

Middle School Handbook*

2024-2025

*In Addendum to the CSCA Parent/Student Handbook



COLORADO SPRINGS CHARTER ACADEMY

2577 N. Chelton Road

Colorado Springs, CO 80909

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

Dear Parents,

We are very excited to be working with you at CSCA this year. We are anticipating a great year with you and your student. The following pages include addendum information specific to the Middle School that will help make this year successful for everyone. The Middle School Handbook does NOT take the place of the Parent/Student Handbook found also on the CSCA Website, so please keep this with other school information so that you can refer to it throughout the year.

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

Sincerely,

Your Middle School Staff

CSCA STAFF

Middle School Classroom Teachers/Aides

English/Language Arts (ELA) - Victoria Hershman

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Math: Cindy Welsch

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Middle School Assistant: Crystal Williams

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P.E./Athletic Director.: Alex Schilperoort

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Administration

Head of School: Zoe Ann Holmes	zholmes@cscharter.org
Elementary School Dean of Academics and Culture: Lisa Rafferty	lrafferty@cscharter.org
Middle School Dean of Academics and Culture: Jorge Zapata	jzapata@cscharter.org
Business Director: Deb Black	dblack@cscharter.org
ES Office Manager: Amber Davis	adavis1@cscharter.org
MS Office Manager: Leslie Lancaster	llancaster@cscharter.org
Data Accountability/IT Administrator: Kevin Dolley	kdolley@cscharter.org

Communication

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

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

Google Classroom – Used at teacher discretion. Google Classroom is an online communication platform from subject teachers to students. All assignments from each teacher are listed daily by subject. It is student/parent responsibility to access daily. Work can either be printed off and turned in upon return to school or can be completed on a separate piece of paper. **Assignments for Writing class may be submitted via Google Classroom.** Please be aware that not all Middle School teachers use Google Classroom.

Powerschool/Parent Portal – This is our online gradebook. Both students and parents will have logins. Please see your child's teacher or our Data Accountability Administrator if you need help creating a Parent Portal account or logging in. You and your child should be logging in together at least weekly to go over grades.

Classroom Discipline

We follow the school wide discipline program of "Love & Logic" as outlined in the *CSCA Parent/Student Handbook*.

Friday detention. Friday detentions will be 1:30pm-3:00pm Friday afternoons and are served with the a CDCA Dean or assistant. Parents will receive 24-hour notice via Smartsheets, by email, and a hard copy sent home with your child. It must signed to acknowledge receipt. Only Deans will assign Friday Detentions.

Student Planners

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

Late Assignments

See CSCA Parent/ Student Handbook.

Late work policies are the same for the Elementary School and Middle School:

Full credit will be given for homework, projects, or assignments turned in on the date due. Students who have missed school due to illness or other excused absences will still have one day for each day that the student has been absent, plus one day, to complete and turn in make-up work to receive full credit. Make-up work not turned in within this grace period will be considered late and graded accordingly.

Any assignment not turned in on the due date will be given a 10% deduction on the 1st day, 20% deduction on the 2nd day, and 30% deduction on the 3rd day. After three days, a zero grade will be entered.

Assignments that receive a zero due to being late should still be completed and turned in.

It is the student's responsibility to speak with his/her teachers or access Google Classroom (when applicable) to obtain their missing work and complete it in the allotted time.

Tardies

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

Cheating

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

Water Bottles

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

Restroom Breaks

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

Hallway Transitions

A bell will ring to signal the end of each class period. Middle School students have a 5 minute Passing Period between classes. During these transitions, students can use their locker, visit the restroom and refill their water bottles. The expectation is that students are quiet (not silent), not running, and respectful of other students' time and property. Students will be marked "Tardy" if they are not seated when the bell rings to start class.

Cell Phones

Student cell phones must be turned off during school hours. They must be put into student backpacks in their lockers. Students may not use their phones during passing period. All necessary calls can be made on the lobby phone with staff permission. If these rules are not followed, phones will be confiscated and must be retrieved from Head of School (HOS) by the child's parent.

