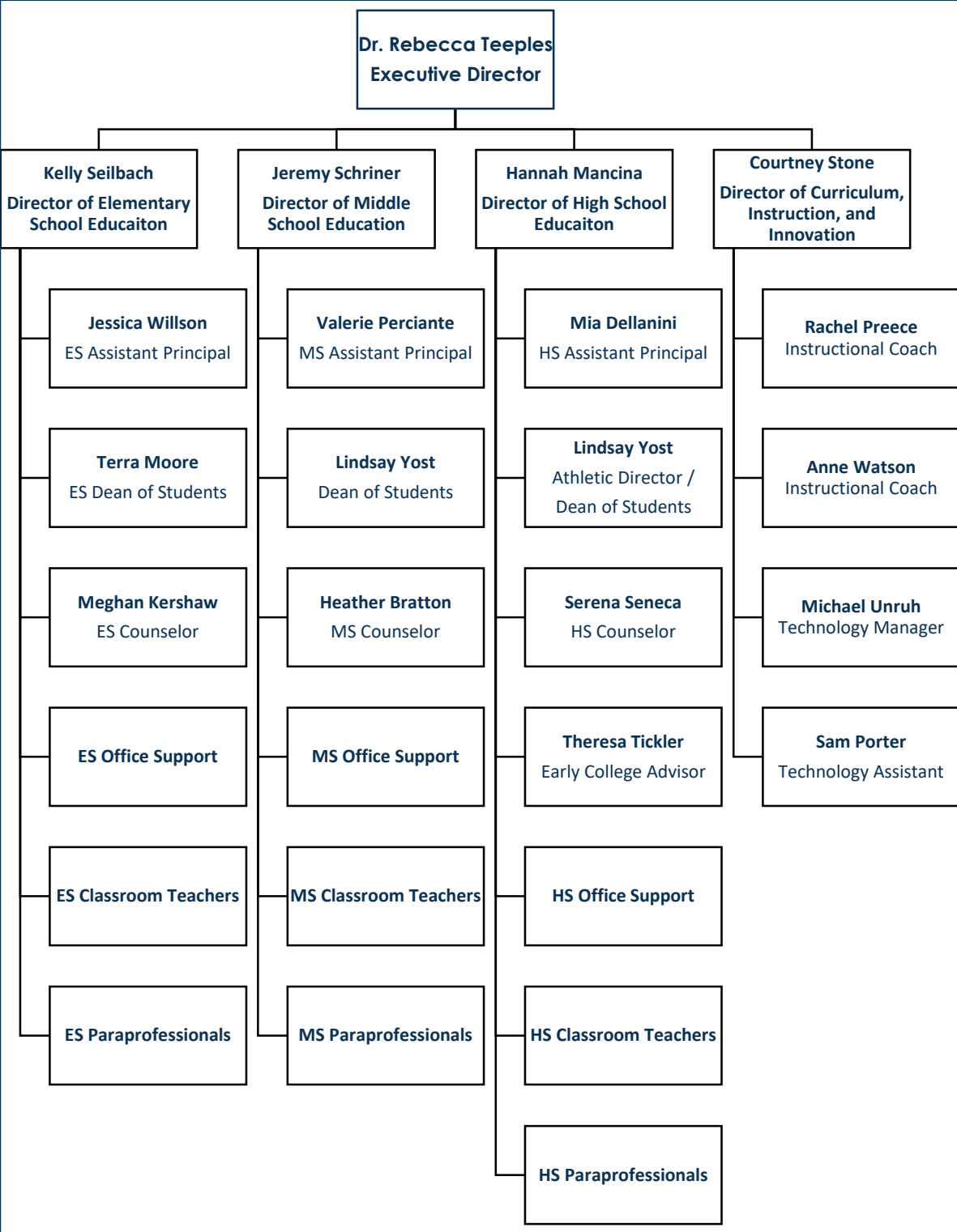
Executive Board

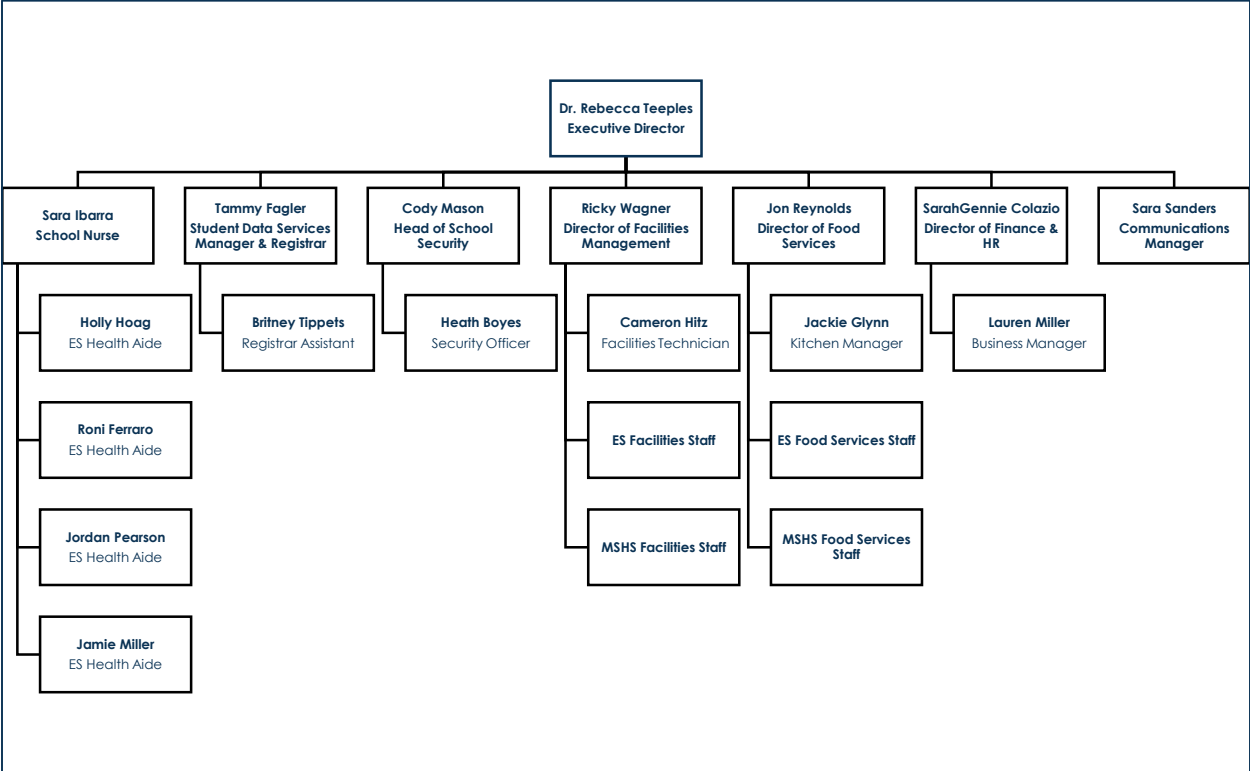
Name	Position	Email
Kevin Albertsen	Executive Board Member	kevin.albertsen@
Sherry Bartmann	Executive Board Member	sherry.bartmann@
John Feyen	Executive Board Member	john.feyen@
Donna James	Executive Board Member	donna.james@
Carolyn Mader	Executive Board Member	carolyn.mader@
Jenny Ojala	Executive Board Member	jenny.ojala@
Jim Zacheis	Executive Board Member	jim.zacheis@

Executive Board Meetings

Executive board meetings shall be held on the fourth Thursday of each month at 7:00 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

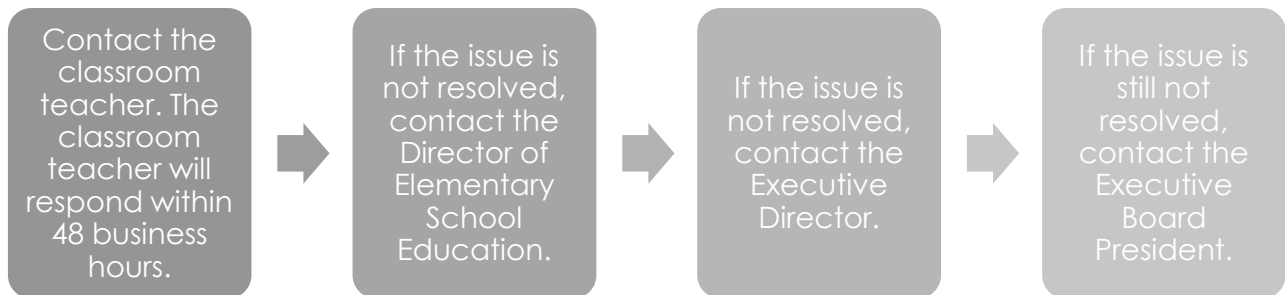




COMMUNICATION PRACTICES

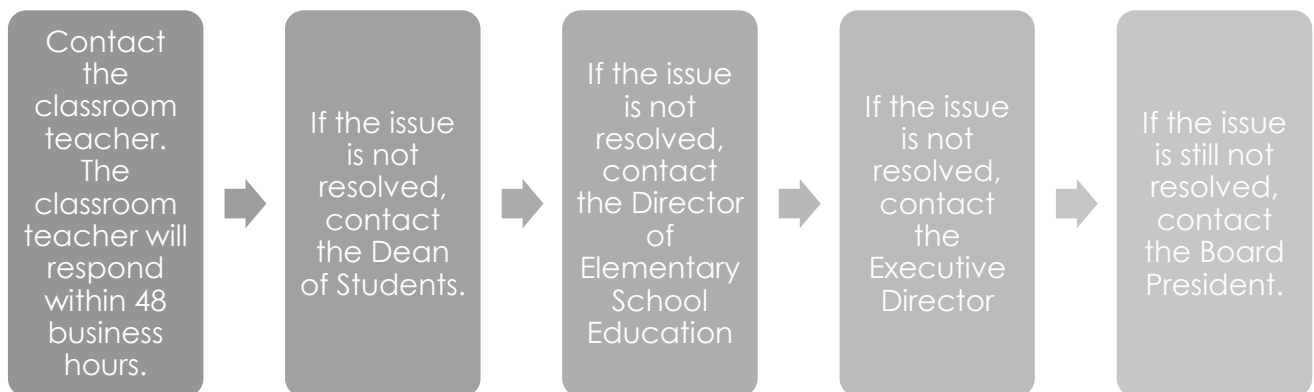
Classroom / Academic Concerns

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



Discipline Concerns

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



NON-DISCRIMINATION / EQUAL OPPORTUNITY

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



SCHEDULE

High School 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 12:38 p.m.	Period 5	Period 6	Period 5	Period 6	Period 5/6
12:38 to 1:31 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch
1:35 to 3:05 p.m.	Period 7	Period 8	Period 7	Period 8	Period 7/8

High School Advisory

All high school staff will be assigned a group of advisory students. Staff are required to schedule monthly advisory meetings individually with each of their students. These meetings can occur before or after school or during lunch.

