



*Achieving Success from
"Crayons to College"*

Student-Parent Handbook

Swallows Charter Academy K-12

101 Civic Center Drive Pueblo West, CO 81007
Phone: 719.547.1627 Fax: 719.547.2509 Website: sca.district70.org

NOTICE OF INTENT

The registration of a student at Swallows Charter Academy ("SCA") is deemed an agreement on his/her part, and on the part of his/her parents/guardians, to read, know, and both comply and cooperate with the policies, rules, regulations and restrictions of the school as contained in this Handbook. SCA reserves the right to make revisions to its contents at any time. Any such revision is in effect upon notification of parents and students.

Hello Spartan Parents and Students!

I would like to wish you well on the academic, athletic, and social endeavors you pursue this year. Our expectations of discipline are stringent: our demands for academic excellence are high and will continue to be so.

Our staff has committed to making this a safe and caring school; one in which all students are able to work toward their potential in a non-threatening environment. We are counting on your help to ensure that this happens. Rules are for the safety and protection of all students and I want to encourage you to become familiar with the policies that regulate our school and our district. The information in this handbook will assist students in their journey toward graduation at Swallows Charter Academy and answer frequently asked questions by parents and students.

Swallows Charter Academy will be for you whatever you make it. Be proud of it. Take good care of it. Make the most of it. Set high goals for yourself and then work your hardest and give your best to achieve those goals. Michelangelo once said that the danger for most of us is not that we set goals that are too high and we miss them, but that our goals are too low and we achieve them.

Please carefully read this entire Student-Parent Handbook now! Be sure that you understand everything in it. High school students should also become familiar with the Pueblo Community College (“PCC”) and/or Colorado State University-Pueblo (“CSU-P”) student handbook, and the relative contracts and obligations.

If you would like clarification on any item in this handbook, feel free to contact the school office anytime. Please accept my very best wishes for great successes throughout this school year.

Warmest Regards

Dr. Cindy R. Compton

Dr. Cindy Compton
Executive Director

Swallows Charter Academy Spartan Code of Honor

Mission

The mission of Swallows Charter Academy is to encourage all students to strive for academic excellence by providing a content-rich and rigorous curriculum in a safe and respectful environment that nurtures character development and supports creative expression.

Vision

Swallows Charter Academy envisions a community working to produce lifelong learners who are: problem solvers, well-rounded citizens, critical thinkers, team players, good decision makers, and leaders of tomorrow.

We Believe. . .

- Every person has value and is an integral part of our community
- Our community is strengthened by recognizing, honoring, and respecting human diversity
- Taking responsibility for actions or choices creates individuals with integrity and character
- Innovation and creativity are essential to our future.
- All people have the opportunity to live, learn, work, and play in a safe community
- High standards create excellence

As a member of the SCA community:

- ***I will*** place the educational welfare and safety of ALL students and staff as the FIRST priority.
- ***I will*** give everyone in the school community respect at all times and help create a welcoming and respectful environment.
- ***I will*** be open, fair, and honest in all communications with other members of the school community.
- ***I will*** respect the rights of others to have and express ideas that differ.
- ***I will*** work within the system's policies, procedures, and chain of command to effect positive change and growth for the schools.
- ***I will not*** disclose or discuss confidential business in public or with anyone not privy to such information.
- ***I will not*** make disparaging remarks or gossip about others in the school community or the school itself.
- ***I will not*** seek personal advantage, or conduct unauthorized business, because of personal relationships with members of the school community.
- ***I will not*** interfere with or disrupt the academic or business environment of the school.
- ***I will not*** put the interests of individuals or groups ahead of the educational welfare and safety of ALL students.
- ***I will*** be truthful regarding the health of my child before sending them to school.

Board Governance

The Board's purpose is to preserve and advance the mission of the school by developing policies.

The school's day-to-day operations are handled by the administration. A five-person board of volunteers elected by parents governs SCA.

The SCA Board and the administration meet for an open-forum and business meeting the second Monday of every month at 5:30 p.m., unless otherwise posted, at SCA. Parents are encouraged to attend monthly business meetings and any work sessions that are scheduled.

- Contact the Executive Director at least one (1) week prior to a meeting to be included on the agenda. Otherwise, public comment during meetings is limited to the open forum at monthly meetings. Please refer to board policy in the office of the school for all details.
- Executive sessions are held on an as-needed basis to discuss confidential matters concerning employment, contracts and legal issues, and are not open to the public.
- The current SCA Board of Directors consists of: five (5) elected Board members. Board member & administration photos are posted in the building.

BOARD MEMBERS

Mrs. Kjirstin Roberts, Board President
Ms. Laura DeHerrera, Board Vice President
Mrs. Emma McWhorter, Board Secretary
Mrs. Sarah Sandstrom, Board Treasurer
Mrs. Jennifer Reese, Board Member

SCA Enrollment and Waiting List

Swallows Charter Academy (SCA) is a charter school; a public school of choice. As a public institution, there is no tuition associated with enrollment and discrimination is prohibited (see Pueblo District 70's non-discrimination policy at www.district70.org. SCA has a great reputation in the community for providing an excellent education, so a waiting list of students is common.

Enrollment

Class size at Swallows Charter Academy (SCA) is limited to a maximum of 25 students per class but may have up to three (3) more if there is a particular need. SCA may have more students in classrooms for subjects not tested on required state testing so long as all building occupancy restrictions are followed. As a public institution, there is no tuition associated with enrollment, and discrimination is prohibited.

Currently enrolled SCA students shall automatically be re-enrolled from year-to-year.

First preference for enrollment of new students shall be given to children of current full-time SCA staff and faculty.

Second preference for enrollment of new students shall be given to siblings of current SCA students.

Preference for new students is then given to children who reside in District 70, then residents of District 60, and then students who reside in an area outside Pueblo County, but live elsewhere in the state of Colorado.

If at any time the enrollment exceeds the classroom capacity at SCA, all subsequent applications for enrollment will be placed on a first come first serve waiting list.

A parent may submit an application form to enroll his/her child at SCA at any time after the child is born and has a name. The date of the application shall determine the child's priority for enrollment. It is solely the parent's or guardian's responsibility to ensure that SCA has current contact information on file for children on the waiting list. Multiple waiting lists shall be maintained for each present or future grade/academic year group based on the enrollment priorities addressed above. Students on the highest priority list will be admitted first before admitting students on a lower priority list. Priority within each list is given according to the date of application form submitted.

SCA shall use a two-step enrollment process to enable students to be placed on its wait lists and give contingent offers of admission before obtaining any information about a student's educational history and determining whether a free appropriate public education ("FAPE") in the least restrictive environment can be provided at SCA in its existing programs, with or without reasonable accommodations, in accordance with SCA's policies and applicable laws.

Before being given contingent enrollment offers, SCA shall not ask applicants any questions

regarding disabilities or the student's need for special education services, including past services provided under an IEP, a Section 504 Plan, or other, nor shall requests for such information be included on any application paperwork until after a student has been given a contingent offer of admission through the first step of SCA's enrollment process. All offers of enrollment shall be contingent on a determination that FAPE can be provided in accordance with SCA's policies and applicable laws. Until such a determination is made, all applicants admitted through the first-step of SCA's enrollment process will be considered "preliminarily accepted."

Parents or guardians (hereinafter "parents") have up to 2 business days to accept or decline offers of preliminary acceptance after SCA makes such an offer based on an opening.

After a student has been preliminarily accepted, SCA shall request the student's most recent IEP (including eligibility IEP), Section 504 Plan, and any other educational history the SCA Executive Director or designee determines is needed. All such information shall be provided within two weeks or within a longer time as determined by the SCA Executive Director to allow for extenuating circumstances outside the control of the preliminarily accepted student's parents.

The educational records of all preliminarily accepted students shall be reviewed by the appropriate SCA district staff and a determination shall be made if FAPE can be provided in accordance with SCA policy and the applicable laws. Preliminarily accepted students may be denied admission for any reason allowed by law and SCA policy.

All preliminarily accepted students with IEPs shall have their IEP reviewed by the special education team to determine if the needs of the student can be met at SCA. An IEP meeting with the outgoing school and parents may need to be convened to ensure the most appropriate placement for the student. SCA shall not be required to make alterations in the structure of its facilities or to make alterations to the arrangement or function of rooms within its facilities, or hire additional staff, except as may be required by state or federal law.

After SCA determines a preliminarily accepted student can be provided FAPE and otherwise qualifies for admission at SCA in accordance with law and SCA policy, such a student will be given an offer of admission. Parents whose students are given an offer of admission shall have up to two business days to accept the offer.

Application Procedure

To apply, a parent must complete an application and return it to our office at 101 Civic Center Drive, Pueblo West CO. 81007 either by mail or by hand. You can pick up an application in the main office or visit our website, sca.district70.org. The date SCA receives your application form will be the application date and at that time you will be placed on the waiting list.

It is important to apply early since the complete application date will determine the priority for the waiting list if we exceed the capacity in a certain grade level.

Registration Materials

1. SCA enrollment information needed through InfoSnap/Power School:
 - a. Household information and student enrollment information
 - b. Immunization records and health information
 - c. Birth Certificate
 - d. Proof of residency and parent/guardian identification
 - e. Home Language Survey
 - f. Internet Acceptable Usage form
 - g. Parent consent form
 - h. Permission to release records
 - i. Media release form
 - j. Spartan Code of Honor
 - k. Student-Parent Handbook form
 - l. Athletic forms
 - m. For new transfer students, a signed release form for all academic and medical records from previous schools the student has attended
2. Emergency contact information
3. Transportation form giving students permission to ride bicycles or walk to school
4. Emergency release form for medical emergencies and field trip release
5. Updated immunization records required by Colorado Immunization Law:
 - a. Minimum immunization requirements are available in the office
 - b. Parents may exempt their children from immunizations for medical, religious, or personal reasons by signing the exemption on the back of their child's Certificate of Immunization
6. Volunteer interest/sign-up sheet
7. Signed SCA Honor Code
8. Signed Parent Technology/Internet Contract
9. Signed Parent/Student Handbook form
10. Homeschool records are due at the time of admission including high school credit in accordance with the homeschool policy
11. Other forms as needed

Grounds for Denial of Admission

Subject to the school's responsibilities under the Exceptional Children's Educational Act and applicable federal, state and local laws, the following will constitute grounds for denial of admission to the school:

- Having been expelled or involuntarily transferred from any school district the preceding twelve months

- Having engaged in behavior in another school during the preceding twelve months that is detrimental to the welfare or safety of other students or of school personnel ● Failure to comply with the immunization provisions. Families who choose not to immunize their children must sign an immunization waiver.
- Falsification of application or enrollment documents
- Applications are considered complete only if all areas are completed and legible ● Enrollment at Swallows Charter Academy shall be conditional until all school records, including discipline records, all academic records, and any IEP/504/RTI/ESS, from the schools previously attended by the student are received by SCA. Notice of conditional enrollment status of students shall be clearly indicated on all student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status shall be revoked. The student's parent/guardian shall be provided with written notice of denial of enrollment.

Student Withdrawals

Students withdrawing from SCA should allow the school a minimum of two days to prepare the necessary forms.

- The parent/guardian must notify the SCA office, in writing, of the student's withdrawal ● A complete withdrawal form will be approved by the office after each teacher verifies all books and equipment have been returned to the school, all fines are paid and grades are computed
- Any SCA Early College student with a 'D' or an 'F' may be asked to return to the SCA campus for classes.
- Student records will be forwarded to the new school upon receiving written notification from that school.

These procedures are subject to change with Board policy changes.

Continuing Enrollment Criteria

Swallows Charter Academy is a choice school and any student enrolled shall be allowed to remain enrolled in the school through the end of the school year unless: the student is expelled from the school or is habitually disruptive to the learning environment, continues to have poor attendance missing 10 days or more per semester, and/or continues to have poor academics, with 2 or more failing grades.

If a student has one or more of the conditions above at semester, the student will be placed on probation for the following semester. If discipline continues, lack of academic performance and/or poor attendance continues, then the student may be disenrolled and asked to attend his or her home school.

Core Knowledge® Curriculum

SCA (K-8) provides an academically rigorous program to help students establish a strong foundation of knowledge for higher levels of learning. SCA (9-12) provides a college preparatory curriculum that prepares students for college and/or beyond. The foundations of history, geography, literature and science are continually built upon as students move through the grade levels. Supplements of other curricular resources are also used to meet student needs.