Registration Information Changes

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

Lockers

Middle School students are each issued a locker by their homeroom teacher. Locks may be rented from the school for **\$5.00** for the year. (Please pay via [MySchoolBucks](#) or the MS Assistant). Students may not bring their own locks. Lockers are for individual students and may not be shared. CSCA is not liable for items stored in lockers.

End of Day Release/Driveline

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

Middle School students will wait in their MS Homeroom classroom until their Driveline number has been entered. MS students with younger siblings at the Elementary School building will use the same Driveline number (one Driveline number per family). Parents of both ES students and MS students will need to pick up their elementary students through the ES Driveline and then their middle school student through the MS Driveline. MS students will NOT be released from the MS to meet younger siblings in the elementary building.

If your child walks home or rides a bike, they will need a **"Walker/After School Release"** Form that can be obtained on our website or through the Front Office. No student will be released from school at dismissal until this form is completed by parents/guardians authorizing CSCA to release their student. Parents who wish to have their student(s) walk home after school must have a permanent address within 1.5 miles of CSCA to be granted a "Walker-Tag."

Athletics

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

- In order to be eligible, students must have a minimum 70% in all academic classes.
- In order to leave for day games, students must turn in any assignments due that day.
- Students are not excused from future assignment due dates.

Honor Roll

Colorado Springs Charter Academy encourages students to develop and maintain high academic standards.

Honor Roll Awards are given to students in grades 7th and 8th after each quarter's report card who have attained a GPA of 90% or above, with no grade being lower than an 85%. High Honor Roll is awarded to students who have achieved all A's in all subject areas.

Students who miss more than five days in a quarter will not be allowed to be on the Honor Roll unless they have a doctor's excuse for the extended absences, or extenuating circumstances, at the discretion of the Head of School.

Any student caught cheating will automatically be ineligible for honors regardless of grades.

IMPORTANT 8th Grade Information!

End of Year Spring Field Trip (8th Grade)

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

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

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

Continuation Ceremony (8th Grade)

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

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

Middle School Uniform Policy

Because Middle School students are the leaders of the student body, we hold them to high standards regarding not only their academics and character, but also their compliance with the CSCA Uniform Policy. Some minor differences are present in the policy for Elementary students vs. Middle School students, so please read carefully.

If a Middle School student is out of compliance with the uniform policy (details on the following pages), his/her Homeroom Teacher will email and send a hardcopy home regarding the item out of compliance. These will require signed acknowledgement by the parent. If uniform items are habitually out of compliance, the student's parent will be called to bring proper clothing for their child that day.

General Uniform Rules: Middle School

Part 1



HATS Hats, scarves, and bandanas are not allowed in the school building.

HAIR Hair style and colors must be tasteful and well-groomed in nature. Hair may be dyed in naturally occurring hair colors only. Girls may wear bows 5" or less across, headbands less than 2" wide with no ears, and non-distracting hair clips. Bandanas are not considered hair accessories. No hair tinsel/glitter strands.

MAKE-UP, NAILS K - 6th grade students may not wear make-up. K - 6th grade students may wear clear nail polish. Girls may wear neutral make-up. Students may wear any color polish, but nails may not have patterns. Boys may not wear make-up. False eyelashes and fake nails are prohibited for all students.

ACCESSORIES Body piercings and tattoos (even temporary) are prohibited. One necklace may be worn, if unseen and kept inside shirt. Pins are prohibited. Students may wear one tasteful watch (no smart watches). Girls may wear up to two rings per hand and up to two sets of any style earrings, no larger than 1".

BELTS Belts must be worn with all pants and shorts. Buckles must be plain.

OUTERWEAR Hoodies (pullover or zip up) or fleece jackets/pullovers may Not be worn inside the classrooms.

SWEATER/ CARDIGANS Sweaters/cardigans in school colors can be worn over approved uniform. Only navy, red or forest green sweatshirts with the official CSCA logo are permitted – fitting not too loose or too tight.

SHIRTS Polo shirts (long or short sleeved) may be worn in the solid colors of navy, red, white, or forest green.

HEMS The hemline in jumpers and skirts (and shorts) must not be higher than 2" above the knee (from the front and back of the knee).