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	10:40 a.m. – 11:55 a.m.
7/8	12:00 p.m. – 12:25 p.m.
Lunch	12:25 p.m. – 12:55 p.m.
7/8	1:00 p.m. – 1:45 p.m.
Assembly	1:50 p.m. – 3:05 p.m.

Delayed Schedule/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 8:00-10:05 a.m.

Period	Time
1/2	10:10 a.m. – 11:10 a.m.
3/4	11:15 a.m. – 12:15 p.m.
5/6	12:20 p.m. – 1:20 p.m.
Lunch	1:20 p.m. – 2:00 p.m.
7/8	2:05 p.m. – 3:05 p.m.

ASSESSMENTS

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.

In addition to MAP tests, students take the PSAT 9, PSAT 10 and SAT during their 9th-11th grade years respectively. The PSAT and SAT are standardized tests published by College Board and are widely used to assess students' readiness for college.

Finally, all 11th graders take a state required CMAS science test in the spring.

CHARACTER EDUCATION

While academics are essential at Windsor Charter Academy, citizenship is an equal component as well. Students will be 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.



CONDUCT

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

Behavior & 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. The Executive Board policies that support our processes can be found on our school [website](#).

Level I Behaviors		
Behavior	IC	Policy
Cell Phone Violation	NA	JICDA
Disrespectful	08	JICDA
Inappropriate Driving on School Campuses	12	JICDA
Cheating on an Assignment or Assessment**	CLS	JICDA
Continual Tardiness**	ATT	JE
Failure to Attend Detention	08	JICDA
Defiance or Disruptive	08	JKG-R
Using Another Person's Login and Password	TEC	JICDA
Inappropriate Use of Technology	TEC	JICDA
Dress Code	DRE	JICA
Horseplay*	Oth	JICDA
Public Nuisance	09	JICDA
Insubordination/Refusal to Follow Staff Member Requests	08	JICDA
Lying / Deceitful Behavior	LIE	JICDA

Level II Behaviors		
Behavior	IC	Policy
Bullying*	BUL	JICDA, JICDE, JS-Tech
Fighting (3 rd Degree)*	13	JICDA, JICDD
Gang Activity / Apparel	GANG	JICF
Verbal Abuse, Physical and Sexual Harassment	HAR, CO, 18-22	JICDA, JBAA, JBAA-R
Sale / Distribution of Tobacco / Vaping Products	03	JICDA, ADC
Smoking / Chewing / Vaping	03	JICDA, ADC
Continual Defiance / Habitually Disruptive	08	JICDA, JKG-R
Off-Campus Crimes that Carry over to School	Specific to the Act	JICDA
Verbal Abuse / Gestures*	09	JICDA, JICDD
Theft*	THE	JICDA
Threatening Another Student	05	JICDA, JICDD
Using Email for the Purpose of Intimidation, Threats, or Harassment	TEC	JICDS, JS

Level III Behaviors		
Behavior	IC	Policy
Possession of or Setting Off Fireworks with the Fuse or Fuse-Like Devices	09	JICDA
Fighting (1 st and 2 nd Degree)*	04	JICDD
Intimidation or Threatening of a Staff Member	HAR	JICDD
Robbery*	06	JIDCA
Sale / Distribution of Alcohol	02	JICH, JICH-R
Sale / Distribution of Drugs	01/14	JICH, JICH-R
Possession of use of a Weapon as Defined by Colorado Revised Statutes	05	JICI
Consensual Sexual Relations on School Property	09	JICDA
Possession / Use of Controlled Substances or Possession of Drug Paraphernalia	01 / 14	JICH, JICH-R
Vandalism or Defacing/Destruction of School Property	10	JICDD
Possession / Use of Alcohol or Under the Influence of Alcohol	02	JICH, JICH-R
Possession or Use of a Weapon or Other Article to Cause Bodily Harm	05	JICI

Suspension, Expulsion and Detention

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

[Visit Policy JKD JKE: Suspension and Expulsion](#)

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.

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.
 - 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.

Student Violence Risk Assessment

Student Violence Risk Assessment: Fair Notice for Students and Parents

*From Safer Schools Together

What parents and students need to know:

- Any threat must be reported to school administration.
- Investigation may involve the counselor, police and/or other community agencies.
- Investigation may include locker or personal property searches.
- Interviews will be held with the threat maker and other students and adults who may have information on the threat.
- Parents of students who are directly involved will be notified.
- Threatening behaviors may result in disciplinary action.
- An intervention plan may be developed for the student making the threat and a support plan may be developed for individuals targeted by threats

Duty to report:

To keep school communities safe and caring, staff, parents, students and community members must report all threat-related behaviors.

What is a threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to.

What behaviors initiate a student threat assessment?

A student threat assessment will be initiated when behaviors include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, online threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting.

What is the purpose of a student threat assessment?

- To ensure the safety of students, staff, parents and others.
- To ensure a full understanding of the context of the threat.
- To understand factors contributing to the threat maker's behavior.
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the threat maker.
- To promote the emotional and physical safety of all.

What happens in a student threat assessment?

All threat making behavior by a student shall be reported to a school administrator or counselor who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as necessary.

Can I refuse to participate in the threat assessment process?

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the threat maker or parent/guardian, the threat assessment process will continue in order to promote a safe and caring learning environment.

Collection Notice

Windsor Charter Academy is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including limiting the collection of information that is relevant and necessary to address a risk or threat, and by ensuring that information collected from online sources is only obtained from open source sites. Windsor Charter Academy will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

DRESS CODE

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 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 detention.
- **Third and Subsequent Offense Each Semester:** Students will be referred to administration.