Back to the Basics Approach

- **Core Knowledge Language Arts (CKLA):** K-5 students will gain knowledge in phonics, reading, grammar and syntax, writing essays, stories, research papers, and journals through the new CKLA program. Students in grades 6-8 will continue to advance their LA skills through the Core Knowledge program, and 9-12 students will receive extensive instruction to ensure all high school students will have the reading, comprehension, and writing skills to be successful adults.
- **Math:** Students in grades K-12 receive rigorous instruction using the McGraw Hill Math program, which focuses on problem solving and mastery of skills.
- **Fine Arts:** Students study art and music history within the Core Knowledge Curriculum and learn to recognize and appreciate the great works of artists, composers and performers.

SCA Graduation Requirements

To receive a high school diploma from Swallows Charter Academy (SCA), students must meet or exceed the SCA course and credit requirements, and career and college readiness measures required by this policy or complete the requirements and goals listed on a student's Education Program, including the student's Individualized Career and Academic Plan (ICAP), which may include modified academic standards.

Courses and Credit Required for Graduation

- I. Twenty-five (25) credits shall be required to graduate from SCA
- II. Four years of attendance shall be required unless early graduation or senior release is applied for and approved in keeping with Board of Directors (Board) and individual school policies
- III. All students will be required to take coursework that meets Colorado State Standards in the following areas:
 - A. Communications Arts – 4 credits

- B. Mathematics – 3 credits
- C. Science – 3 credits
- D. Social Science – 3 credits

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- E. Physical Education – 1.5 credits – each high school site will determine which program will receive PE credit based on District or SCA PE standards
- F. Health Education - .5 credit
- G. Technology and Information Literacy – 1 credit
- H. Electives – 9 credits minimum

In addition to coursework, the following must be met:

- I. Career and College Readiness Measures for English
- J. Career and College Readiness Measures for Math

- IV. SCA will have the opportunity to make site decisions on how credit will be granted. The SCA leadership team will review decisions and the Executive Director shall complete a final review.
- V. All students entering from outside the School District 70 must meet the District/SCA graduation requirements. The Executive Director shall determine whether the credit toward graduation requirements shall be granted for courses taken prior to attending SCA. Students who are currently enrolled in SCA and wish to obtain credit from outside institutions, or through “on-line” programs, must have prior approval from the Executive Director.

SCA shall accept transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with graduation requirements, SCA shall require submission of the student’s work or other proof of academic performance for each course for which credit toward graduation is sought in accordance with the SCA Home School Credit Acceptance Policy.

In accordance with applicable state law, college courses completed pursuant to the student’s participation in a “dropout recovery program” shall count as credit toward completion of SCA’s credit requirements. In order for a home-schooled student to graduate and receive a diploma from SCA he/she must have been in attendance at SCA for his/her entire senior year.

Career and College Readiness

The Colorado State Board of Education has adopted state graduation guidelines that identify “Career and College” Readiness measures in English and Math. The Board has selected its own measures from these state graduation guidelines.

English

Students must complete at least one of the following measures and meet or exceed the measure's corresponding cut score or criteria to demonstrate Career and College Readiness in English.

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Measure	Cut Score/Criteria
Accuplacer assessment	Score: CSUP = 246 PCC = 246
ACT assessment	Score of at least 18 on English.
Advanced Placement (AP) exam that demonstrates English readiness.	Score of at least 2.
Armed Services Vocational Aptitude Battery (ASVAB)	Score in at least the 31st percentile.
International Baccalaureate (IB) exam that demonstrates English readiness.	Score of 4.
SAT assessment	Score of at least 430 on English.
Concurrent enrollment course that demonstrates English readiness, as approved by the district or SCA and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP).	Grade of at least a C.

<p>Industry certificate that demonstrates academic and intellectual learning in the subject area of English.</p>	<p>Through Concurrent Enrollment with the Colorado Community College System, all Pueblo School District 70 and SCA high school students have access to Career and Technical Education programs of study, which offer industry recognized certifications or degrees upon completion of the program. Successful completion of any program of study requiring applied Mathematics and English courses will serve as an adequate demonstration of Career and College readiness in English and/or Math. Industry Recognized Certificates earned through trade apprenticeships or specialized career-specific training such as information technology, manufacturing technology, or</p>
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	<p>hospitality and tourism, for example, will also be considered for acceptance as demonstrations of Career and College readiness in English and Math.</p> <p>The SCA leadership team will decide which certificates to accept as demonstrations of Career and College readiness based upon an evaluation of the curriculum of the program of study or the components of an industry training program, as well as verification that the student has been granted certification by an appropriate certifying entity.</p>
<p>District or SCA capstone project that demonstrates academic and intellectual learning in the subject area of English.</p>	<p>In addition to completion of approved capstone projects, the District or SCA will consider above average accomplishments in Career and Technical Student Organization (CTSO) Performance or Objective Competitive Events as demonstrations of Career and College readiness in English or Math.</p>

Math

Students must complete at least one of the following measures and meet the measure's corresponding cut score or criteria to demonstrate Career and College readiness in Math.

Measure	Cut Score/Criteria
Accuplacer assessment	Score: CSUP = 245 PCC = 235
ACT assessment	Score of at least 19 on Math.
Advanced Placement (AP) exam that demonstrates Math readiness.	Score of at least 2.

Armed Services Vocational
Aptitude Battery (ASVAB)

Score in at least the 31st percentile.

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International Baccalaureate (IB) exam that demonstrates Math readiness.	Score of 4.
SAT assessment	Score of at least 460 on Math.
Concurrent enrollment course that demonstrates Math readiness, as approved by the district or SCA and included in the student's academic plan of study or Individualized Career and Academic Plan (ICAP).	Grade of at least a C.

<p>Industry certificate that demonstrates academic and intellectual learning in the subject area of Math.</p>	<p>Through Concurrent Enrollment with the Colorado Community College System, all Pueblo School District 70 and SCA high school students have access to Career and Technical Education programs of study, which offer industry recognized certificates or degrees upon completion of the program. Successful completion of any program of study requiring applied Mathematics and English courses will serve as an adequate demonstration of Career and College readiness in English and/or Math. Industry Recognized Certificates earned through trade apprenticeships or specialized career-specific training such as information technology, manufacturing technology, or hospitality and tourism, for example, will also be considered for acceptance as demonstrations of Career and College readiness in English and Math. The SCA leadership team will decide which certificates to accept as demonstrations of Career and College readiness based upon an evaluation of the curriculum of the program of study or the components of an industry training program, as well as verification that the student has been granted certification by an appropriate certifying entity.</p>
<p>District or SCA capstone project that demonstrates academic and intellectual learning in the subject</p>	<p>In addition to completion of approved capstone projects, the District or SCA will consider above average accomplishments in</p>

<p>area of Math.</p>	<p>Career and Technical Student Organization (CTSO) Performance or Objective Competitive Events as demonstrations of Career and College readiness in English or Math.</p>
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Exceptions to the Board’s required measures and cut scores/criteria

If a student has demonstrated Career and College readiness by completing an assessment or other measure that is not included in this policy but is included in the state graduation guidelines, the SCA Executive Director or designee may recommend to the SCA leadership team that such assessment or other measure is acceptable. The SCA leadership team will make final decisions regarding demonstrations of Career and College readiness not included in this policy.

Requirements

To graduate from SCA Swallows Charter Academy (SCA), a student must meet the following criteria by the end of his or her senior year:

- Earn a minimum of twenty-five (25) total credits, including all required core credits.
- Be in good standing with the school.
- Career and College Readiness Measures for English and for Math.

In order to meet the SCA high school academic requirements for graduation, a student must successfully complete and pass all course AND credit requirements indicated below.

School Grading Scale

Grades are awarded according to a standard “ten-point” scale.

Grade Point Scale Description

A	100-90	High Proficiency
B	89-80	Good Proficiency
C	79-70	Basic Proficiency
D	69-60	Low Proficiency
F	59-0	No Proficiency

School Grade Point Average (GPA) Weight Scale

	A	B	C	D	F
SCA	4.0	3.0	2.0	1.0	0

Honor Cords

SCA graduates, upon graduation, who are in good standing and have a minimum GPA of 3.75

will receive a gold honor cord. SCA graduates who are in good standing and have a cumulative GPA between 3.74 and 3.5 will receive a silver honor cord.

Honors Graduation Requirements

Honors are awarded at graduation to students who complete at least twenty-five (25) semester credit hours of high school and/or undergraduate course work at SCA and/or through the early college/concurrent enrollment program. Candidates who have met these criteria will be recognized with honors for the graduation ceremonies based on their academic standing.

Honors are determined as follows:

- Summa Cum Laude is conferred upon students whose *cumulative GPA* ranks at a 4.0
- Magna Cum Laude is conferred upon students whose *cumulative GPA* ranks between a 3.75 – 3.99
- Cum Laude is conferred upon students whose *cumulative GPA* ranks between 3.5 – 3.74

Home School Credits

At the point of enrollment of a new full-time early college student at SCA , the student and/or parent will provide an official transcript with all home school credits obtained. Once the transcript has been provided to the school counselor, the student/parent cannot make any changes or adjustments to the original transcript without proof of curriculum completed. Once the student is a full-time student at SCA, he or she **MUST** obtain all future credits through SCA. The student will not be allowed to continue earning credits through a home school program, if he or she determines to earn a high school diploma through SCA.

NCAA Academic Eligibility Requirements

For information regarding the above, please visit www.eligibilitycenter.org. See your counselor or administrator if you have questions.

HS Athletic/Activity Participation - Academic Requirements

Must take 5 classes (2.5 Credit units) and have passed 2.5 Credit units the semester prior to the sport season. SCA will be doing weekly grade checks when a student receives an “F” in any class, they will be “Red Flagged” for 1 week. While on “Red Flagged”, the student will be allowed to practice and compete in all activities but is encouraged to concentrate on their grades. At any time thereafter, if the student receives an “F” in any class, they will become academically ineligible for 1 week. During Academic Ineligibility, the student may not compete in any contest, travel to any game site, or sit on the bench with the team at any contest. They may practice with

the team but again, they are strongly encouraged to concentrate on their academics. Each sport season that the student participates in will have a one-week Academic Probation period. Weekly

eligibility runs from Monday to Monday with Sundays being inclusive.

MS Athletic/Activity Participation - Academic Requirements

SCA will be doing weekly grade checks when a student receives an “F” in any class, they will be “Red Flagged” for 1 week. While on “Red Flagged”, the student will be allowed to practice and compete in all activities but is encouraged to concentrate on their grades. At any time thereafter, if the student receives an “F” in any class, they will become academically ineligible for 1 week. During Academic Ineligibility, the student may not compete in any contest, travel to any game site, or sit on the bench with the team at any contest. They may practice with the team but again, they are strongly encouraged to concentrate on their academics. Each sport season that the student participates in will have a one-week Academic Probation period. Weekly eligibility runs from Monday to Monday with Sundays being inclusive.

Academic Letter Qualifications for High School Students Only

- Students must have two semesters of earning a 4.0 GPA or above to earn an academic letter
- Students earn a Bar for each additional semester of 4.0 GPA
- Candidates for Academic Letters or Bars must be “in good standing” with the school
 - Must have a minimum of 95% attendance during qualifying semesters
 - Must be a full-time student at SCA high school
 - Must not have been suspended during qualifying semesters

Student Course Schedules

Students submit to their counselor a written course request form in the spring for the upcoming school year. Once submitted, course request forms are considered final. As both the master schedule and faculty staffing are determined according to original course requests, once published, student course schedules are considered final except in cases of schedule correction (see below).

Schedule Corrections

The counselor may consider correcting a final schedule only under the following conditions:

- To ensure the correct inclusion and sequence of required courses
- To add/change courses to address a student’s academic level placement
- To address an academic concern

Academic Coursework

1. SCA faculty and administration believe that homework:

- Contributes to the academic success of children
- Serves as a link between the child, the classroom, and the home
- Develops good study habits, effective time management skills and personal responsibility

2. Parents and students should anticipate homework that may require a time commitment.

- Please refer to the teacher's expectation information letter
- Students that responsibly use class time should not have excessive amounts of homework
- New student transfers may initially find SCA more demanding than other schools. Most students adapt to the workload and become more efficient with their time

3. Student responsibilities regarding homework:

- Complete homework assignments neatly and turn them in on time. If homework is not turned in on time the student may turn in work within one week from the due date for 75% credit. After one week late work will be a 0.
- Students in grades 4-12 are responsible for obtaining assignments from the teacher following an absence, or prior to a scheduled absence. Parents will accept this responsibility for K-3 students.
- Grade level teachers may have additional and consistent homework guidelines as appropriate for each developmental age/grade level.

