

COLORADO SPORTS LEADERSHIP ACADEMY

Parent/Student Handbook

SCHOOL CONTACT INFORMATION

Principal:	Lindsay Lohmann	llohmann@wps.org
Assistant Principal:	Kodi Kelly	kkelly@wps.org
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Our Mission

Colorado Sports Leadership Academy cultivates a culture of integrity, teamwork, and endurance for all students PK-8. By instilling these core values, we nurture well-rounded individuals who excel on and off the field, fostering resilience and character for a lifetime of success.

Our Vision

Colorado Sports Leadership Academy empowers students through a dynamic, collaborative, personalized training plan. G.O.A.T.s climb to peak performance coached in the principles of integrity, teamwork, and endurance.

Colorado Sports Leadership Academy
7001 Lipan St.
Denver, CO 80221
Attendance Line: 303-367-3962
Office Hours: 7:30 AM-3:30 PM

Welcome to another exciting and challenging school year at Colorado Sports Leadership Academy. We are looking forward to continuing our relationships with you and your child. If you are a first year parent at our school, we look forward to getting to know you and your child as the year progresses.

Our staff holds high expectations for the success and achievement of all our students, as we believe that a good education is the most important gift that we can give our children. At Colorado Sports Leadership Academy, we strive to give each child this gift every day. We see our goal as maximizing learning in a safe environment, and ensuring that each child is well prepared for the transition to high school and beyond. We believe that achieving this goal is a shared responsibility between the home and the school. Please join us by getting involved in the day to day life of the school.

While each year in a child's education is important, it must be remembered that a child's public school education begins in preschool and kindergarten and ends at graduation. It is over this thirteen year period that a child receives the education that will make it possible to achieve success in personal life, and a changing society.

By choosing to enroll your child in Colorado Sports Leadership Academy, parents and guardians have accepted the responsibility to provide proper interest, encouragement, guidance, and a home environment to foster the best possible learning situation. We would like to make sure you have a full understanding of the support we are able to provide you and your student as well as the support we will require from you.

Our commitment to you and your student:

1. Your student will receive a high quality education and upon leaving the 8th grade will be prepared for high school.
2. The school will make every effort to make sure your student is safe at all times in the building, on the grounds, and at school sponsored activities.
3. You and your student will be treated with dignity.
4. The school will maintain clear, consistent, and timely communications with you regarding your students and his/her progress.

Your commitment to the school:

1. I understand that as a parent I must be supportive of my child and his/her school. I will commit to supporting the school including but not limited to: attending PTO and/or BAAC meetings, volunteering in the building, supervising field trips, participating in after-school and/or evening events, and/or other activities sponsored by the school.
2. I understand that my child is expected to attend school every day, to arrive promptly, and to remain throughout the scheduled hours. I commit my child will not miss more than 10 days during the school year, and have no more than 10 tardies or 10 early removals from the school. Excessive tardies and/or absences will result in my child being placed on attendance probation and possibly start truancy proceedings.
3. I understand that my child is to adhere to the student code of conduct and discipline policies. Failure to follow school rules and requirements may result in my child receiving behavioral counseling, being placed on a behavior contract, and/or may result in dismissal from the Academy.
4. I commit to ensuring that my student has a quiet place and allotted time every day to complete homework as needed. I understand it is my responsibility to review, sign and return all homework and communications when requested.

5. I will read the school and teacher newsletters and be responsible for knowing the information contained in them.
6. I will be available for conferences with teachers/administrators as necessary. If I have circumstances that prevent me from meeting in person, I will work with the school to identify alternative (phone, video/web conferencing, etc.) forms of communication.
7. I understand that my student is to adhere to the uniform policy of Colorado Sports Leadership Academy.

STUDENT CONTRACT:

In order to be successful at Colorado Sports Leadership Academy, our students need to follow certain guidelines and expectations around behavior, attendance, and academics. I have read and discussed the following student expectations with my child.

As a student at Colorado Sports Leadership Academy:

1. I understand that I am to follow the student code of conduct. Violations of the code may result in being placed on a behavior contract and/or removal from school.
2. I understand that I am to follow the directions of all adults at the school.
3. I understand I am to keep up on homework and classwork and use the time before and after school to stay on top of my studies.
4. I understand I must attend school every day and be on time, prepared, and ready to learn.
5. I understand I must wear the approved school uniform.