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 worn outside the school are appropriate for WCA. At all times, administration reserves the right to require students to modify their dress if 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 Executive Board as to appropriate disciplinary action. Suspension is a valid form of discipline for chronic dress code violations.

High School	
General Guidelines	<ul style="list-style-type: none"> • All clothing, jewelry and accessories must be modest and in good taste. • Clothing must conceal undergarments. • Wording or imagery must not convey messages that are sexual, racist, obscene or that are suggestive of gangs, drugs, tobacco, alcohol, violence or death. • Dresses are not to have bare midriiffs or cling to the body. • Shorts, 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/shorts. • No backless, spaghetti strap, strapless, cold shoulder, or halter-type dresses or tops. • Dresses or tops with plunging necklines are not permitted. • Bottom garments must be worn at the waist and should not be saggy or baggy. • Bottom garments should not have holes or be frayed (except on free dress days).
Tops	<ul style="list-style-type: none"> • Shirt sleeves must have material beyond the shoulder seam and may not have holes, windows, be torn or ripped. • If a top is sheer, a top that meets dress code guidelines must be worn underneath • Hoods may not be worn in the building.
Bottoms	<ul style="list-style-type: none"> • Leggings/tights are not to be worn alone. They must be worn with tunics, skirts or dresses that follow the fingertip rule (cardigans can be worn if at fingertip length). • No athletic wear except during PE. • No pajamas.

Jumpers & Dresses	<ul style="list-style-type: none"> Dresses or skirts that are sheer must have an under-layer that is not sheer and meets dress code guidelines for length.
Jackets & Outerwear	<ul style="list-style-type: none"> Winter jackets, coats, hats, gloves, mittens, ear warmers, jean jackets, bandanas, and sunglasses may not be worn inside the building. No personal blankets are allowed in the classrooms.
Hair	<ul style="list-style-type: none"> Must be of a natural color, including facial hair.
Shoes	<ul style="list-style-type: none"> No flip flops, except for free dress day. No slippers, moccasins or shoes with wheels on the bottom.
Jewelry & Accessories	<ul style="list-style-type: none"> Piercing are allowed only on the ears. All other piercings must be removed during school hours and during school functions or replaced with a clear stud. No spikes or chains.
Physical Education Classes	<ul style="list-style-type: none"> Students must wear WCA physical education shirts and athletic shorts/pants during PE classes. Students can wear athletic shorts/pants during athletic elective courses. Physical education uniforms may not be worn as WCA spirit wear.
Scouting & Military Uniforms	<ul style="list-style-type: none"> Students who are participating in scouting programs may wear their uniform on meeting days. Students who are part of military programs may wear their military uniforms.
Casual Dances	<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"> Clothing should follow the normal WCA High School Dress Code. Students may dress alternatively if there is a specific dance theme but they must follow the <u>guidelines outlined for the event as approved by administration.</u>
Semi-Formal Dances	<p>Dresses and suits should be in good taste and appropriate for a semi - formal event according to the standards below:</p> <ul style="list-style-type: none"> Dress pants or khakis and button -up dress shirt with collar Ties, jackets, vests, or suspenders are optional 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.
Formal Dances	<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"> Tuxedos or suits including dress shirt and tie. Jackets are optional. Shirt, tops and blouses must conceal cleavage and sides. If shirt top is sheer, a top that meets dress code guidelines must be worn underneath. Dresses or shirts are not to have bare midriff; should not see skin when standing. Backless dresses may not be cut below the natural bra line. 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). Dresses may be spaghetti strap, strapless, cold shoulder, or halter-type if they meet the neckline requirement. 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.

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."

[Visit Policy IK: Grading](#)

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

Aims Community College does not round up grades.

Aims Grading Scale	
A	90—100%
B	80—89%
C	70-79%
D	60-69%
F	Below 60%

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.

Weighted and Unweighted Grades

A cumulative GPA is calculated for all courses based on the number of credits received. 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 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

High school students at Windsor Charter Academy will receive academic recognition each semester, 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

High 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 semester.
- 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.

High School Academic Lettering

A student must have a weighted GPA of 3.9 or higher for both semesters of one school year to letter.

Early College High School Students & Concurrent Enrollment

WCA's early college high school students will participate in course work that fulfills both high school and associate degree requirements. See course catalog for more detailed information. Early college and concurrent enrollment grading policies and expectations may be different than high school courses and will be outlined in the course syllabus.

College Academic Progress

The core curriculum for the Early College High School program is broadly based off the state of Colorado's guaranteed transfer program. A letter grade of D or better is considered a passing grade for college courses. However, a grade of C or better is needed for courses to transfer to a four-year college. Thus, we highly recommend that students aim for letter grades of C or higher in their college courses. If students receive lower than a C, the family is responsible for payment of the college class. In addition, students who fail to maintain a college cumulative GPA of 2.0 or higher will be placed on academic probation and will be required to meet with the college academic advisor to complete an Academic Success Plan.

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. Summer school options may be available at an additional cost.

Graduation Requirements

Please see our course catalog for the requirements for graduation.

STUDENT PLAGIARISM AND CHEATING

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. Teacher notifies administration.
- **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.

STUDENT ABSENCES

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.