Accessing Coursework Online

Parents and students can access homework by going to sca.district70.org. Click on the "Student" Menu option at the top of the webpage and then select "Classes & Homework" to get to the teachers' webpage. Homework will be updated on a weekly basis.

Accessing Grades Online

Parents and students can check grades by visiting the sca.district70.org website, under the "Parents" menu option. PowerSchool login information is available in the main office. If a parent does not have Internet access for PowerSchool, a printed grade check can be issued by request only. A progress report will be given at the parent/teacher conferences, which will be held generally during the first and third quarters. The final report card will be emailed at the end of each semester. Students and parents may retrieve their own grades via PowerSchool at any time.

Academic Probation

SCA is committed to making sure every child has the opportunity to succeed academically. Students who receive one or more F on the semester report card will be placed on an Academic Improvement Plan (“AIP”). Exceptional cases will be decided upon at the teacher’s and/or administrations discretion.

1. A conference with the teacher, and/or the administration, parents and students will be held to discuss the AIP. Participation in extra-curricular activities may be limited and participation in tutoring is mandatory, as per the AIP.
2. Students need to make consistent academic progress by the end of the next three (3) week period.
3. If grades are not improved as per the AIP within the stated time frame, the teacher, Administrator, student, and parents will meet to discuss educational options for the student, which may include:
 - One additional nine (9) week period of an AIP for exceptional cases involving serious illness or family emergencies
 - Retention in the same grade the following year based on failure to meet responsibilities of AIP
 - By law, exceptions must be made for students on an IEP or 504 Plan if his/her disability directly impacts academic performance
4. Students that attend classes at PCC/CSU-P are required to maintain a C or better grade in all classes.
5. Students that receive a D or an F at PCC/CSU-P may be removed from the early college program; and may not be eligible to return the following semester.

Retention and Acceleration of Students

Decisions regarding the promotion, retention, or acceleration of students from grade or level to another shall be made based on a uniform decision-making process that addresses the individual needs and well being of the student. Parties involved in the process shall include but not be limited to the parents/guardians, student, teacher(s), counselor, and administration. At the senior high level, a fixed set of criteria (credits) shall be the determining factors for promotion or acceleration. A high school student's grade level classification will be determined by this fixed set of credits.

Each student shall meet or exceed applicable state and academic content standards before they transition from grade level to grade level and before they are eligible to graduate.

Promotion/Acceleration

Acceleration or retention is placement of students in a grade level for which they are not chronologically suited according to SCA Board policy. Retention shall be used sparingly. In general, no student shall be retained more than one time in grades one through five. Acceleration or double promotion and retention for more than one time shall be considered only in rare and extreme cases. Students may meet promotional conditions by completing online courses and/or summer school classes. The decision-making process described above and adopted by the Board will apply in these cases as well. A student may be considered for acceleration or retention only if the following can be clearly demonstrated:

- I. Acceleration or retention will be beneficial to the student socially, emotionally and academically
- II. There is no other way to provide for the student's needs
- III. The following factors may be considered for all K-12 students in making a decision on acceleration or retention:
 - A. Formal and informal test scores indicate the student is substantially above or below grade level skills in specific academic areas. Additional factors for retention include 2 or more F's in any of the following subject areas: Math, Language Arts, Science, and/or Social Studies/History; and 20 or more unexcused absences
 - B. Physical and social development is sufficiently accelerated or delayed to allow the student to function at the recommended grade level
 - C. The decision-making process shall include other evaluative instruments (i.e., Light's Scale, Special Promotion Scale, etc.)

Special Education

As a public school, SCA must comply with all state and federal guidelines regarding the needs and services for special education students. SCA follows District 70 policies and procedures for referrals, development and implementation of IEPs, 504 Plans, and discipline of special education students.

CMAS/SAT/PSAT Testing Requirements and Philosophy

As a public school, SCA students in grades 3 through 12 are expected to take the Colorado State Assessment Program tests, as well as the SAT (11th grade) and the PSAT (10th grade). This is subject to revision as Colorado adopts new state standards and a new assessment program.

- The CMAS tests offer a snapshot of how students are performing in reading

comprehension, writing, mathematics, science, and social studies.

- The ranking or grading system for Colorado schools is based on these test scores for each school. Awards such as the John Irwin School of Excellence Award are also based on these scores.

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- Student attendance during testing is very important.
- We incorporate test-taking skills into regular instruction but our curriculum is not driven solely by these tests. Therefore, we will make needed adjustments to our instruction based on our state assessment results.
- State assessment scores are placed on transcripts and/or placed in cumulative folders. ● All 9-12 grade students including Early College students are required to take CMAS, PSAT, or SAT through SCA.

Attendance Policy

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.

The Board will develop and approve an academic calendar that meets or exceeds state and authorizer requirements. Changes to the school calendar, except for emergency closings and other unforeseen circumstances, shall be preceded by adequate and timely notice. Student contact days may include remote learning days as implemented as a result of a public health and safety measure or as allowed by Colorado Department of Education and/or the school's authorizer.

Instructional time shall be defined as **active participation in the educational process** and working towards achieving educational objectives under the supervision of a teacher. SCA recognizes the importance of student engagement with a teacher thus the following defines **active participation** for daily attendance recording:

- Classroom instruction time
- Individual student work time while at school, including study hall and library research
- School-related field trips
- Independent study
- Assemblies
- Instruction delivered electronically

Independent, remote work time for students that is directed and monitored by teachers for in-person instruction, calculations for contact time may include passing periods between classes. For remote instruction, calculations for contact time may be based on academic content covered, student demonstrations of learning, estimated times for students to complete independent work, and/or other methods identified by the school to compare in-person learning to remote learning. Whether in-person or remote, students are held fully accountable for meeting all state-mandated

attendance requirements. It is required that students complete a minimum of 12.5 hours per week or 450 hours per year in kindergarten, 27.5 hours per week or 990 hours per year for students in grades 1-5, and 30 hours per week or 1,068 hours per year for students in grades 6-12.

Attendance

In person attendance is monitored and taken by the teacher on site and recorded in the student's education record. Attendance during remote learning is tracked based on a student's participation in one of the below:

- Completion of lessons assigned through the learning management system as documented with student login and lesson participation; simply logging into the learning management system (ie. Google classroom or Schoology) will NOT count as class participation or attending for the day
 - Completion/submission of assignments
 - Discussion forums
 - Attendance at a synchronous live session
 - Communication with the instructor
 - Completing interactive tutorials or interactive, computer assisted instruction ●
 - Online assessments such as NWEA or iReady accessed through students' account ●
 - Class/course progress in curriculum assessments
 - 7-12 students should expect to spend 5+ hours daily for full online instruction and/or
 - In-person testing such as CMAS, CoAlt, or other required state exams ●
- In-person attendance in which attendance is taken by the teacher on-site

Students are responsible for logging into the learning management system daily to check for updates and assignments.

Excused Absences

The state of Colorado recognizes the following as excused absences:

- Temporary illness or injury
- Absence due to a physical, mental, or emotional disability
- Suspension, or expulsion in accordance with C.R.S. 22-33-105 and 106 ● Student to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971
- Student who is in the custody of a court or law enforcement authorities
- Work-study programs under the supervision of a public school
- Students in out-of-home placement (as that term is defined by C.R.S 22-32-138(1)(e)), and absences are due to court appearances and participation in court-ordered activities.

The student's assigned social worker will verify the student's absence was for a court appearance or court-ordered activity

- Religious holidays or observance based on a sincere religious belief requiring students to be absent. Use the [Religious Accommodations Form](#) when making a request
- Medical and Legal appointments
- Family funeral attendance

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SCA may require notice and appropriate documentation to verify excused

absences. **Unexcused Absences**

The state defines an unexcused absence as an absence that occurs when the student is absent without a reason or for a reason outside of the excused absences identified above. Unexcused absences may also include times when a student does not actively participate in on-line learning or log in to remote learning days as expected. Each unexcused absence will be entered into a student's education record for each class missed. SCA will notify a student's parent/guardian of the unexcused absence either verbally or in writing.

In accordance with law, SCA may impose appropriate penalties that relate directly to classes missed while unexcused. During the calendar year or school year, a student can have a maximum of ten (10) days of unexcused absences before judicial proceedings may be initiated to enforce compulsory attendance.

Vacations should be scheduled for the time periods when school is not in session, and may be considered as unexcused absences if taken during the regular school session.

Habitually Truant and Chronically Absent

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations to furnish the school with a telephone number, electronic address, or other means of contacting them during the school day.

The Board, in accordance with state law, shall identify the following definitions of chronically absent, truancy, and habitually truant.

- *Chronically Absent:* A student who has a total of 10 days of unexcused absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the Principal or designee. Absences due to an approved severe or persistent injury/illness, suspension or expulsion shall not be counted in the total number of absences considered for the purposes of identifying a student as "chronically absent."
- *Truancy:* Truancy means a student is absent from school without a valid and verifiable excuse from the parent/guardian or the student leaves school or class without

permission. This is synonymous with “unexcused absence.”

- *Habitually Truant*: A habitually truant student is one who accrues 4 total days of unexcused absences in a calendar month, or 10 total days of unexcused absences in a school year. Absences due to suspension or expulsion are considered excused for purposes of calculating habitual truancy. Habitual truancy is reported by schools to CDE annually through the School Discipline and Attendance data collection.

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If the student is identified as “chronically absent,” the Principal or designee shall develop a plan to improve the student’s attendance. The plan shall include best practices and research-based strategies to address the reasons for the student’s chronic absenteeism. When practicable, the student’s parent/guardian shall participate in the development of the plan. The school shall establish a system of monitoring individual unexcused absences. When a student fails to report or log on, on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence or lack of school participation, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone and/or email.

Nothing herein shall require the Principal, or designee, to identify a student as “chronically absent” prior to declaring the student as a “habitual truant” and pursuing court proceedings against the student and his/her parent/guardian to compel the student’s attendance in accordance with state law.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practical, the student's parent, guardian or legal custodian shall participate with school personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the student's truancy.

In accordance with law, SCA may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any truancy.

The administration shall develop regulations to implement appropriate penalties for truancy. The school administration shall consider the correlation between course failure, truancy and a student dropping out of school in developing these regulations and shall implement research-based strategies to re-engage students with a high number of trancies.

Possible Consequences

- Discretion of administrator
- Detention
- Parent conference
- Referral to truancy court

Tardiness

The school day starts for all K-12 promptly at 7:30am. Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students who are not in class for 50% or more of the class period will be counted absent.

In an unavoidable situation such as a student being detained by another teacher or administrator, the student shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy.

Penalties for tardiness may include:

- On the fourth tardy, the teacher or other designated school employee will contact the student's parent/guardian.
- On the fifth tardy or an accumulation of five tardies for any/all classes, a referral may be written, the student may have an administrative conference and may receive disciplinary consequences, and the parent will be notified. At that time, the student will be notified of the consequence for further incidences of tardiness.
- Upon accumulation of 10 tardies the student will have an administrative conference and may receive further disciplinary consequences. At that time the student's parent/guardian will be called and an administrative conference will be held to establish a written corrective plan of action. The parent/guardian, along with the student, must agree to follow the plan.
- The plan will include the consequences for further occurrences of tardiness, including a possible designation of being habitually tardy. After this conference, the behavior will be considered insubordination and consequences will be assigned accordingly including a possible referral for truancy.

Attendance Protocol and Procedures

Regarding unexcused absences, SCA will contact a student's parent/guardian as follows

Days Action

5 days Letter of concern sent by the Principal, or designee.

10 days 2nd Letter of concern is sent and the Principal, or designee, 24

completes a corrective plan of action.

10 days 3rd Letter, notice of non-compliance may be sent by the Principal, or designee.

10 days A truancy petition may be completed, and the Principal, or designee, may complete a Truancy Intervention Summary in accordance with terms of notice of noncompliance.