PANTS/SHORTS Pants and shorts must be worn at the waist and must have belt loops. The hem of the pants may not extend past the heels. Pants, shorts, and shirts must fit modestly, with a 1 – 2" ease, not too tight or loose. No denim or jeggings. Pant pockets must be on the inside of the pants.

SOCKS, TIGHTS Socks and tights must be black, navy, red, khaki or white and must be worn at all times. Socks must match each other. Girls may, along with their skirts, wear full-length nylon stockings or leggings, which must not have designs and must be neutral colors (white, black, or navy).

FOOTWEAR Matching shoes must be worn at all times. Shoes may have no more than 1" heel. Crocs and open-toed shoes are prohibited. Boots are not allowed for all-day wear, although snow boots may be worn to school if they are changed before entering the classroom. Shoes may not have lights, wheels, or neon colors. If shoes have laces, the laces must be tied and neat.

NEATNESS Students must present a groomed appearance. Shirts must be tucked in. Uniforms may not have holes or stains. Undergarments must be worn, but not seen even through clothing.



General Uniform Rules: *Middle School*

Part 2



Skirts and Skorts: Girls may wear skirts and skorts that are navy or khaki. They may be straight or pleated and the hemline must not be higher than 2" above the knee (from the front and back of knee). Length regulations apply even if student is wearing leggings underneath.



Jumpers: Girls may wear jumpers that are navy or khaki. They may have 2 or more pleats and the hemline must not be higher than 2" above the knee (from the front and back of knee).



Pants: Pants must be navy or khaki, worn at the waist and must have belt loops. The hem of the pants must not extend past the heels. Pants must fit modestly, with a 1-2" ease, not too loose or too tight. Jogger pants (elastic ankles) are prohibited. No denim or jeggings. Pant pockets must be on inside of pants.



Shorts: Shorts must be navy or khaki, worn at the waist and must have belt loops. The hem of the shorts must not be higher than 2" from the knee. Shorts must fit modestly, with a 1-2" ease, not too loose or tight. No denim or cargo shorts. Pockets must be on the inside of shorts.



Belts: Belts must be worn with all shorts and pants. Belts may be brown or black. Buckles must be plain.



Shirts: Shirts must be collared and either red, white, navy, or forest green. Shirts can be long or short sleeve. They must fit modestly with a 1-2” ease, not too loose or too tight.



Turtlenecks: Turtlenecks can be full or mock collar and must be in the colors red, white, navy or forest green. Shirts must fit modestly with a 1-2” ease, not too loose or too tight.



Sweaters/Cardigans:

Sweaters and button-up Cardigans may be worn inside the building in the colors red, white, or navy. They must be solid and have no words/symbols other than the school logo. Sweater vests are also permitted following the same (above) rules.



Socks, Tights, and Leggings: Socks must be worn at all times. Under their skirts, girls may wear full-length leggings in navy, white, red or black or full-length nylons in a plain, patternless neutral color or navy, white, red or black.

Locker Use Agreement* **2024-2025**

One best aspect of transitioning to Middle School is the use of a locker! With this privilege comes responsibility. Lockers are school property and need to be treated with respect. Parents & Students, please read the expectations for locker use at CSCA, sign in agreement and return to your Homeroom teacher by Monday, August 12th, 2024.

Expectations:

- Cleanliness
 - o Writing on lockers is prohibited
- Food Storage/Rodent Prevention
 - o No overnight food or open beverages/containers
- Mechanical Function
 - o Slamming or kicking locker doors will not be tolerated
 - o Any physical damage you cause to your locker will be your financial responsibility to fix
- Personal Property
 - o Although locks (rented annually through MySchoolBucks for \$10 fee) are optional, they are highly recommended.
 - o CSCA is not responsible for any lost or stolen items out of your locker
- Decorations
 - o You may decorate the interior of your locker using poster putty or magnets
 - No tape of any kind is permitted
 - Residue from tape will be the student's responsibility to clean off
 - o Only appropriate pictures, words and phrases are acceptable for display
- Illegal Activity
 - o No illegal material will be permitted within the school or locker. Bringing illegal substances or items on campus will result in escalated consequences with the authorities
- Privilege
 - o Lockers are a privilege, not a right. If the challenge of upholding these expectations prove too difficult for a student, we will take the use of a locker away

**Please sign in acknowledgement on p.*

Middle School Chromebook/Technology Agreement 2024-2025

Internet Acceptable Use Policy for Students

Overview

Access to the Internet is available at CSCA. There is a wealth of information available throughout the Internet that can serve to enhance and augment the curriculum. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, CSCA is providing access to students after their parent or guardian has read, agreed to and both parents and student have signed this Acceptable Use Policy.