ACADEMIC EXPECTATIONS:

Colorado Sports Leadership Academy focuses on a well rounded education for all students and relies on providing challenging and intriguing assignments for all of its students. It is an expectation at CSLA that students will complete and turn in all assignments to the best of their ability. The Westminster Public Schools approach to learning is referred to as CBS (Competency-Based System) where the entire educational system is organized around engaging students in 21st century skills, working at their developmental levels, and advancing only when they have demonstrated proficiency or mastery. Westminster Public Schools uses an approach to learning that is based on these core beliefs:

- Learning is the constant
- Personalized Delivery
- Time is the variable
- Systemic and Systematic

The Afternoon Huddle: Our goal at CSLA is to personalize learning for each of our students. Our Huddle Time is designed to give students the opportunity to connect with their peers and staff in order to set students up for success throughout the week. Huddle time is also dedicated to Personal and Social Leadership Lessons that focus on bullying prevention, nutrition and wellness, making positive choices, etc. These lessons help create and foster a more positive climate and culture.

TEACHER/PARENT COMMUNICATION:

Student Reports: Quarterly progress reports will be provided to families, but they can be accessed at any time through our ***Empower system***. Parents are always encouraged to contact or visit with teachers if they have questions about their students' progress.

Parent/Teacher Conferences: Quality education requires close and open communication between parents and teachers. In order to support educational excellence, formal scheduled conferences will be held twice a year. At these conferences, student level, achievement, behavior, and effort will be

discussed. This contact is also a time for parents to ask questions about progress, share information, or help make plans to further the education of your child. If a parent would like, they may contact a teacher or team to set up a conference that is outside of the regularly scheduled Parent/Teacher Conferences.

Schoolwide Weekly Updates: Emailed messages are sent home each week to notify families of upcoming events and important dates. Please make sure your email address is up to date in our Infinite Campus system to ensure you are receiving these important messages.

STUDENT SERVICES:

Our Mental Health Interventionist and Counselors are available to assist you. In addition to meeting with students individually, our interventionists meet with groups of students, conduct classroom and other small group activities, and consult with teachers and parents. Our interventionists assist in making educational plans, understanding test scores, exploring career options, learning effective study skills, further developing academic skills, Gifted and Talented, resolving conflicts with friends, family, teachers, and understanding yourself and others. If you or your child wish to see an interventionist, please call or stop by the main office to arrange an appointment. During the school day, a pass from a staff member is needed to visit with our interventionists. Appointments can be requested before and after school or, if time permits, during passing periods.

PARENT AND COMMUNITY PROGRAM PARTICIPATION:

Parent Teacher Association (PTO): The PTO at Colorado Sports Leadership Academy is made up of parents, and teachers to serve to organize community events and our school fundraisers that directly supports the following:

- Student Recognition
- Student Field Trips
- Educational Assemblies
- Project-based Learning
- Community Events
- School Fundraising
- Teacher appreciation and conference meals
- School Improvements

PTO also serves to advise the principal concerning school improvement, budget, and community feedback.

School Visitation and Volunteering: Parents are strongly encouraged to volunteer in the classroom, at special programs, activities, or some of the committees listed above. Students appreciate seeing their parents involved in their school and a cooperative effort between school and home can only enhance each student's educational experience. Please inquire in the office if you are interested in volunteering on a regular basis in the classroom. You will also need to complete a volunteer form and sign our CSLA volunteer guidelines form as well. We do ask that you coordinate volunteer efforts directly with classroom teachers ahead of time. We look forward to seeing you often, in and around Colorado Sports Leadership Academy.

STUDENT PROGRAM PARTICIPATION:

After School Clubs: Colorado Sports Leadership Academy offers a variety of after school clubs at each level. Students are encouraged to participate in as many, or as few after school clubs as they would like. Sometimes, there is a small fee that goes towards paying for the club. Club announcements will come home in weekly updates throughout the school year. If you decide to sign your student up for an after school club, please make sure that you inform the club leader if your child will be absent for a session.

Field Trips: Field trips are scheduled to provide students with learning experiences not readily available in the normal classroom. A charge to cover operating expenses for the bus is made by Westminster Public Schools. Some trips may require additional money for entrance fees or activities. As part of the registration process, a signed electronic form is necessary and teachers will send home additional permission slips or opt out forms for each experience.

Birthdays: Students can celebrate their birthdays at school by coordinating a timeframe with the teacher. Students have the option to bring in a healthy, pre-packaged snack as an alternative to sweets treats. Please notify your child's teacher of any dietary restrictions.