SCA will work with a student who is habitually truant to help them remain in school with the full participation of the student's parent/guardian whenever practicable. SCA will make all reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the student's truancy and will work with local community services groups when developing a plan.

Makeup work

Makeup work shall be provided for any class in which a student has an excused absence unless the absence is due to the student's expulsion from school. It is the responsibility of the student to contact each of their instructors upon returning to class and to make arrangements for any makeup assignments, for 4th - 12th graders. Parents of Kindergarten through 3rd grade students should contact the teacher regarding make-up work. Make-up homework for absences:

- **Excused absence:** For each day a student is absent, he/she has the amount of days absent plus one (1) to complete all assignments missed during the excused absence. Students will receive a zero (0) if not turned in within this time frame. Parents should notify the office no later than 9am if they intend to pick up an absent student's homework. If a test has been scheduled during the time of absence, the student is expected to take the test during the designated make-up period. Assignments will be available on SCA's Learning Management System, Schoology.
- **Long-term assignments:** Projects or assignments are due on the original due date or the day the student returns to school.
- **Pre-planned extended absence:** Due to the four-day school week, pre-planned extended absences should be avoided whenever possible and when necessary, should be communicated with teachers and administration as early as possible.

Makeup work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and as an incentive to attend school. Unless otherwise permitted by the Principal, or designee, makeup work may not be provided during a student's expulsion. Rather, SCA shall offer alternative education services to the expelled student in accordance with state law. SCA may, in some cases, deem it necessary for a student to repeat a grade due to excessive absences where the absences have significantly impacted the student's learning and the work has not been made up within the standards of the educational curriculum.

Late Work / Unexcused Absences

Late work will be accepted up to one week after the due date for 75% credit. After one week, late work will not be accepted.

Student Withdraw/Dropout

When a student is identified by the staff as a potential or immediate dropout, the following procedure is implemented:

- The student and the Principal, or designee, will meet for the purpose of discussing the reason(s) for leaving school and the student's plans for the future
- The Principal, or designee, and the student's teachers will meet to discuss the student's present scholastic standing
- The student, his/her parent/guardian, and the Principal, or designee, will review all pertinent information and give their recommendations

If, after the above procedure has been followed, the student remains firm on his/her intention to leave school, a final meeting will be scheduled between the student and the Principal, or designee, to discuss educational and occupational alternatives available to the student. The discussion will include, but not be necessarily limited to:

- Online schooling
- Equivalency diploma
- Adult education classes
- Correspondence courses
- Available skill training programs
- Work-study programs

If the student and his/her parent/guardian refuses to meet with the Principal, or designee, and/or when the student has been a dropout for 10 school days, an attempt shall be made by Principal, or

designee, to meet with the student and the student's parent/guardian for a re-evaluation of the student's decision to leave school, with the option offered to return to school at this time as a student in good standing, depending upon the student's willingness to make up missed assignments. If the student does not meet with the Principal and/or maintains their dropout status the Principal or designee shall send a second written notice to the student's parent/ guardian. At a minimum, the written notice shall include notification of the student's dropout status and an explanation of the educational alternatives available to assist the student in re-engaging in school. Such written notice shall be sent even if the student is not subject to the compulsory attendance laws, i.e. those students 17 years of age or older. The written notice may also include, but not be limited to, an encouragement that the student return to school; an explanation of the long-term ramifications to the student of dropping out of school; and the availability of services

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for at-risk students such as counseling services, drug or alcohol addiction treatment programs, and family preservation services. The written notice shall be sent within five school days after the student has been a dropout for 10 school days. All efforts possible will be extended in an attempt to retain students in school and assist students in earning a high school diploma.

Special Education

Federal and state special education laws prevail over state laws and regulations for attendance. When applying attendance policies to students qualifying for an IEP or 504 Plan, the school must consider those special education rights first.

School Security

For the safety of all students and staff, ALL visitors, volunteers, and parents are required, by law, to sign in at the main office. Visitors will be asked to show a driver's license, to gain clearance, in order to access a visitor's badge to enter the building. SCA must provide a secure and controlled entry and exit process for the safety of all students. The school uses a controlled access system and anyone other than staff and students will not be allowed into the main buildings, at any time, unless checked in by office staff. Anyone other than staff and students may not be in the school buildings during school hours unless you have an appointment. Parents **may** not enter the school building after school; students will be released to parents in the loop with an identifying name placard. Parents must read, sign and follow the security agreement and loop procedures each year.

Closed Campus

SCA is a closed campus at all times with the exception of high school off campus lunch opportunities when allowable based on health and safety guidelines.

- Once your child arrives they must have permission by a parent to leave school grounds. If this does not occur, the students will be considered *truant*. Students must remain on school grounds from the time they arrive at school until school is dismissed.

- SCA is open from 7:05 am until 3:45 pm each school day. SCA cannot assume responsibility for students in the building before or after these times unless a staff member directly supervises them.
- Parents must sign-out students in the office prior to taking them off campus, and sign them back in if they return the same day.
- Students arriving after 7:30 am are required to have their parents come into the main office to sign the student in before the student will receive a tardy slip to be admitted to class.

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Guardianship/Custody

If any parent has a court order that limits the rights of the other parent in matters such as custody, access to records, or visitation, it is the responsibility of the custodial parent to provide the office with a copy of such documents. Unless such a court order is on file with SCA, the school must provide equal rights to both parents.

Visitors

All parents, volunteers, and visitors are required by law to sign in at the office when entering the school. They also need to pick up a visitor's badge to wear while in the school.

Drop-off/Pick-up

Parents must sign their child in at the front office *after 7:30 am*. K-12 parents **MUST** obtain a "Driveline" name/number in order to pick up students in the loop. Parents **MUST** have the number to pick up student(s). Parents **MUST** stay in the loop line in their car to pick up their child(ren). SCA no longer allows "walk-ups" for safety purposes.

Important: SCA students still waiting for rides at 3:50 pm will call for their ride. Parents must pick up children on time each day.

Parking Lot Guidelines

- Enter the SCA parking lot from Civic Center Drive north of the school and do not exceed the 5 mph speed limit. DO NOT CUT INTO THE LOOP LINE!
- You will be allowed to enter into two lanes for the pick up loop. These lanes are designed to be a continuous flow lane. Please pull as far forward as space allows so more cars have access to the sidewalk area. Students must exit and enter **only** on the passenger side and buckle their seatbelts. This is also a FIRE LANE. **DO NOT LEAVE YOUR VEHICLE IN THIS LANE OR YOU MAY BE SUBJECT TO A PARKING TICKET.**

- For everyone's safety, students may NOT be dropped off in the parking lot. ●
- Pedestrians use the crosswalk at all times. Automobiles must yield to pedestrians

School Closures/Cancellations

SCA follows District 70 policies regarding weather closures. Listen to local and television broadcasts for school closure announcements. Additionally SCA will send notification via the autodialer/email notification alert system as soon as the information is made available.

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Emergency Plan

- SCA conducts fire and security drills throughout the school year. Everyone in the building must exit at that time, in compliance with fire department regulations and SCA procedures.
- In the case of an emergency or disaster requiring evacuation of the building, students will be moved to assigned evacuation locations. Parents should listen to local radio stations and television broadcasts for guidance.
- Parents are required to have a plan in place for picking up students from school within one hour of emergency notification.

Hazardous Materials

SCA follows District 70 Policy concerning asbestos and handling of other hazardous materials. All District 70 policies are on file in the office and are accessible online at district70.org.

Standard of Dress

Education is perhaps the most worthwhile activity a young person may undertake outside of their home or church. Student appearance should always reflect the importance of a serious professional academic endeavor. The Spartan philosophy of SCA dictates that personal appearance evidences a profound respect for the Spartan community, the institution, and the individual student.

General Guidelines

- Modesty, cleanliness, and neatness are the core of the SCA standards for personal appearance
- The standard of dress is in effect throughout the entire school day, regardless of the

- student's schedule, including lunch and recess times
- All clothing must be appropriately sized. No undersized or oversized clothing will be allowed
- The SCA administration will be the final judge of the appropriateness of clothing and personal appearance
- Hats, pajamas, and costumes may only be worn on spirit days

Clothing and Appearance

A student's clothing and style of appearance, may not:

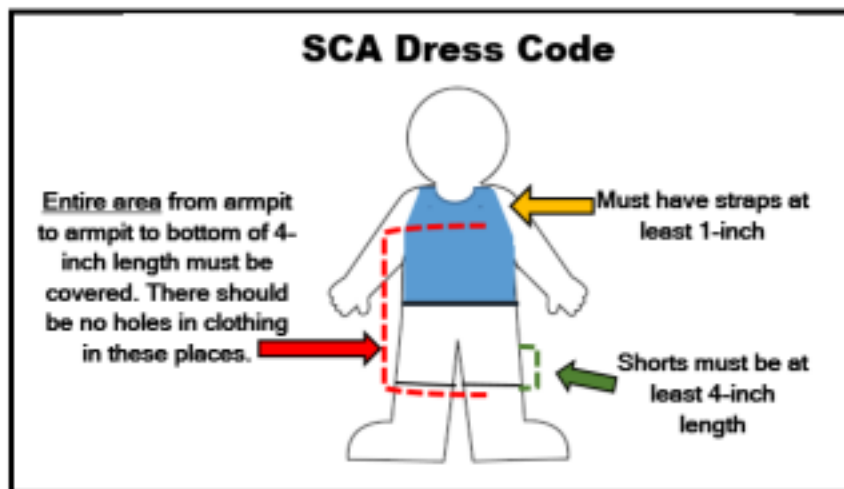
- Expose, midriff, buttocks, back
- Contain (including visible tattoos) any words, symbols, or pictures which include the following; any references to sex, drugs, tobacco, alcohol, weapons, obscenities,

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profanities, as well as anything vulgar, lewd, legally libelous, distracting, and/or dangerous are prohibited.

- Have hazardous body piercings, such as spiked collars.
 - Permissible piercings are pierced ears and/or one small nose stud or ring in the side of the nostril. (Nose rings between nostrils are not permissible.)

The SCA administration will be the final judge of the appropriateness of clothing and personal appearance. Students who violate dress code policy will be provided clothing to wear for the remainder of the day. Disciplinary measures may be taken for habitual offenders of this policy. Razor back tanktops are not allowed.



Hair Styles

Hair must be well groomed, neat, clean and not distracting to the learning environment. The

SCA administration will be the final judge of the appropriateness of hair color and style.

Academic Dishonesty

SCA considers academic dishonesty a serious offense. Academic dishonesty refers to the acts of cheating, plagiarism, and inappropriate computer/technology use. Such acts include:

- Copying, reproducing, including or otherwise using or representing any or all of another person's work as your own
- Using or representing materials authored by another person as your own work without proper citation or acknowledgement
- Using any course or course-related materials during a test, quiz, or any other form of assignment where such use has been prohibited
- Allowing someone else to copy, reproduce or otherwise use or represent all or part of your work as his or her own
- Stealing or otherwise acquiring and/or distributing without permission a teacher's or students' quiz, test, assignment copy or answers, or teacher's manual, whether or not the information contained was in fact used to cheat

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- Violating assignment directions or expectations with the intent to commit academic dishonesty
- Aiding or abetting others in acts of academic dishonesty

Consequences for violating academic dishonesty could include any of the following:

- The student(s) may receive a zero on that assignment, test, or project
- Friday School / Detention
- Community Service
- Suspension
- Possible expulsion or suspension from SCA

Student Conduct

SCA students are expected to conduct themselves at all times in a manner that shows respect for themselves and others. In order to ensure the good order of the school, all students must observe and are subject to the following guidelines:

- Students are to follow the directives of the faculty and staff at all times. Student behavior in the classroom must contribute to and not hinder the learning process
- The school reserves the right to search students, their backpacks, cars, and their possessions on campus and/or at school events without prior notice, and upon reasonable suspension
- Occasions of gathering as a student body demand proper respect and courtesy, especially toward guests

- Students are to respect the property of the school and other students. This respect includes the proper use and care for all equipment. Students are also expected to report any malfunctioning or defective equipment. Theft and vandalism, including malicious pranks of any kind, are contrary to SCA philosophy and will not be tolerated. It is the moral responsibility of each student to report thefts or any vandalism should such incidents be witnessed. The parents of students who are guilty of theft and/or vandalism will be held financially responsible for the restitution of property and the repair of damage and the student may face criminal charges
- Students will cooperate in maintaining a clean and orderly campus
- Patterns of behavior, either on or off campus, that discredit the student or the school will not be tolerated. Such behavior may result in suspension, dismissal, or being denied registration for the following year

Conduct Concerning Electronic Equipment

Students are to observe the following regarding electronic equipment use at SCA:

- The use of school computers/technology is a *privilege, not a right*. Students will use school computers/technology ONLY for academic purposes as determined by the school.