CSCA has taken all reasonable precautions to ensure safe access to the Internet. A filter is being utilized to limit access to questionable material. The computer lab is set up so that the instructor can view all monitors from one position. No students will be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have continual discussion on their Internet use at home and at school throughout the year.

Privileges

Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges, and appropriate consequences. We encourage your help in guiding your child to use on-line services responsibly by reading over this document together. We further recommend continual discussion and monitoring of your child's interaction, learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems. Please indicate that you have read this document with your child and agree with the rules specified by signing where indicated and returning this document to school.

If there is ever a question about your child's interaction with the on-line services, please contact your child's technology instructor immediately.

Specific Guidelines

1. Student use may be permitted provided the students receives written parental permission and proper supervision is maintained by school officials. Students shall not use the Internet unsupervised.
2. No social media, live streaming music, (Facebook, Snapchat, Pandora, Spotify, Tik Tok, YouTube, Instagram etc.)

should ever be accessed.

3. No student is to be identified over the Internet by full name, photograph, etc. without written permission from the parent or legal guardian. If the parent or legal guardian has signed a form provided by the classroom teacher or technology instructor, personal information may be posted in certain circumstances.
4. Use of the Internet to defame or demean, hate mail, harassment, discriminatory remarks, and other antisocial behavior is prohibited.
5. Network etiquette: Be polite; Use appropriate language; Do not swear, use vulgarities, or any other inappropriate language; Do not reveal personal address or phone number or the personal addresses or phone numbers of others. Remember that illegal activities are strictly forbidden.
6. Users may not download or use any documents or data that could knowingly cause damage to the school's computer system (i.e.: viruses).

7. Students will not engage in any activity that requires an exchange of money, credit card numbers or where they enter into an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.
8. The illegal installation of copyrighted software for use on CSCA computers is prohibited.
9. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
10. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
11. CSCA shall be the final authority on use of the network. Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Internet Acceptable use Policy.
- 12.

Chromebook User Agreement

The school has purchased Google Chromebooks for classroom use. These are wonderful tools that can supplement a student's education in a number of ways. They give students access right at their desks to many of the technological updates that are enhancing education. They provide benefits in a way that a limited number of desktop computers cannot. Some of the ways in which our students will use Chromebooks in the classroom include developing keyboarding skills, conducting research, taking notes, taking part in lesson activities and completing homework assignments. Student will not always receive the same Chromebook to use throughout the day and school year. As such, each student will be required to use common sense and sound judgment when using a Chromebook.

The following policies are in place for the student use of Chromebooks:

1. *Chromebooks will remain at school.*
2. *No food or drink will be consumed by a student while using a Chromebook.*
3. *If a Chromebook is damaged due to what the teacher deems a student's lack of the use of common sense, the parent/guardian is responsible for the repair or replacement of the device.*
4. *All the terms laid out in the Internet Acceptable Use Policy apply to student use of the Chromebooks.*

If a student is in violation of the terms, schoolwork will be completed in a comparable fashion for the duration of the suspension of the student's use of the Chromebook. While there is certainly a need for students to be responsible while using Chromebooks, there are a number of safeguards in place to protect our students. The school's Google management system allows the administrator to see all websites visited, emails sent, and documents created. Email has been restricted so that it can only be sent to and received from classmates or the teacher for school work. Internet safety and proper usage lessons will be taught to the students. Some homework assignments will be completed using Google Chrome. If a student does not complete the assignment at school, the student does not need a Chromebook to finish it at home. A student may access their Google Drive from any computer with internet access. To make this possible, parents are asked to install Google Chrome on their home computer by visiting www.google.com/chrome and clicking "Download Chrome." The student will then login to their school assigned account.