STUDENT HOURS:

Students should plan to arrive at school at 7:30 am. There will not be supervision before 7:30 am.

Regular Schedule	Early Release Schedule
Classes begin: 7:35 am Classes end: 2:50 pm	Classes begin: 7:35 am Classes end: 1:40 pm

Late Start Schedule
Classes begin: 10:00 am Classes end: 2:50 pm

SCHOOL POLICIES AND PROCEDURES:

Attendance Guidelines: All students, regardless of age, are expected to maintain appropriate attendance and meet academic performance standards as part of their promotion through the levels.

In addition to this, parent and student responsibilities relative to Westminster Public Schools' attendance Policy, Procedures and **Colorado State Statutes include: that more than four (4) unexcused absences in a month, or ten (10) absences, of any type, in an academic year are considered excessive.** At this point, an attendance meeting will be held with administration. The purpose of this meeting would be to determine the reasons for continued absences, what assistance the school may offer, and, if necessary, place the student on a building-level contract. Subsequent absences will require necessary documentation from medical personnel or prior approval from administration in order to be considered excused.

Excessive Absences: **When a student has 15 combined unexcused or excused absences it is deemed as Chronic Truancy.** Once this occurs, the student and parent will be referred to the Student Services office of Westminster Public Schools.

Tardiness: Without proper excuse, tardiness is considered a form of unexcused absence.

- Students who are late to school must check in with the Main Office. Students who are late to class and are unexcused will receive consequences from their teacher for time and work missed.
- Tardies are dealt with by each teacher unless they become excessive, in which case they will be referred to the administration and may result in an administrative referral and may result in further disciplinary actions.

HEALTH AND SAFETY:

Clinic: The clinic is available for students who are ill, injured, or have a health concern. Students MUST have a pass from a teacher to come to the clinic, except in the case of an emergency. Parents must be contacted through the main office for permission to leave school. **(Students who are ill may not call parents to take them home from their cell phone or classroom phone).**

Medication: Whenever possible, your child should take their medicine at home. We cannot give any medication (prescription or any over the counter types) at school unless a Medication Permission Form has been completed and signed by you and your doctor. This includes but is not limited to cough drops, sunscreen, and inhalers. In these cases, medicines will be kept in the office and your child will take it there. The medication must be in the original prescription container and properly labeled with the date, child's name, name of the medicine, directions for taking the medicine and the name, and telephone number of the doctor who prescribed the medicine. These forms are available in the office.

Immunization Record: A complete immunization record is required by the State of Colorado for all students and the school must keep on record a copy of the original immunization record from the doctor's or clinic's office. **Failure to comply with state immunizations could prevent your child from being eligible to attend school**.

Drills: We will conduct a fire drill each month and two tornado and lockdown/lockout drills are conducted each school year. These are conducted by District personnel who come to the building to take us through the process of what to do in the case of an intruder or an emergency in the school vicinity. During these drills, no one will be allowed to enter or exit the building for any reason until the drill is completed. These drills have become necessary in recent years to educate students and staff in what to do in the case of an unforeseen emergency.

DRESS CODE:

All students at The Colorado Sports Leadership Academy are expected to wear the designated uniform. This consists of Colorado Sports Leadership Academy attire that has the school's logo. Students may also wear blue, green, gray, white or black plain polo shirts. CSLA Hoodies are the only hoodie allowed within the school building. District approved dress code is followed regarding appropriate pants/shorts and shoes. If students are not in proper CSLA attire, students may borrow a CSLA approved shirt from the office for the day or office staff may have students call home if the student needs a parent to bring them appropriate attire. If not returned by the next school day, parents will be notified and charged for the borrowed shirt. Students will need closed-toed shoes for PE and technology education classes.

Students should dress appropriately for the weather so that they are comfortable and able to complete school work. In the winter, this includes items such as a coat, hat, gloves and boots or appropriate shoes. Hats and hood are allowed when students are outside, but must be removed upon entering the building.

Repeated dress code violations may result in further discipline or suspension.

LOCKERS:

Lockers are distributed to middle school students upon the return of the signed form stating that the handbook has been read and understood by student and parent/guardian.

- Lockers are issued to students by the main office. Students must use their original assigned locker.
- As lockers are district property, they and any contents may be searched with "reasonable suspicion" at any time. Keep your locker clean, inside and out. Keep your locker combination to yourself and do not share it with anyone else.
- The school is not responsible for lost or stolen items. **Leave valuables at home.**
- **All backpacks, hats, coats, etc. must be kept in your locker until the end of the day.**
- Students will be assessed a fee to repair any damages that occur to their assigned locker.