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Personal or commercial uses, as well as those not approved by school personnel, are prohibited

- Students will save their files on their own thumb drives. All content including files saved to the school computers or network may be inspected and/or deleted by system administrators at any time. This includes HS student laptops
- Students will not copy, change, read, or use files from another user without the user's permission. This is considered academic dishonesty, which could result in serious consequences
- Students will not use personal software/applications on school equipment or distribute unauthorized copies of software
- The school network has filters designed to prevent the downloading of offensive or inappropriate materials
- Any attempt to gain unauthorized access to the school network or to school equipment is prohibited. This includes, but not limited to, vandalizing hardware, "hacking," modifying system files, programs, directories or settings, and infecting systems with viruses, worms, etc. Students who engage in such acts will be responsible for paying financial restitution for the cost of repairs
- The use of computers to disturb others is prohibited. This includes but is not limited to, communications that contain harassing, threatening, bullying, and obscene, or offensive material
- The use of school computers to violate the privacy of others is prohibited. This includes, but is not limited to: including a person's likeness or personal information in a web posting without the person's permission
- Transmission of any material in violation of any U.S. or state regulation is prohibited.

This includes, but is not limited to: copyrighted material, threatening, obscene or inflammatory material, fabricated and/or defaming material, or material protected by trade secrets

Technology and Internet Acceptable Use Policy

Overview

SCA recognizes the wealth of information available through the Internet that can serve to enhance the curriculum and provide educational resources to students. This interconnected World Wide Web can provide students with access to the most recent research and the most up to-date statistics and opinions. In addition, the Internet provides access to online courses, supplements to the traditional classroom, and communication. SCA believes the Internet should be used in schools as a learning resource to educate and to inform students and therefore is an important element of SCA's educational mission. While many opportunities offered by the Internet are appropriate, others are unsuitable for school use and inappropriate and/or possibly dangerous for minors; therefore, computer use and Internet is intended only for educational purposes. SCA will make every reasonable effort to ensure that students and staff use technology appropriately and responsibly.

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Purpose

This policy will provide the procedures, rules, guidelines, and code of conduct for the use of technology and the information network in the SCA. Technology is available to staff and students as a privilege, not a right, and therefore requires responsibility. The SCA seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege.

Summary

Public technologies: computer laboratories, desktop and laptop computers, servers, electronic mail, Internet access, and any other form of electronic communication are for the use of students and staff at their respective schools of SCA. Students must refrain from activities that disrupt the educational experiences of their peers and are ultimately responsible for their actions. Failure to comply with the SCA acceptable use procedures and/or policy could result in loss of the privilege to use this educational tool, restitution for costs associated with damages, school disciplinary action(s), and/or legal action under the Colorado Statutes or Federal Law.

Ownership

All hardware, software, electronic mail, and any stored documents or data on a retrievable medium that reside on SCA equipment shall remain the property of SCA. The SCA

administrators may review files and communications to ensure appropriate system use.

Internet Use

The Internet is an electronic network connecting millions of computers and individual subscribers worldwide. The purpose of the Internet is to support worldwide access to business and educational information by individuals. The use of school technologies and opportunities must be in support of educational research and consistent with the educational objectives of SCA.

- Internet access: Internet access for students is intended for research activities relating to their classes and curriculum that is directly related to their SCA education.
- Technology etiquette: You are expected to abide by the general accepted rules of technology etiquette.
- Be polite. Do not be abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate or suggestive language.
- Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone number or that of other students or staff members.

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- Note that email is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Do not disrupt the use of the network by other users.
- Inappropriate use of an account: The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges and/or disciplinary action. Inappropriate use includes but is not limited to: transmission of, or downloading any material in violation of any national, state, or district regulation is prohibited. This includes, but is not limited to, copyrighted documents, or threatening or obscene/pornographic material.
- Using SCA technology for commercial, political, personal, or private gain is prohibited.
- Communication, whose sole intent is not for the purpose of education or school-related research/activities.

Consequences for Inappropriate Technology Use

The administrators and staff will deem what is inappropriate use and may close an account at any time. The administration, faculty, or staff of SCA may request the administrator to deny, revoke, or suspend specific user accounts. If, in the opinion of the teacher or administrator, a student has failed to comply with this policy, consequences may result. Students found to be in violation of any of the above may be subject to suspension or expulsion.

Laptop Usage

Laptops will be provided to all students K-12 for online instruction purposes only. Students are responsible for the care and usage of their assigned laptop. Misuse or damage to the laptops will result in monetary and/or disciplinary consequences. The following are guidelines to ensure each student cares properly for their device.

- No food or drink allowed near laptops
- Do not pick up laptops by the screen, carry the laptops with two hands
- Students are to work on assignments, including research, typing, and any work given during online instruction
- Defacing, writing/drawing, and mishandling of any of the technology equipment are not permitted
- Students and parents **MUST** sign the Technology and Internet Acceptable Use Policy before students can use any school computer
- Students may lose their computer privilege for inappropriate behavior and/or inappropriate computer usage
- Students may be subject to fees for any inappropriate usage

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Behavior Expectations

SCA faculty, staff and parents want to create and maintain a positive, physically safe and intellectually stimulating school environment. The rules and regulations are designed to:

- Protect the rights and safety of the entire school community, which includes students, faculty, staff, and parents
- Ensure a positive learning environment and ensure every student's right to an education
- Control and, if necessary, discipline those individuals who do not respect the rights of others

SCA strives to promote mutual respect, civility and orderly conduct among its employees, parents and students. SCA will address parents with respect and will expect the same in return. SCA will not tolerate behavior or language that is inappropriate, disruptive, volatile, hostile, aggressive, or uncaring. It is not the intent of this policy is not to deprive any person of his or her right to freedom of expression, but instead to promote mutual respect between SCA staff and parents.

Discipline procedures at SCA are based on traditional principles intended to “teach” students toward appropriate behavior and take responsibility for their actions. Examples of disciplinary

actions or consequences include: apologies (public and private), restitution in all cases of property damage, loss of privileges in recess or co-curricular activities, counseling, after school detention, and suspension or expulsion for serious or repetitive offenses.

Interrogation and Searches

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may conduct searches. School lockers and desks are the property of SCA and are subject to random inspection. Searches may also be conducted when a school authority has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, or is a threat to themselves or others. This may include searches of a student, student lockers, book-bags, desks, storage areas, student automobiles, etc. SCA may also conduct random suspicionless searches in accordance with law. Outside law enforcement officials will not be permitted to interrogate/question a student without the SCA Executive Director or designee being present, and without the consent of the parents, except in cases of suspected child abuse.

Metal Detectors, Drug Detecting Dogs, and/or Mechanisms

SCA school officials may use metal detectors, or other minimally intrusive detecting mechanisms to conduct mass, general, or random screenings of, school grounds, and any property on School grounds without any individualized suspicion concerning a particular student or group of students in accordance with the rights of students under state and federal laws. From time-to-time, the Pueblo County Sheriff Department K-9 unit will be utilized to do a drug sweep of the building and/or parking lot. Under no circumstances shall dogs be allowed to sniff any

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student. Students shall be separated from their property during drug dog sweeps in order to avoid potential embarrassment to students, ensure that students are not targeted by dogs, and to decrease the possibility of dangerous interactions between dogs and students.

Serious Conduct Violations: Drugs, Alcohol, Tobacco, Vapes

Using, “being under the influence of,” processing, trading, selling, giving away, or offering to trade, sell or give away alcoholic beverages, controlled substances (including counterfeit controlled substances), paraphernalia associated with controlled substances, performance-enhancing drugs, tobacco, vaping, or any prescription or nonprescription drug, medicine, vitamin, or other chemical substances not taken in accordance with the SCA policy and regulations on administering medicines to students, or other hazardous substances on campus, near the campus, at any school-sponsored activity, or at a time or place directly involving the SCA school will not be tolerated. Possession includes but is not limited to one’s person or personal property, automobiles, or school property.

Weapons

The possession, carrying, bringing, and/or use of any dangerous weapon to school and/or to a

school event is strictly prohibited and is grounds for immediate dismissal and or expulsion from SCA. Dangerous weapons include, but are not limited to any type of loaded or unloaded firearm or firearm facsimile, pellet gun, BB gun, air gun, firearm ammunition, fixed blade knife, spring loaded knife, pocket knife, explosives or incendiary devices, laser pointers, and/or any other object, device, instrument, material or substance, animate or inanimate, used or intended to be used to inflict bodily injury or physical damage.

Harassment

SCA is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by another student, faculty member, or staff member is prohibited. The school will respond to and investigate any allegations of harassment promptly, confidentially, and thoroughly. A charge of harassment shall not, in and of itself, create the presumption of action wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and may include suspension or expulsion from SCA. Students found to have filed false or frivolous charges will be subject to disciplinary action, up to and may include suspension or expulsion from SCA. Types of harassment include:

- Verbal: Derogatory comments or jokes, threatening words spoken to another person.
- Physical: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, of any intimidating interference with normal work or movement.
- Visual: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual: Includes but is not limited to unwelcome sexual advances, and other verbal or physical conduct of a sexual nature.

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Cyber Bullying: includes but is not limited to harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messaging, digital pictures or images, or website postings (including blogs) which have the effect of physically, emotionally or mentally harming a student, placing a student in reasonable fear of physical, emotional or mental harm, placing a student in reasonable fear of damage to or loss of personal property, or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Harassment based on a person's race, color, national origin, religion, ancestry, creed, religion, sex (which includes marital status), sexual orientation, transgender status, disability or need for special education services is a form of discrimination prohibited by law.

It is the student's responsibility to:

- Conduct him or herself in a manner that contributes to a positive and respectful school environment;
- Avoid any activity that may be considered discriminatory, intimidating or harassing;

Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;

- Report all incidents where he or she believes they are a victim of discrimination or harassment to an administrator;
- Report all incidents where they have been a witness to discrimination or harassment to an administrator;
- If a student is informed that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

All SCA employees and students share the responsibility to ensure that harassment does not occur at SCA, or at any SCA sanctioned activity or event, or off school property when such conduct has a relationship to SCA, or any curricular or non-curricular activity or event.

Other Serious Conduct Violations (not intended to be exhaustive)

Assault and fighting; theft; damaging or defacing school property; evading or attempting to evade school authorities or personnel; forgery, altering school notes/documents; impersonating a parent/guardian; leaving campus without permission; throwing snowballs; rocks; or other debris anywhere on campus; disrespect toward a staff member; threatening a staff member and/or student; failure to obey an administrative directive; unauthorized entry of a locked or restricted area; invasion of privacy; gambling; obscene literature and/or language; possession and/or use of laser pointers or devices; continued unexcused absences and/or truancy; and/or behavior considered threatening to the welfare, safety and morals of other students or faculty members.

Consequences for Offenses

When a student violates the rules and regulations outlined in this handbook or the instructors' syllabus/classroom rules and expectations, he/she will be directed to the appropriate administrator for disciplinary action. The administrator reserves the right to determine the severity of the offense and the appropriate consequence for the offense. Examples of consequences may include but not limited to; detention, ISS, OSS, and students may be asked to return to their home school. These are typical guidelines. Administration will consider each case individually, and reserves the right to change this escalation process.

Detention

Detention may consist of some sort of supervised "work crew" or service project, lunch detention, before or after school, or Friday detention. A letter of apology or recognition of behavior, homework or other assignment and may be assigned by the classroom teacher or the administration. Parents will be notified of the infraction and the detention to be served. Any student who fails to attend an assigned detention will double their number of detentions.

Suspensions and Expulsions

Suspension is used when other attempts to correct problems have failed, or a result from repeated violations, or a single serious violation.