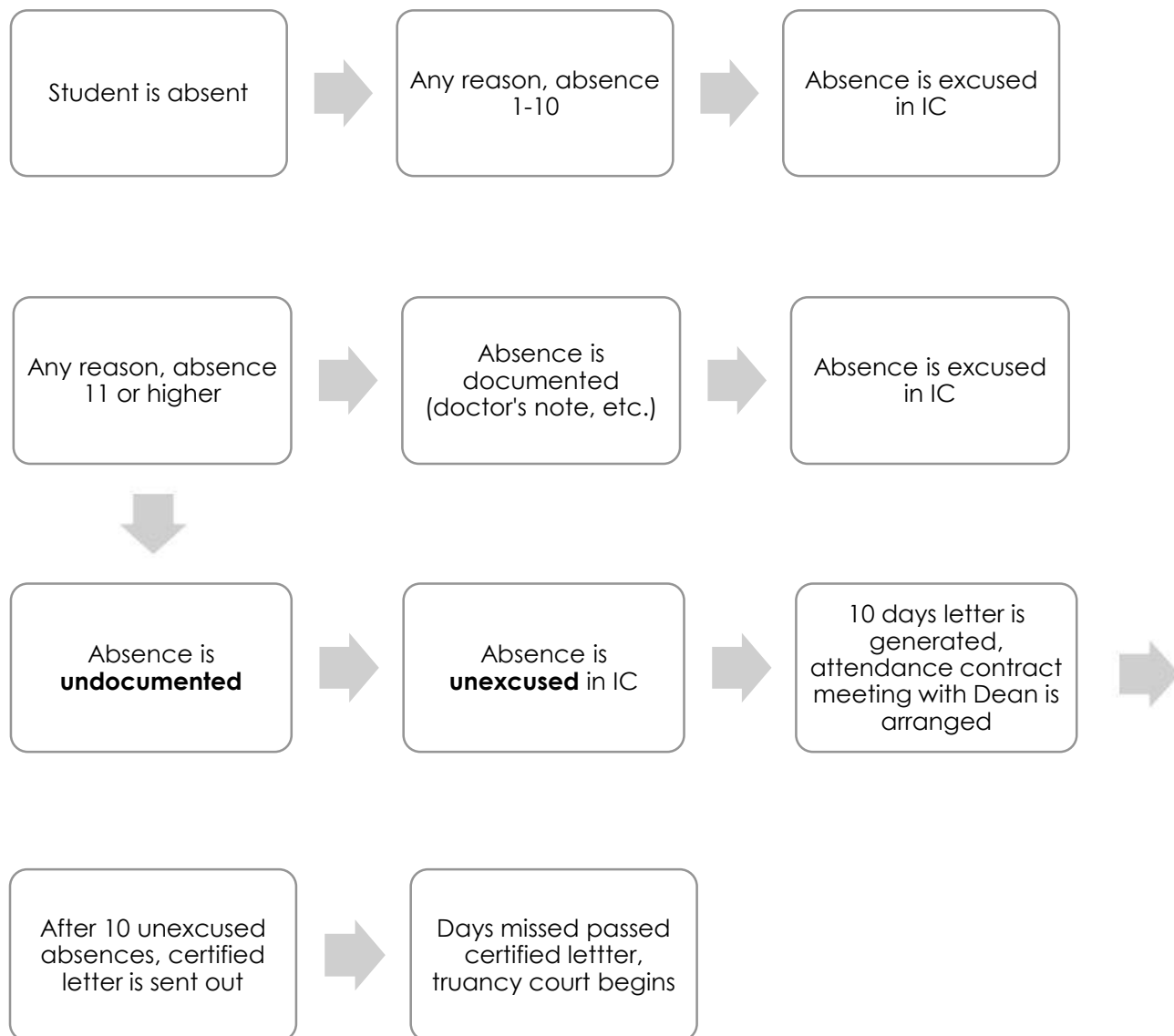
Per Windsor Charter Academy Bylaws, enrolled students must attend the first five scheduled days of the school year or have written permission from the Executive

Director. Students will be un-enrolled if student fails to attend the first five days of the school year without written permission from the Executive Director.

General Absence Policy

All students are afforded 10 absences within a school year. The first 10 absences will be considered excused with a parent/guardian phone call. After the 10th absence, documentation is required for any absence to be considered excused. Parents must submit documentation for all doctor appointments, court hearings, funerals, religious holidays, and official college visits. Documentation must be submitted within 5 school days in order for the absence to be considered excused. All absences without a parent phone call or documentation are unexcused. It is recommended that a note from a healthcare provider be acquired and turned in for all doctor visits that occur during school hours, as documented absences will not count toward the afforded 10 days.

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 home 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. If attendance does not improve after implementing the attendance plan, then the initiation of judicial proceedings to enforce compulsory attendance will begin.



Tardy Policy

Windsor Charter Academy feels 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. Tardy is defined as any time a student enters the classroom after the final bell. The only tardy that shall be considered excused is for a medical or dental appointment. Every 5 tardies equals 1 lunch detention. If the student skips a lunch detention, the student must serve 2 lunch detentions. If the student misses the lunch detention again, it becomes an in-school detention.

Planned Absences

If a student will not be attending school due to a planned absence, it is the student's responsibility to communicate with each of their teachers in advance to make arrangements for missed work. The parent/guardian needs to call the school attendance line with the details, prior to the absence. The parent/guardian phone call does not automatically excuse the absence. Refer to above attendance policy. Designation of excused or unexcused is based on the student's number of prior absences and reasons.

[Visit Policy JE: Student Attendance](#)

STUDENT ELECTRONIC DEVICES

School-Issued Device and Accounts

Students may be provided with school-issued electronic devices and Google accounts. The devices are the property of Windsor Charter Academy and are to be used solely for school related teacher directed activities. Google accounts are issued for the purpose of communication and collaboration for school use only. All students are required to adhere to the technology agreement listed in the handbook. Failure to do so may result in the following:

- **First Offense:** Based on the nature of the offense, the teacher or administration may contact parents to notify them of the first offense. The student will receive a warning and a reminder of the Technology Use Agreement.
- **Second Offense:** The teacher or administrator will notify parents of the second offense and a Device Access Plan will be created and implemented for one week.