HALLWAY AND RESTROOM PROCEDURES:

Hall Behavior:

- Students are permitted in the hall during class periods or lunch only with a pass from their teacher. Students may be requested to show this pass to a staff member when out of class.
- Headphones may be used in class at teacher discretion and with permission. Headphones are not allowed to be used outside of class during the school day.

Restroom Behavior:

- Students are permitted in the bathroom once they have a pass from their teacher.
- Students should behave properly in the bathroom towards both other students and the bathroom facilities.

Entering the Building (Before School):

- Outside supervision starts at 7:30 am. Students should arrive on campus at 7:30 am. Students will be let in the building at 7:35 am. **Any student who comes after 7:40 am will need to check in at the main office**.

Exiting the Building (After School):

- All students will be dismissed via Driveline at 2:50 pm.
- Driveline requires that the vehicle that is being used to pick up a child has the proper number (distributed at the beginning of the year) displayed so that a student can be notified to exit the building. The pick up number assigned to each family should be prominently displayed to ensure the driver of that vehicle is approved to pick up the children associated with the number.
- After Driveline, at 3:00 pm, elementary students walk to the designated exit accompanied by their teacher.
- Students who are walking will be allowed to exit the building and walk home at 2:55 pm.

- All teachers wait outside at their designated location until all students have been picked up or, if walking, have left school grounds.
- Elementary students who have not been picked up by 3:10pm. will be escorted by their teachers to the main office and can be picked up by parents from the main office. Parents should try to pick up their children as soon as possible after the 2:50pm release. While we work hard to work with families running late, there is no supervision after 3:30pm and students may be released to authorities if tardiness becomes excessive.
- Students who need to re-enter the building after school, for any reason, must enter through the front door.

BREAKFAST AND LUNCH PROGRAMS:

- Breakfast is free to all Colorado Sports Leadership Academy students through a state funding grant. Free/reduced lunch applications are completed by all families for us to qualify for this funding source. Applications are available in the school office and online. Students eat breakfast in their classrooms at the beginning of the school day.
- Students who choose not to eat the hot lunch provided by the school may bring lunch from home. Each student is assigned a lunch number code to credit their lunch account on the computer. To help maintain a safe lunch room, students are not allowed to share food per school board policy.
- Students are not allowed to order food or beverages from outside food services or have food items delivered to the school (Doordash, Uber Eats, Postmates, etc.). Food that is delivered to the school will be confiscated and parents/guardians will be contacted.

LUNCHROOM RULES:

Student courtesy and politeness are expected at all times and students should practice good table manners while in the cafeteria. The following rules are to be followed:

- Students are not allowed to have cell phones in the cafeteria or outside during lunch
- Students must follow the directions from the cafeteria supervisor and staff;
- Students should talk softly in a conversational tone;
- Students should not share food;
- Students should leave the lunch table area clean and neat;
- Students should wait in their seat until they are dismissed
- Students must have a pass to go back to the classroom or hallway.

If you choose to disregard the above expectations, your parents and the administration may need to make alternative lunch arrangements.

RECESS/PLAYGROUND EXPECTATIONS:

- Students should be prepared every day to go outside for recess. Students will go outside for recess unless the weather indicates that the windchill feels below 20 degrees or the weather conditions are too harsh for outdoor play. If this is the case, students will have inside recess.
- Students are to follow all rules, directives of staff, and be cooperative, kind and inclusive of everyone during recess.

BEHAVIOR INFRACTIONS, BULLYING, AND STUDENT REDIRECTION:

CSLA teachers and staff believe in a positive approach to prevent negative behaviors. **No student shall engage in bullying, intimidating, or harassing behavior.** This includes behaviors in the school, on

school grounds, in school vehicles, or at school activities or sanctioned events, or that happen outside the school day but affect another student's sense of safety.

> *Bullying is defined as any written or verbal expression, or physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students.*

A reasonable balance between the severity and pattern, if any, of the behavior shall be taken into consideration when disciplinary decisions are made. Administration will refer to the WPS Discipline Matrix for all incidents involving bullying and/or mean behavior.

PERSONAL PROPERTY:

A student's personal property should be kept in the school desk or locker with one exception. Money should remain in a student's pocket or purse at all times. We recommend that students bring only small amounts of money to school if purchasing lunch or t-shirts. All coats, jackets, tennis shoes, hats, gloves, boots, etc. should have the student's name clearly marked on the inside.