- Length of suspension is determined by administration, depending on the frequency or severity of the offense but ranges from one (1) to five (5) days.
- Suspended students are not allowed to return to class until the student and parent attend a re-admittance hearing with administration.
 - After three (3) or more events that have caused a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event, according to state law, a student may be identified as a “habitually disruptive” student and any subsequent event can result in consideration for expulsion. (C.R.S. §22-3-106(c.5)).

SCA follows Colorado state law for policies regarding suspension and expulsion as well as District 70 policies and procedures for expulsion.

Crediting Make-up Work Done While Absent Due to Suspension

Assigned work that the suspended student has prior to the suspension and is due during the period of the suspension will still have to be turned in on the originally assigned date. Arrangements will have to be made to have a parent or sibling bring the assignment to the office. School work assigned during the suspended student’s absence must be turned in upon check in with administration on the day the student returns to school. All assignments given during a

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suspended student’s absence, that are turned in on time shall be graded. Assessments must be made up the day the student returns to school.

Standards for Lifelong Learners

These standards are based on input from over a thousand community responses reflecting what it is that we, as a community, want for our students when they leave our school system. The request for input regarding this issue was sent out in February of 1993 to all District 70 parents, students, certified and non-certified district employees, business people, industry leaders and higher education instructors. This data was categorized and was used initially to identify what students needed to do to accomplish each standard. It was during this process that the standards were reduced to a total of six, and the lifelong learning standard that had existed before became a part of the title. It is through the academic content areas that these particular lifelong standards are achieved. They are not a separate curriculum area.

Personal Manager

The student will:

- Construct goals, implement plans and use organizational tools
- Act with responsibility, adaptability, persistence and self-control
- Utilize time and resources within established guidelines

Effective Communicator

The student will:

- Read, comprehend, analyze and use written and oral language, symbols, diagrams and visual media to express ideas
- Listen actively, critically and analytically
- Develop and define a position, argument or hypothesis

Problem Solver

The student will:

- Initiate, organize and implement a plan of action and assess results.
- Utilize reflective and critical thinking skills.
- Practice flexibility and adaptability.

Team Worker

The student will:

- Set goals, communicate and interact with others in constructive ways
- Cooperate and share responsibilities and contributions
- Utilize conflict management skills

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Community Contributor

The student will:

- Work toward the benefit of the diverse needs of the school and community
- Incorporate citizenship

Endeavor to Excellence

The student will:

- Obtain, evaluate and use information for personal, civic and career growth
- Create works that reflect quality
- Investigate aesthetic modes
- Apply work ethic
- Maintain a minimum 2.0 GPA

Spartan Code of Honor

In compliance with SCA's mission to encourage all students to strive for academic excellence, nurture character development, and support creative expression, all members of the SCA community are expected to display good manners, show respect for others and their property, be honest, reliable and conform to the highest standards of behavior by following the SCA Honor Code. Furthermore:

All SCA students are required to:

- Read and sign the SCA Spartan Code of Honor
- Support and promote the SCA Spartan Code of Honor and follow all SCA policies, procedures and guidelines
- Be honest in all academic and social endeavors
- Act with courtesy and consideration in all interactions with students, parents, faculty, and staff at school and in the community
- Treat school property with care and respect
- Treat personal property and others' property with respect
- Uphold the SCA Spartan Code of Honor while participating in all curricular and extracurricular activities
- Uphold the Spartan Code of Honor while interacting with the community as a representative of SCA

All SCA parents are required to:

- Read and sign the SCA Spartan Code of Honor

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- Support and promote the SCA Spartan Code of Honor and follow all SCA policies, procedures and guidelines
- Act with courtesy and consideration in all interactions with SCA staff, students, and other parents
- Model the values and expectations required of students

All SCA staff members are required to:

- Read and sign the SCA Spartan Code of Honor
- Support and promote the SCA Spartan Code of Honor and follow all SCA policies, procedures and guidelines
- Act with courtesy and consideration in all interactions with students, parents, and in the community
- Model and teach the values and expectations required of students and parents
- Be fair, firm and consistent

- Teach expectations and procedures

All SCA Board members are required to:

- Read and sign the SCA Spartan Code of Honor
- Support and promote the SCA Spartan Code of Honor and follow all SCA policies, procedures and guidelines
- Act with courtesy and consideration in all interactions with students, parents, and in the community
- Model the values and expectations required of students
- Be fair, firm and consistent

Spartan Code of Honor Violations

Violations of the SCA Spartan Code of Honor will result in consequences regarded as appropriate by the teacher or administration. The school administration reserves the right to administer consequences. SCA athletes will be subject to the appropriate athletic consequences as well.

Spartan Code of Honor Pledge

"I recognize that attending SCA is a privilege, and as a member of this community I pledge to uphold and promote the pillars of honesty, integrity, respect, and responsibility as outlined in the SCA honor code."

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Abuse/Neglect Reporting

Any school employee that has reasonable cause to know, or suspect, that a child has been subjected to abuse or neglect, is required by law to report this to local law enforcement or to the Department of Social Services ("DSS") immediately. By law, the Pueblo County DSS has the prerogative to make an unscheduled visit to SCA and require that a student who is the subject of a child abuse/neglect report be interviewed during school hours without any obligation to notify the parents of the student and seek permission to conduct the interview.

Appropriate Communication with School

Communication directed by either students or their parents/guardians/family members to faculty/staff members must be appropriate in both content and tone. Any verbal or written

communication directed by a student/parent/guardian/family member to and faculty/staff member that, in the school's judgment, harass, demeans, seeks to coerce or intimidate, brings unsubstantiated accusation against, or otherwise abuses a faculty/staff member may be reviewed by the Administration as a violation of that student's/family's good standing with SCA and may be dismissed from the school. SCA strives to promote mutual respect, civility and orderly conduct among its employees, parents and students. SCA will address parents with respect and will expect the same in return.

Behavior Expectation for Assemblies

Individual conduct should be courteous, respectful and attentive. It is encouraged for students to engage in the "Spartan Clap" for those being recognized. A "Spartan Clap" is a single applaud for individuals being recognized and then once all have come forward, applause may follow. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness and talking during a program. Students who exhibit inappropriate conduct will lose assembly privileges for a designated amount of time. Detention or suspension can also be assigned for misconduct during an assembly based on the infraction.

SCA Cell Phone Use

Swallows Charter Academy (SCA) is a cell phone free learning environment, adopting the idea of "away for the day" regarding cell phone usage in school. Our goal is to improve the climate, culture, and academic achievement in our classrooms and on campus by eliminating cell phone distractions during instructional time. The use of personal telecommunications devices, including mobile telephones, smartwatches, and gaming devices is prohibited during school hours. In general, students will not be permitted to display, turn on, or use a personal electronic device on school property during the school day. The use of mobile telephones or any device capable of capturing images is strictly prohibited at any time. Swallows Charter Academy is not responsible for any damaged, lost, or stolen electronic device.

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SCA recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school adheres to the following:

- Cell phones and all mobile devices shall be **TURNED OFF** when entering the school campus and remain turned off until the end of the school day.
- Cell phones and all mobile devices shall be kept in a student's backpack – **not in clothing pockets or on the student's person at any time during the school day.**
- Cell phones and all personal mobile devices including Smartwatches and any Bluetooth headphones (IE AirPods) are not allowed to be used anywhere on the SCA campus during school hours without explicit permission from a teacher, paraprofessional or administrator.

- Cell phones and all mobile devices can be turned on at the end of school day at 3:30 p.m. and used to communicate directly with parents/friends.
- Cell phones and all mobile devices are **NOT** allowed to be used during transition times, between classes, and/or during lunchtime.
- If a student needs to make a call during the day, they are to request permission from their teacher to use the classroom phone or their cell phone.
- Parents who need to communicate information throughout the school day are welcome to call the main office at 719-547-1627 and the SCA staff will relay that information immediately.

Consequences for cell phone use during school hours (7:30am-3:30pm)

- **1st Offense:** Referral to the office; Student will turn in phone to the office where it can be retrieved by the student at the end of the day
- **2nd Offense:** Referral to the office. Student will turn in phone to the office where it can be retrieved by the student's parent at the end of the day
- **3rd Offense:** Referral to an assistant principal. Out of School Suspension (OSS) or ISS will occur and the student may not be permitted to bring a device to school for the remainder of the school year.
- A referral beyond a 3rd offense will result in further disciplinary actions such as habitually disruptive status, or other consequences deemed appropriate by administration.

Any device used to exchange nude images by children will result in civil infraction and gives prosecutors a range of options, from petty offenses to a felony, to use against teens who possess or distribute sexts against a victim's will.

Cell Phone Free Environment - Student Policy Contract

____ I understand that my phone must be inside of my backpack and turned off upon entering the school each day.

____ I understand that my phone will remain in my backpack during classes, passing periods, lunchtime and anytime on campus during the school day, including the restrooms.

____ I understand that I will not attempt to turn on my phone during school hours unless I have

permission.

_____ I understand that Swallows Charter Academy is not responsible for lost or damaged phones.

_____ I understand that if my phone is found outside my backpack during the school day, I will be subject to school discipline.

_____ I understand that I will be allowed to turn on and use my phone at 3:30 p.m.

_____ I understand that if I need to make a call, I can go use the classroom phone with permission from my teacher or SCA staff member.

_____ I understand that SCA's policy for cell phones includes no Smartwatches or any Bluetooth headphones during school hours

_____ I understand that these rules and regulations not only apply to phones, but for any telecommunications device including smartwatches, gaming devices, and any other personal electronic device.

_____ I have read and understand the cell phone policy as outlined in the SCA student/parent handbook.

By signing this contract, I understand all the terms and conditions listed above. This contract is to be reviewed by students and parents/guardians, signed, and returned.

Student Name: _____ Grade _____ Date _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Expectations for Fundraisers

For our students' safety there are no door-to-door sales allowed. All fundraisers must be cleared by the sponsor and through the Athletic/Activities Director.

High School Open Campus and Lunch Privilege Policy

The ability to budget and use one's time in an effective and efficient way is a skill we believe our students must develop. To help develop that skill, SCA has adopted a limited open campus policy, as a privilege for high school students. The policy permits 11th & 12th grade students, in good standing, to leave school grounds when they do not have a scheduled class, including the time designated for lunch. 9th & 10th grade students, in good standing, may have the privilege of open campus lunch one day a week as determined by school administration, with parent opt-in permission, and only to the restaurants within walking distance of SCA. Any 11th or 12th grader who takes an underclassman or non-privileged 11th or 12th grader off school grounds with them will immediately and permanently lose their open campus and lunch privilege.

Students must be aware that when they leave school grounds they are required to be back in school in time for their next class. Attendance is taken every period and any student who fails to return to class or arrives late will face the consequences outlined in the discipline code. Open campus privileges may be revoked at any time at the discretion of the school.

Students will not be allowed to loiter in the parking lot or on any other school grounds if they choose to leave the building during the school day. Students choosing to stay on campus will only be allowed in the areas designated by school administration.

Students are not permitted to place orders for food to be delivered to the school during lunch time. Regulations prohibit any outside vendors from delivering food during the time designated for lunch. Therefore, no food deliveries to our school will be accepted from outside vendors during this time.

Additionally, students need to be aware that all driving laws will be strictly enforced by local law enforcement, including limited passenger restrictions on provisional licenses.

Please be aware that the open campus and lunch privilege can be revoked at any time for anyone who has attendance, academic, or behavior problems as determined by the school.

Any parent of an 11th or 12th grader who does not want their child to be allowed to leave school grounds during the school day must complete and submit the *Off Campus Opt-Out Form*. The form can be found in the SCA's main office. The form can be submitted in person at the school between the hours of 7:15 a.m. and 3:30 p.m. or it can be sent in the mail. Only submit the opt-out form if you do not want your child to have open campus privileges.

Meal Program

Students may bring their own breakfast or lunch or purchase a hot meal through the nutritional

services program provided by Pueblo District 70. The office provides copies of the scheduled monthly menu.

Lunchroom Expectations

- Students are to remain seated at all times unless called upon by an adult on duty.
- Follow directions the first time they are given.
- Sit at the table and eat quietly.
- Use indoor voices and raise your hand for assistance.
- Appropriate lunchroom behavior is expected; throwing food or trash on the floor will not be tolerated.
- When students at a table are finished eating, they will be dismissed to take items to the trash cans.
- All students will be dismissed after the table, chairs, and floor are clean and picked up.
- Students are to pick up their own trash.