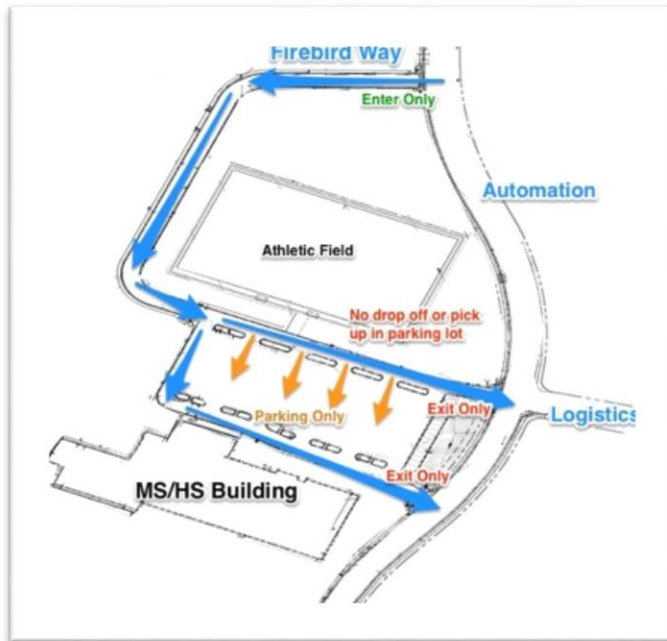
- **Third Offense:** Administration will notify parents of the third offense and the student will lose technology privileges as determined by administration. The Device Access Plan will be updated to include an alternate mode for the student to communicate and complete assignments. Administration will dictate the timeline of the plan.

Cell Phone/Other Electronic Devices

All student cell phones and smart watches must remain on silent and not visible during class, unless requested by a teacher for a specific activity. If a cell phone is a distraction to student learning or normal school operations, staff may use discretion to implement consequences below.

- **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.

STUDENT DROP OFF & PICK UP



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 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.

Inclement Weather Procedures

Before School

- When the temperature or wind chill is below 17 degrees and/or there is heavy precipitation, students will be dropped off in the morning in their usual location and come into the building until the start of the school day.

Lunch

- When the temperature or wind chill is below 17 degrees and/or there is heavy precipitation, students will have indoor lunch break.
- Lunch schedules are followed as per lunch schedule.
- Classroom teachers will provide indoor activities. Teachers will pick students up from the cafeteria and walk them to classrooms.

After School

- Administration will monitor weather alerts and updates for severe weather. If there is severe weather, students will be dismissed from the front entrance of the building. Depending on the severity and type of weather,

students may be held in the building until it is safe to go outside. Parents will be notified through email.

- Staff will assist students to their cars as they arrive. All other staff will be inside supervising students in the commons and monitoring the walkie talkies.
- Students who are walkers may not be released to walk in inclement weather due to safety concerns. If parents intend for students to walk home in the inclement weather, then the parent must call the front office to give their permission.

WCA does not provide supervision after 3:35 p.m. Parents should make plans to pick up their children by this time unless they are involved in an after school activity.

STUDENT PROCEDURES

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	Soccer	Volleyball
		Dance	Dance		

Backpacks

All student backpacks must remain in their locker during the day. Students may carry a drawstring bag or small purse, no larger than approximately 9x3x12". 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. Backpacks/drawstring bags may not be brought to lunch.

Confiscated Items

Any items confiscated by Windsor Charter Academy will be secured in one of the safes in its security offices. Items may include, but are not limited to tobacco, knives, and prescription drugs. A detailed log will be kept documenting the date, time, and person involved in the incident. The log will also be updated when the items are released/ disposed of. Any found Items of high value, including large amounts of cash over \$100, dangerous and/or illegal items or

substances including drugs, and firearms or weapons, will be handed over to the police or to the nearest police station as soon as practicable by Windsor Charter Academy. Any small amounts of marijuana that law enforcement will not accept will be disposed of by The Head of School Security and a witness.

The Head of School Security will release confiscated items to property owners if an approval from school administration is given. All items that have not been claimed and/or release will be disposed of by the Head of School Security after 14 days.

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.

Field Trip Chaperones

We encourage parents to volunteer to act as chaperones on field trips. Please note that volunteer chaperones must clear our CBI background check and 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. Volunteer chaperones are covered under the School Entity Liability policy; however siblings and/or relatives are not. Therefore, no siblings and/or other relatives are allowed to accompany volunteer chaperones on field trips. If you are unable to comply with the above guidelines for volunteering as a chaperone on field trips, we ask that you find a different volunteer opportunity.

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.

[Visit policy JLCD: Administering Medicines to Students](#)

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.

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.

There will be a \$50 cleaning/repair fee charged to the family if a locker is left in disrepair requiring work by the school.

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

Windsor Charter Academy has a Free and Reduced Lunch Program. To apply for free and reduced lunch, please use our online <https://family.titank12.com/>. This link is also available in the school meals section of the [website](#).

Students may bring a lunch from home or purchase a hot lunch from the school cafeteria. The daily breakfast and lunch menu is posted on the website. To ensure all students receive a lunch, the following process will be followed:

1. Parents may pay for lunch online through TITAN School Solutions at <https://family.titank12.com/> 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 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.