- Toys, tablets, electronic games, laser pointers, stuffed animals, etc. should be left at home and may be confiscated;
- All personal and family valuables should be left at home (any items that a student brings to school become their responsibility; including their cell phone);
- Any **hazardous items such as knives, guns, water pistols, matches, lighters, explosives, tobacco or drug-related items will be confiscated immediately and the student will be dealt with in accordance with district policy and state law**;
- Colorado Sports Leadership Academy and WPS is **NOT RESPONSIBLE for any lost or stolen money or property, including headphones or cell phones**.

CHROMEBOOKS:

Each child in Levels PreK-8 will have a designated Chromebook checked out to them for use each day.

Students are responsible for any damages that may occur to their device.

All students are asked to follow a simple set of rules which are intended to make the technology experience as pleasant as possible for everyone, while making sure the equipment is protected from any careless behavior. The following are the basic rules we ask of all students:

- No food or beverages are allowed around devices.
- Make sure all equipment is in working order at the beginning and end of each class.
- Log-in with their own username and password.
- Downloading or viewing of videos, music, games, or playing network games is prohibited.
- Log out when finished with the computer.
- Students who intentionally access inappropriate sites or vandalize either the hardware or files will receive disciplinary action that may result in loss of computer privileges.
- Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially important in the computer environment. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, cyber-bullying, and copyright violations are grounds for disciplinary action.

No Expectation of Privacy

District computers and computer systems are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. The District does monitor student use through a program called Gaggle, which alerts the administration if there is a concern. All material and information accessed/received through District computers and computer systems shall remain the property of the school district.

CELL PHONES:

Cell phones are not permitted. Students may use the student phone in the front office for an emergency only. The following are not considered to be emergencies and should not take office personnel time away from more important duties:

- Forgotten homework, musical instruments, athletic equipment, etc.
- Notifying parents of regularly scheduled after school activities
- Arranging with a parent to visit a friend's house after school.

If a student has a phone at school, it should always be turned off and out of sight/sound during school hours. This includes all school activities and field trips. **CLSA will not investigate nor be held liable for inappropriate use of, damage to, theft of, or loss of any and all electronic devices.**

If a device rings, vibrates or is in use during the school day, it may be confiscated and brought to the administration. We will follow these steps:

- ☐ The student receives one warning to put the cell phone away.
- ☐ A second warning during the same class, means the student will hand their cell phone to the teacher and the teacher will take it to the office. Parents will be contacted and may be required to pick up the student's phone from the main office.
- ☐ Further violations will result in a parent and student conference with administration.

Further or repeated offenses may result in additional discipline. Students are reminded that improper use of technology during or after school hours, on or off school property, may result in discipline at school if it interferes with school safety or academic integrity. This includes but is not limited to texting, social media, email, and group chats.

BEHAVIOR REFERRALS:

Consequences will be given for misbehaviors. Our teachers follow a progressive system of discipline. They first try to correct the behavior using Restorative Justice Practices within the classroom and in cooperation with you, the parent. If this does not produce better behavior, your student may receive an Office Referral which will result in a visit with the Assistant Principal and/or Dean and the potential for further consequence.

CSLA Student Handbook Acknowledgement Form

Please sign and return to your student's huddle teacher.

Students and parents are responsible for reviewing and knowing the behavior expectations outlined in both this student handbook and the WPS Student and Family Rights and Responsibilities Handbook published by the District and provided during online registration.

Parents and students, your signature informs us that you have read and understand the expectations of CSLA, agree to abide by school and District rules, and pledge to work together with the school to ensure a safe and positive educational environment for all our students.

Parent_____ **Date**_____

Student_____ **Date**_____ **Grade**_____

Forma de Reconocer la Manual de estudiantes en CSLA

Por favor firma la forma y devuélvelo a la maestra/o de Homeroom/primer hora de su estudiante

Estudiantes y padres son responsables de revisar y saber las expectativas de comportamiento explicado en este manual de estudiantes y también en el manual de los derechos y responsables de estudiantes y familias de WPS que fue publicado por el distrito y proporcionado durante registración en línea.

Padres y estudiantes, su firma nos informa que ha leído y entiende las expectativas de CSLA, está de acuerdo de las reglas escolares y del distrito, y le compromete de trabajar juntos con la escuela para asegurar un lugar seguro y positivo para todos de nuestros estudiantes.

Padre _____ **Fecha**_____

Estudiante_____ **Fecha** _____ **Grado**_____