Recess Expectations

Students are to be in the designated areas during recess. Students should not be hanging out in the halls, or bathrooms.

Playground Rules

1. Only slide down the slide using the sitting position
2. Do not hide under the equipment
3. No tag in the equipment area
4. If there is no staff supervision, students are not allowed on the playground
5. Do not leave the playground without the permission of the teacher on duty
6. If a ball or other playground equipment goes over the fence, it will stay there until the end of recess
7. No throwing or kicking rocks, dirt clods, snow, pine shavings, or sand
8. No climbing, hanging or other activities on playground equipment deemed to be dangerous by the teacher on duty
9. No side-to-side, twisting or underdog (running under) swinging on the swings.
10. No hanging or dunking on the basketball hoops.
11. No more than 4 people on the group swing.
12. No dodge ball.
13. No use of playground equipment for anything other than what the equipment was intended for.

14. Avoid all ice-covered areas, and do not throw snow or ice balls.
15. If you get it out, put it back (Includes balls, jump ropes, etc.)
16. Pick up any trash/litter or stray balls at the end of recess.

Playground Violations

Students are given one (1) verbal warning. Second offenses result in loss of playground privileges for the remainder of recess. Repeat offenders may lose future privileges for a set period of time or be sent to the office.

Student Health and Medications

Student Illness/Emergency at School

- Students must obtain permission from a teacher to go to the school office if they are ill, injured, or have a health concern. Permission is not required in emergency situations. ● Students are permitted to use the office or classroom phone to call home for emergencies
- In cases of an emergency, the school will take immediate action to get help by trained professionals.
- SCA does have a part-time school nurse and facilities to care for an ill child. The school will use the emergency information in the student's file to notify the parents or those designated to pick up the child.
- Ill children will be kept in the clinic until they are picked up.

Special Health Problems/Circumstances

It is extremely important that parents notify the office of their child's health problems and specific procedures the staff may need to employ when dealing with these problems. Any contagious illnesses should be reported to the office to properly warn other parents when necessary. Examples include COVID-19, strep, pink eye, chicken pox, measles, meningitis, head lice, H1N1, and pertussis.

Medications

- By law, no medication, including over-the-counter drugs such as pain relievers, cough syrup, and cough drops can be dispensed or used at school unless the guidelines in this section are met
- If a student has a specific health problem that requires medication during the school day, a *Permission for Medication Form* (available in the office) must be completed and signed by the parent/guardian and family practitioner or physician
- Medications must be in the original container. If it is a prescription medication, the student's name, name of the drug, dosage, time for administering, the name of physician and current date must be printed on the container

- Students are not allowed to bring medications to school. Parents must bring them directly to the office

- Medications will be stored in an approved, secure lock box or refrigerator in the school clinic. School personnel involved in handling medications must complete the necessary training

Miscellaneous Health Issues

Immunization information is listed under required registration materials. Vision and hearing testing each year occurs for selected District 70 and SCA students based on grade levels. Students are screened for vision and hearing problems by district personnel and volunteers.

Co-curricular Activities

Students cannot participate in these activities if they are suspended or have any other unexcused absence that day.

Field Trips

Field trips are an exciting way for children to learn and to experience hands-on learning activities. Our field trips are an extension of classroom activities and are intended to be a reinforcement of concepts taught prior to the scheduled field trip. As such, field trips are planned to enrich the academic curriculum offered at our school and are experiences from which all children can benefit.

- Students should wear their SCA t-shirts, when possible, to help faculty and adult chaperones easily identify and keep track of them.
- If a parent does not permit their child to ride the bus on a field trip, the parent is asked to inform SCA two (2) days prior to the trip.

Chaperones

- Each teacher, at their own discretion, will request parents to help chaperone field trips
- All chaperones should complete the volunteer training and undergo a background check
- Chaperones are not permitted to bring other children on the field trips
- Chaperones are needed on the bus, on occasion
- SCA will pay entrance fees for chaperones, whenever possible
- Students, including your own, must remain with his/her assigned group at all times

Student Council

The SCA Student Council is the official representative of the entire student body. Students in

good academic standing and with no significant disciplinary actions on record may apply to join the Student Council. Elections for the offices of president, vice president, secretary, treasurer, and historian will be held at the start of the school year. To participate, students must earn “C’s” or better in all classes. A student with a “D” or “F” will be placed on an academic improvement plan. Exemplary behavior is expected of all student council members. Student council regularly meets on a scheduled basis with the teacher sponsors to discuss school related concerns and activities. Student council activities include public service projects, planning student parties, dances, assemblies, and spirit days.

National Honor Societies

The National Junior Honor Society (“NJHS”) is offered to students who have attended SCA at least one full semester in grades 6 - 8. National Honor Society (“NHS”) is offered to students who have attended at least one (1) full semester in grades 9-12. Selection criteria are based on national standards.

Yearbook

The annual yearbook is created by students under the guidance of the faculty advisor. Students should contact the sponsor if interested in participating or submitting photographs or story ideas for the yearbook.

Athletics

Since it is a privilege to represent a school in athletics, the school must have the authority to revoke the privilege when student athletes do not meet the standards set forth. This responsibility not only exists while the athletes are involved in their chosen sport but shall be required of them while at school and at other times. All students are invited and encouraged to take part in this program. As athletic programs are voluntary, all athletes desiring the advantages of participation in the athletic program should be prepared to follow all rules and regulations as determined by the athletic staff, administrators and School Board. Participation is a privilege that can be revoked. Those that do not comply with the rules and regulations will not be permitted to participate in the program. Each sport’s head coach has their own parent/guardian/athlete mandatory pre-meeting to go over the policies that govern their sport. Student athletes and their parents are encouraged to complete a survey found in the athletic office on the conclusion of their sport.

Eligibility for Activities / Athletics

of the CHSAA Handbook. The activities director and/or the sponsor/coach will review these rules with the participants of each activity at the beginning of the season. Athletics/Activities at SCA are considered an integral part of the high school experience.

Before a student may practice for any sport or activity, he/she must:

1. Submit the following to Planet HS (online athletic registration):
 - a. Physical form – signed by parent(s)/guardian(s) and doctor
 - b. Participation agreement
 - c. Parent consent form
 - d. Code of conduct
 - e. Student eligibility information & CHSAA Anti-Hazing policy
 - f. Baseline Impact Test
 - g. Athletic emergency form (parental release/liability waiver and medical consent form) – signed by parent(s)/guardian(s)
 - h. Pay all fees
 - i. Attend mandatory parent/athlete meetings before the season
2. Must take 5 classes (2.5 Carnegie units) and pass all classes. Grades will be pulled on Thursday and eligibility will run Monday to Monday. At the time of the grade checks, if a student is failing any course, then that student will have one week to raise their grade, to passing, in order to compete the following week. If a student withdraws from a course they will be ineligible for the remainder of the current season. An early college student or school without a program student is ineligible if a grade check is not turned in. They remain ineligible until it is turned in.
3. Students enrolled as a teacher/office/custodial/kitchen/media/counselor assistant will be given half of a (.5) Carnegie units of credit. Students may only take one of the above classes each semester.
4. New students to School District 70 are eligible if they met the eligibility requirements from their previous school.
5. The coach/athletic director shall provide participant/coach/sponsor lists to teachers of students involved in all activities. These groups include all activity participants, clubs, organizations, athletes/managers, cheerleaders and student council members.
6. If a teacher has a concern about a student's eligibility, he/she should contact the coach and/or athletic director.
7. Students not adhering to the accepted norms of behavior may be declared ineligible. **School**

Attendance for Extra-Curricular and Field Trip Participation 50

If an extracurricular game, contest, event or tournament falls on a day that school is in session, as

well as a field trip, a student must attend at least half of that day to be eligible to participate in the game, contest, event, tournament, or field trip unless prior arrangements have been made with the principal, assistant principal, sponsor or athletic director. Suspended/expelled students are not allowed on the school grounds for participation in school activities, including field trips while the suspension/expulsion is in effect. Suspended/expelled students are banned from attending all school functions, home or away; including dances, plays, sporting activities, etc. Students that are not in “good standing, “ ie. Excessive absences, behavior infractions, and failing grades may not attend field trips.

League Affiliation – High School

SCA is a proud member of the Santa Fe League. This association is a member of the state organization called the Colorado High School Activities Association. The Santa Fe League is made up of ten schools:

- Swallows Charter Academy – Home of the Spartans
- Crowley County High School – Home of the Chargers
- Fowler High School – Home of the Grizzlies
- Hoehne High School – Home of the Farmers
- Holly – Home of the Wildcats
- John Mall High School – Home of the Panthers
- Las Animas High School – Home of the Trojans
- Rocky Ford High School – Home of the Meloneers
- Rye High School – Home of the T-Bolts
- Swink High School – Home of the Lions

Sports
Fall Winter Spring
Volleyball (G) Basketball (G/B) Track (G/B)

Golf (B)
Soccer (B) Golf (G)
Cross County (G/B)

If a student wishes to participate in any sport that is not currently offered at SCA, permission can be sought to participate at another school. Pueblo County School District No. 70 Board of Education has approved a participation fee of \$100.00 per person/per season. Student

participants who are unable to pay all the fees due to financial hardship should contact the athletic director. If you have any questions regarding either fee, please feel free to call the activities/athletic director.

These programs focus on the competitive level that is required by individual Pueblo County School District 70 high school’s league and state classification. Coaches are required to place on the court or field of play the most competitive team available. No player, regardless of grade level is guaranteed a position on the team. Once a participant has met the criteria for making a team, practice is the only surety. The administration acknowledges that wins and losses are part of the game; yet, the expectation of Pueblo School District 70 coaches is that teams, which they coach, are well prepared and competitive.

Sub-Varsity/Freshman Programs

These programs focus on the development of skills necessary for participation at the **varsity** level. The coach of any sub-varsity program will emphasize development of individual and team skills. Coaches are encouraged to play as many participants as possible; however, once a participant has met the criteria for making a team, practice is the only surety. Coaches will then play those team members, who, in the coach’s professional opinion, are ready for interscholastic contest participation.

Cutting Procedures

Because of limited staff, facilities, schedules, and money, certain programs may require cutting of participants. Each program is unique and will have specific written criteria related to the evaluation process for making cuts. Written documentation relating to cuts will be kept on file with the coach. Names of participants who are cut from the program will not be posted. Coaches will discuss with each individual who has been cut, the reasons for the cut. The participation fee refund must be requested prior to the first contest.

Senior Cuts: Potentially, seniors can be cut from the team if they do not finish in a certain order based on performance evaluations. Each specific sport will have criteria concerning senior cuts. That criterion must be turned in to the athletic office. Cuts will vary from program to program because of the uniqueness of that sport and by possible participation numbers.

League Affiliation – Middle School

SCA is a proud member of the City/County League. The League is made up of all middle schools within Pueblo County School District No. 70 and Pueblo City Schools District 60.

Sports
Fall Winter Spring
Volleyball (G) Basketball (G/B) Track (G/B)

Soccer (G/B) Rangers	Wrestling - LPI Soccer (G/B) Rangers
Cross Country (G/B)	

If a student wishes to participate in any sport that is not currently offered at SCA, permission can be sought to participate at another school. Pueblo County School District No. 70 Board of Education has approved a participation fee of \$60.00 per sport per child. Student participants who are unable to pay all the fees due to financial hardship should contact the athletic director. If you have any questions regarding either fee, please feel free to call the activities/athletic director.

Student Rights/Responsibilities

Public school students have certain rights guaranteed by the constitution and laws of Colorado and the United States of America. These rights are not as extensive as the rights of adults because the school is a special setting. The courts recognize school officials' need for flexibility to be able to control student behavior in the school and at school functions.

Right to Education: You have the right to learn and receive a quality education in every classroom.

Right to be Free of Discrimination: SCA policies provide that students will not be discriminated against, or denied the benefits of educational programs or activities based on race, gender, religion, ethnicity, national origin, age, or disability. Notify the Director with any concerns. If this has to do with a disability, also notify the District 70 Special Education Department.

Right to Free Speech: In the classroom and at school activities, the limitation on students' First Amendment right to free speech is: A student's speech must not create a material or substantial disruption to the educational process, harm someone's reputation, or create a clear and present danger to others. The First Amendment does not protect speech that leads to unlawful action; nor does it protect obscenities.