Open/Closed Campus Policy

Windsor Charter Academy is a closed campus with the exceptions of eligible sophomore, junior and senior students. Eligibility is determined by the following criteria:

1. Students who have earned the required credits to be classified as sophomores, juniors or seniors.
2. Students with off-campus privileges will maintain an acceptable conduct record in accordance with the expectations outlined in the student handbook.
3. Students with off-campus privileges will return to class on time. Excessive tardies and absences will result in a suspended lunch permit.

Students that are eligible will receive a student permit. The school assumes no extra liability for any accident or injury incurred in the exercise of this permit.

[Visit policy JHCA-R: Closed/Open Campus](#)

Pet Visitation

To ensure consistency on school grounds and facilities, all pet visits must be approved in advance and have the guidelines followed below:

- All pet visits must be approved by the Principal/Assistant Principal and the Health Office Team prior to entering the premises by completing a Pet Visitation Form.
- Pets within the building or on school grounds can be a safety hazard and a liability. Pets must be kept on a leash or in their cage and must be under the direct supervision of an adult at all times.

- Students may only view pets from a distance. To ensure safety, no student should pet or come in contact with the animal.
- Pets must be cleaned up after by the adult supervising.
- The Health Office Team must ensure that there are no students in the classroom with allergies to the visiting pet.

The plan for an animal visit to the school, a [Pet Visitation Form](#) must be completed in advance.

Student Parking

Student parking is a privilege at Windsor Charter Academy. Students must register for a parking pass by completing a parking permit application and uploading a current driver's license and vehicle registration. Additionally, students must follow all student parking rules and regulations.

All vehicles must be parked in a designated parking space. Parking in the yellow striped areas or fire lanes is not permitted. Only vehicles with properly displayed handicapped placards are allowed to park in designated handicapped areas. All vehicles must maintain a safe speed under 10 MPH while driving in the parking lot. Speeding and dangerous driving are not permitted.

All drivers must adhere to traffic patterns enter and exit the parking lot safely. All WCA students must have a valid parking permit. Students must park in the student parking spaces only.

If parking violations occur and a ticket is issued, the consequences are as follows:

- **First Offense:** Warning
- **Second Offense:** Off-campus parking for one week.
- **Third Offense:** Off-campus parking for two weeks plus community service.
- **Fourth Offense:** Minimum of above, plus possible ISS or loss of parking permit.

All offenses require a student to report to the office for a conference with an administrator.

Staff Salutations

We believe that our educators and coaches deserve the upmost respect from our students. Students should address all staff members formally using Mr., Ms., Miss, Mrs. or Coach and then their last name (i.e. Mr. Jones or Coach Smith). Additionally, when staff members are talking with students about other staff members, they should refer to their colleagues the same way. Addressing staff members formally does not diminish the strong relationship that staff have

created with the students but represents the respect given to the adults in our buildings.

Student Service Commitment

Because community service is an integral part of the culture of WCA, high 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 1st. Service hours can be accrued between May 1st of the current year and April 30th of the next year.

- 9th-12th Grades: 25 Hours

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

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, high school students have an additional \$75 technology rental fee, to cover the cost of filtering, maintenance, and personal use until they graduate from WCA. The technology rental fee does not cover the cost of damages, repairs or loss. 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, or change course schedules.

HIGH SCHOOL GENERAL FEES	
Registration	
Registration	\$60
Estimated Cost for Aims College Administrative Fee per semester	\$25
HS Technology Rental*	\$75
Yearbooks (Purchased through Jostens only)	
HS Yearbook	
Clubs	
General	\$25
HS Musical	\$65
HS Play	\$45
HS Vex Robotics	\$200
Athletics	
Per Sport	\$100**
**Maximum of \$200 for sports.	

HIGH SCHOOL CLASS & ELECTIVE FEES		
Course #	Course Name	Fee Per Semester
AID 01	Teacher Aide	\$0
ART 01	Painting I	\$25
ART 02	Painting II	\$20
ART 03	Drawing I	\$20

ART 04	Drawing II	\$20
ART 05	Ceramics & Sculpture I	\$30
ART 07	Photography	\$0
ART 09	Introduction to Graphic Design	\$0
BUS 01	Personal Finance	\$0
BUS 02	Introduction to Business	\$0
BUS 04	Entrepreneurship	\$0
CAR 05	Cooking	\$30
CHE 101	Chemistry	\$30
COM 115	Public Speaking	\$0
EGR 01	Introduction to Engineering	\$30
EGR 03	Engineering Concept & Design	\$30
EGR 04	Race Engineering	\$0
ENG 03	Literacy Lab	\$0
ENG 07	Yearbook	\$0
ENV 101	Environment Science	\$80
HIS 02	Sociology	\$0
HIS 03	History of Rock and Roll	\$0
LEA 01	Student Council	\$0
LEA 04	9th-10th AVID Leadership	\$0
LEA 05	11th-12th AVID Leadership	\$0
MAT 09	Math Lab	\$0
MUS 01	Symphonic Band	\$30
MUS 03	Mixed Choir	\$25
MUS 05	Orchestra	\$30
MUS 06	Jazz Combo	\$30
MUS 07	Guitar I	\$10
MUS 120	Music Appreciation	\$0
PE 01	Yoga	\$0
PE 02	Get Fit	\$0
PE 03	Team Sports	\$0
PE 05	Outdoor Adventure & Survival	\$20
PE 06	Health & Wellness	\$0
PE 07	Dance	\$0
PSY 25	Introduction to Psychology	\$0
SCI 03	Forensic Science	\$15
SCI 04	Genetics	\$25
SCI 05	Human Anatomy and Physiology I	\$15
SCI 06	Human Anatomy and Physiology II	\$15
SPA 25	Spanish I	\$0
SPA 50	Spanish II	\$0
SPA 75	Spanish III	\$0
SPA 100	Spanish IV	\$0
STU 01	Study Hall	\$0
TEC 03	Computer Science Principles I	\$0
TEC 04	Computer Science Principles II	\$0
TEC 05	Robotics	\$15
TEC 11	Innovation Lab (STEM Capstone)	\$0

THE 01	Theatre Arts	\$0
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GENERAL INFORMATION

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.

[Visit Policy JICH: Student Involvement with Drugs and Alcohol](#)

[Visit Policy ADC: Tobacco-Free Schools](#)

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.

Inclement Weather School Closures

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

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 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 online 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.

School Committees

- **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.

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

Student Check Out

If a student must leave during the school day, it is necessary to have parent permission for the student to leave. Office staff will call the student out of class when the parent/guardian is present or has called if the student is able to drive themselves. 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 or communicate with the front desk that a student may sign him or herself out for the day. 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. In-district transfers will only be considered the first three weeks of a school year.

TECHNOLOGY POLICIES & EXPECTATIONS

Windsor Charter Academy Student Technology Policies and Expectations	
All students and parent/guardians must complete the Windsor Charter Academy Parent/Student Technology Policies Agreement form before school technology access will be granted.	
Compliance with the Policy JS: Appropriate Use of School and Personal Technology by Students policy is mandatory.	
Area of Concern	Expectation
Internet Access	<ul style="list-style-type: none"> School technology is provided to students to conduct research, complete assignments, and communicate with others to further their education. Use of, and access to, school technology is a privilege, not a right; therefore, general rules of school behavior apply. Students must comply with school standards when accessing and using school technology. Connection of personal technology to the WCA data network for purposes other than to store or retrieve education-related data is prohibited.
Digital Storage	<ul style="list-style-type: none"> 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. Students should not expect that files stored on, or sent via, district computers or servers will be private.
Security	<ul style="list-style-type: none"> Students must adhere to, and comply with, all school policies and local, state, and federal laws regarding data security. Students should ensure that workstations are locked when unattended and accounts are logged out after use of a shared device. Students should immediately notify school technology staff of any suspected school technology security issues without demonstrating the problem to others. Circumventing or intentionally compromising school security measures is prohibited. Intentionally or neglectfully transmitting viruses or other destructive computer files or bypassing school filters is prohibited.
User Logins and Passwords	<ul style="list-style-type: none"> Students will be assigned a windsorcharteracademy.org google account in Kindergarten. 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. 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.
Use of Devices	<ul style="list-style-type: none"> Personal technology must not be used in a manner that has a detrimental effect on the educational environment. 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.
Online Images, Video, and Data	<ul style="list-style-type: none"> 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,

	<p>sexually oriented, or potentially offensive to some people.</p> <ul style="list-style-type: none"> • WCA does not condone or permit the use of inappropriate material and uses content 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. • 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. • Any use, transmission, storage, or publication of any material in violation of law, and/or school policy is prohibited. • Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are threatening, profane, violent, or obscene is prohibited. • Using software, media, or digital content contrary to licensing or fair-use copyright restrictions is prohibited. • 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.
Social Media	<ul style="list-style-type: none"> • Using school technology for social networking purposes (i.e. Facebook, Twitter, etc.) is prohibited.
Digital Communications	<ul style="list-style-type: none"> • Use of technology, District or Personal, to harass, intimidate, or bully others is prohibited.
<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>	

Consequences for Misuse of Technology	
Misuse of, or inappropriate access to, personal or school technology may result in disciplinary action up to and including expulsion.	
<ul style="list-style-type: none"> • A student's use of school technology may be suspended or restricted at the discretion of school administration. • A school may temporarily hold (pending parental or same-day pick up) personal technologies that are used inappropriately. • 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. • 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. • 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. 	
Financial Penalty	
<p>Any damage to school owned technology will result in a \$25 fee per incident. Any damage that has been deemed negligent and/or irreparable will result in a charge for the full amount of repair or replacement, up to \$400. Loss of school owned technology will result in a charge for the full amount of replacement. Any damage or removal of inventory tags will result in a \$5 fee per instance.</p>	

VISITORS & VOLUNTEERS

When visitors and/or volunteers come to our schools, there are certain processes that we 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](#)

EXECUTIVE BOARD POLICIES

The following are a few pertinent board policies. Please visit the website for a full list of board policies.

- Policy ADC: [Tobacco Free School](#)
- Policy IK: [Grading](#)
- Policy JE: [Attendance](#)
- Policy JICA: [Student Dress Code](#)
- Policy JICDD: [Violent and Aggressive Behavior](#)
- Policy JICDE: [Bully Prevention](#)
- Policy JICH: [Student Involvement with Drugs and Alcohol](#)
- Policy JK: [Student Discipline](#)
- Policy JKA: [Use of Physical Discipline and Restraint](#)
- Policy JKA-R: [Use of Physical Discipline and Restraint \(Regulation\)](#)
- Policy JKD JKE: [Suspension and Expulsion](#)
- Policy JKD JKE-R: [Suspension and Expulsion Regulation](#)
- Policy JKG: [Discipline of Habitually Disruptive Students](#)
- Policy JKG-R: [Discipline of Habitually Disruptive Students \(Regulation\)](#)
- Policy KI: [Visitors to the School](#)

OPT OUT FORMS

Opt out forms for Non-Disclosure of Directory Information is available for parents in the school office.

- 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 in the school office.

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

NOTICES & PARENT/STUDENT AGREEMENTS

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 high 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