Right to Free Association and Peaceful Assembly: Students are free to associate with, join, and participate in groups of their own choosing as long as they do not interfere with the rights of others or disrupt the educational process. A significant exception to this right is gang related activity (such as dress, gestures, signals, graffiti, hazing), which are grounds for suspension or expulsion.

Right to Individual Dignity: Everyone, including students, school personnel and parents alike, should treat one another, as they would like to be treated.

Right to be Free from Sexual Harassment: Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make you uncomfortable. It is your responsibility to clearly

indicate that the remarks or behavior is offensive and unwelcome. REPORT ANY INCIDENT TO A TEACHER IMMEDIATELY.

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Right not to be Bullied: Bullying is any written or verbal expression, physical act or gesture that is intended to cause you distress. It is not always direct, such as hitting or name-calling. It can also be subtle and indirect, such as social isolation, intentional exclusion, or manipulating friendships. Students need to report any bullying to an adult such as a parent, teacher, or Director. REPORT ANY INCIDENT TO AN ADULT IMMEDIATELY.

Rights Relating to Search, Seizure and Interrogation: School lockers and desks are the property of SCA and are subject to inspection at any time. When there is “reasonable suspicion” a particular student has violated a rule or law, school authorities can initiate a search of a student’s person or property. SCA may also conduct suspicionless searches in accordance with law. Outside law enforcement officials will not be permitted to question students without the Director or designee being present, and without the consent of the parents/guardians, except in cases of suspected child abuse.

Right to privacy of student records: Parent(s) and eligible students (over the age of 18) have a right under the Family and Educational Rights and Privacy Act (“FERPA”) to inspect and review their student education records as addressed below.

Student Records - Family Educational Rights and Privacy Act

FERPA affords parents and over 18 years of age ("eligible students") certain rights, which transfer to the student when the student reaches 18 years of age, with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write a letter to the Executive Director clearly identifying the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (“PII”) from the student's education records, except to the extent that FERPA

authorizes disclosure without consent. FERPA does permit disclosure without a parent or guardian's written consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor,

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instructor, or support staff member (including but not limited to paraprofessionals, transportation personnel, health and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contactor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202

FERPA Notice for Directory Information

FERPA requires that SCA, with certain exceptions, obtain your written consent prior to the disclosure of PII from your child's education records. However, SCA may disclose appropriately designated "directory information" without written consent, unless you have advised SCA to the contrary in accordance with SCA procedures. SCA may include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do NOT want SCA to disclose directory information from your child's education records

without your prior written consent, you may opt out by providing a written request to the Executive Director.

Student Responsibilities

When students exercise responsibility and follow the rules, the rights and safety of all others in the school environment are protected and students learn good citizenship.

Behavior Expectations

1. SCA students are expected to hold themselves and their peers accountable to the *SCA Spartan Code of Honor*:
 - Complete their own homework and NOT allow it to be copied by others
 - Complete quizzes, tests and examinations without seeking help from or offering help to peers
 - Plagiarism, presenting another person's words or ideas as your own, is not tolerated
 - Students should not look at or possess a copy of a quiz or test that has yet to be taken
 - Use of notes or "cheat sheets" is not allowed unless permitted by the teacher
2. SCA students are expected to be respectful towards:
 - Themselves and their peers
 - Adults including school staff, teachers, visitors and parents
 - Property belonging to SCA (textbooks, books, classrooms)
 - Property belonging to others
3. SCA students are expected to help keep the school free of weapons, which may include: guns, razors, all blades, chains, or anything that could be used as an intended method of harm. Students are encouraged and expected to report possible violations.
4. SCA students are expected to help keep the school free of drugs, alcohol and tobacco.
 - State law forbids smoking, chewing or other uses, or possession, of tobacco products and/or lighters on school property or at school activities.
 - Possession of and/or use of alcohol or a controlled substance is prohibited and grounds for suspension or expulsion.
5. Textbooks and library books are the property of SCA and students are responsible for their care.
 - All textbooks issued to students are to be covered with an appropriate book cover.
 - Students will be held accountable for lost or damaged books under their care and are

required to pay fees according to full replacement value.

- Under no circumstance should a student write in a textbook or library book. ●
- Students may check out two books at a time from the library for a three-week period.

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6. SCA students should not bring the following items to school: radios, CD players, iPods, MP3 players, skateboards, roller blades, Heelys, skates, water guns or balloons, weapons of any type, lighters, fireworks, toys, games including hand-held video games, virtual pets, or any other item considered to be disruptive to the educational atmosphere. SCA is not responsible for any loss, theft or damage to your personal items.
7. Pets may not be brought to school unless approved by the teacher and administration and prior arrangements for drop off and pick up have been made with the teacher and parents.
8. Telephone use: The office and classroom telephones are available for students to call home in cases of emergency. Parents should call the office so we may relay information to your child when needed.
9. Valuables should not be brought to school. SCA is not responsible for any loss, theft or damage.
10. Lost and found items: Kept near the office for students to claim missing items and drop off “found” items throughout the year. Any unclaimed articles will be donated to charity periodically.
11. Students should eat and drink in designated areas only. Students are not allowed to chew gum or bring seeds or nuts with shells to school, such as sunflower seeds.
12. Students are expected to be aware of and avoid any off-limits areas of the school building or grounds.
13. Public displays of affection are not permitted at school or school functions. This includes hand holding, kissing, hugging, or anything deemed unacceptable by the staff.
14. Students may only enter the classroom when they have been invited or instructed by the staff person responsible for that room.

Food and Drink in the Classrooms

Classroom instructors will have the discretion to allow food or drink in their classrooms. Maintaining the cleanliness of the classrooms in which food or drink is allowed will be the responsibility of the students in that classroom. If cleanliness is not maintained, this privilege will be revoked. Food and drinks are prohibited in the computer areas and Science rooms at all times. Trash receptacles are to be used for gum and litter at all times. As a proud Spartan, please do your part in keeping our school clean.

Expectations of SCA Parents

We believe parent involvement is a critical element in your child's education and the success of this school. We ask SCA parents to do the following:

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1. Ensure your child/children will be on time and attend school on a regular basis. Please minimize school absences by scheduling medical, dental and other appointments after school if at all possible.
2. Keep your child home from school when he/she is ill. Please notify the office the day of the absence. Please do the same for other excused absences.
3. Send your child to school with a mask, proper hygiene, nutrition, rest and clothing according to the weather and the SCA dress code.
4. Provide your child with a quiet place to study at home and monitor all homework assignments. Contact the teacher if time spent on homework assignments becomes excessive.
5. Attend scheduled parent/teacher conferences during the first and third quarters of the school year. Parents may call the office or teacher to schedule a conference at any other time during the school year to communicate concerns and/or monitor your child's progress. Please respect the teacher's non-classroom time used to plan their daily instruction.
6. Update emergency contact information in the SCA office if any changes occur in emergency phone numbers.
7. Actively participate in SCA by:
 - Attending at least one SCA Board of Directors meeting each year.
 - Assisting in one Booster Club, Education Foundation, or PTO fundraiser each year.

Parent Involvement

Students and parents are encouraged to participate in or seek improvements in the operation of SCA in a variety of ways.

- Parents may serve on committees formed to provide information and concerns to the Executive Director or the Board of Directors
- Provide feedback on surveys
- Attend Board Meetings

Volunteer Opportunities

Here are some additional ways you can be helpful and volunteer from a distance:

- Assistance to the classroom teacher by doing projects at home.
- Serve on the Board of Directors. Elections are held each spring for board position terms ending that year.

- Donate materials or items as needed
- Serve on the SCA Education Foundation, Booster Club, PTO, Accountability Committee, or other sub-committee of the Board
- Grant writing

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Volunteer Responsibilities

Confidentiality is a must. All information obtained during volunteering is confidential and cannot be shared. Any violation of trust will result in the volunteer being dismissed of duties. Obtain, complete and return to the main office a background reporting form. For everyone's safety, report to the office, sign in before you begin your day and sign out when finished, and wear your volunteer name badge while in the building.

Grievances and Appeals

Decisions made by school personnel which parents or students consider unfair, or in violation of school policies, or state or federal law, may be grieved and appealed through the proper chain of command as follows:

- Classroom teacher: in person or in writing
- SCA Principal: in person or in writing
- SCA Executive Director: in person or in writing
- SCA Board of Directors: written letter
- District 70 Superintendent: written letter
- District 70 School Board: written letter

When a complaint is filed in writing, a conference will be held with the complainant within five school days. A written response will be given to the complainant within 10 school days following the conference. If the complaint is not resolved to the complainant's satisfaction, a written appeal may be submitted within 10 school days to school days to the next higher level.

**Technology and Internet Acceptable Use Policy
Parent/Guardian Permission Form**

Sponsoring parent or guardian:

As the parent or guardian of (student's name) _____, I have read the Technology and Internet Acceptable Use Policy. I understand that this access is designed for educational purposes and that the Swallows Charter Academy has taken reasonable precautions to protect users from controversial material. I also recognize, however, that it is impossible for the SCA to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired while using technology. Further, I accept full responsibility for supervision of my child when my child's use of the Internet is in a school or home setting. I hereby give permission for (student's name) _____ to access the Internet and World Wide Web.

Sponsoring parent or guardian name (please print)

Sponsoring parent or guardian name signature

Date: _____

Student User:

I understand and will abide by the Technology and Internet Acceptable Use Policy. I understand that any violation of the regulations is unethical and may be illegal. If I commit any violation my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

Student user's signature

Student Name (please print)

Date: _____

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Swallows Charter Academy Spartan Code of Honor

Mission

The mission of Swallows Charter Academy is to encourage all students to strive for academic excellence by providing a content-rich and rigorous curriculum in a safe and respectful environment that nurtures character development and supports creative expression.

Vision

Swallows Charter Academy envisions a community working to produce lifelong learners who are: problem solvers, well-rounded citizens, critical thinkers, team players, good decision makers, and leaders of tomorrow.

We Believe. . .

- Every person has value and is an integral part of our community
- Our community is strengthened by recognizing, honoring, and respecting human diversity
- Taking responsibility for actions or choices creates individuals with integrity and character
- Innovation and creativity are essential to our future.
- All people have the opportunity to live, learn, work, and play in a safe community

- High standards create excellence

As a member of the SCA community:

- ***I will*** place the educational welfare and safety of ALL students and staff as the FIRST priority.
- ***I will*** give everyone in the school community respect at all times and help create a welcoming and respectful environment.
- ***I will*** be open, fair, and honest in all communications with other members of the school community.
- ***I will*** respect the rights of others to have and express ideas that differ.
- ***I will*** work within the system’s policies, procedures, and chain of command to effect positive change and growth for the schools.
- ***I will not*** disclose or discuss confidential business in public or with anyone not privy to such information.
- ***I will not*** make disparaging remarks or gossip about others in the school community or the school itself.
- ***I will not*** seek personal advantage, or conduct unauthorized business, because of personal relationships with members of the school community.
- ***I will not*** interfere with or disrupt the academic or business environment of the school.
- ***I will not*** put the interests of individuals or groups ahead of the educational welfare and safety of ALL students.

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- ***I will*** be truthful regarding the health of my child before sending them to school.

“I have read and understand the SCA Mission, Vision, Belief Statements, and Honor Code and agree to abide by them at all times.”

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Swallows Charter Academy Parent/Guardian Commitment

1. I have read and understand the information, policies and procedures in this SCA Parent/Student handbook.
2. I have read, reviewed and understand the rights, responsibilities and rules in this handbook with my children listed below.
3. I understand the expectations and responsibilities as a parent/guardian of an SCA student and parent.

4. I understand that failure to comply with all the policies and procedures in this handbook could result in dismissal from SCA.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Names of children attending SCA for the 2025-2026 school year: (please print student names)

Student's name

Grade: _____

Student's name

Grade: _____

Student's name

Grade: _____

THE SPARTAN CODE OF HONOR ALWAYS APPLIES!!

Always assume that the Code of Honor is in effect. Whether openly stated or not, the principles and policies of the Honor Code are continually applicable.

Your signature below indicates that you have read the SCA Honor Code and understand that all SCA students are expected to abide by the Honor Code.

Parent Signature(s): _____

Student's Signature: _____