CSCA also reserves the right to update or revise this agreement at any time without prior notice, and you agree that CSCA may do so. Your continued use of this service following an update to this agreement signifies your acceptance of its revised terms.

I, the parent of [student name listed below, p. 18], hereby confirm that I have access to or have received a copy of the 2024-2025 Colorado Springs Charter Academy Middle School Chromebook/Technology Agreement and further understand the responsibilities expected of Colorado Springs Charter Academy parents and students; the policies, procedures, rules, regulations and practices as stated in this document; and, that all students will be held accountable for their behavior on and with technology and may be subject to disciplinary actions listed in the Handbook. By signing this document, I acknowledge that I have received, read, and agree with the contents listed in the 2024-2025 Colorado Springs Charter Academy Middle School Chromebook/Technology Agreement.

Your student will not have permission from CSCA to use a Chromebook or the internet until this document is signed and returned to your MS student's homeroom teacher.



Colorado Springs Charter Academy

Code of Civility

The education of a child happens only through partnership. Those partners include the child, the school faculty and staff, and the parent(s) or guardian(s). Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation.

When people who are working together agree, the partnership runs smoothly. However, no two people will always agree and that can make partnership difficult. This code of civility is designed to strengthen our partnerships by creating a framework regarding expectations on how we agree to disagree. We must be civil in our discourse.

Civility is a demonstration of our respect for others through our words and actions, regardless of whether we know or like them. It is not to be used to stifle criticism or feedback but offers clear boundaries on how to communicate respectfully. It is being truthful and kind. It is each of us taking responsibility for our own actions rather than blaming others.

As we communicate with each other, we need to remember that we are working together to benefit the children of this community. Every adult who enters our property or engages with our students, parents, faculty, and staff has a responsibility for setting an example to our students of excellent conduct and respectful discourse. Therefore, the Colorado Springs Charter Academy School Board will require that students, faculty and staff, parents, guardians and all other members of the community shall:

1. Treat each other with courtesy and respect at all times. This means that:
 - We listen carefully and respectfully as others express opinions that may be different from ours.
 - We share our opinions and concerns without loud or offensive language, gestures or profanity.
2. Treat each other with kindness. This means that:
 - We treat each other as we would like to be treated.
 - We do not threaten or cause physical or bodily harm to another.
 - We do not threaten or cause damage to the property of another.
 - We do not bully, belittle, or tease another, or allow others to do so in our presence.
 - We are not demeaning, abusive, or obscene in any of our communications.
3. Take responsibility for our own actions. This means that:
 - We share information honestly.
 - We refrain from displays of temper.

- We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or school facility.
4. Cooperate with each other. This means that:
- We obey school rules for access and visitation.
 - We respect the legitimate obligations and time constraints we each face.
 - We notify each other when we have information that might help reach our common goal. This includes information about:
 - safety issues
 - academic progress / changes that might impact a student’s work
 - events in the community that might impact the school
 - We respond when asked for assistance.
 - We understand that we do not always get our way.

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Authority and Enforcement of the Code of Civility

Authority and enforcement of a code for civil conduct ultimately depends on the individual and collective will of those involved – students, faculty and staff, parents, guardians and all other members of the community. However, individuals need to know how to respond to uncivil behavior and how such behavior will be responded to. Therefore:

1. A student who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the appropriate school administrator.
2. A parent, guardian or community member who believes that he or she has not been treated in a manner reflective of the Code of Civility should report such behavior to the staff member’s immediate supervisor.
3. An employee who believes that he or she has not been treated in a manner reflective of the Code of Civility should use the following guidelines:
 - If personal harm is threatened, the employee may contact law enforcement.
 - Anyone on school property without authorization may be directed to leave the premises by an administrator or security officer. Anyone who threatens or attempts to disrupt school or school operations, physically harm someone, intentionally cause damage, uses loud or offensive language, gestures, profanity or shows a display of temper may be directed to leave the premises by an administrator or security officer. If such person does not immediately and willingly leave, law enforcement shall be called.
 - If a telephone call recorded by an answering machine, email, voice mail message or any type of written communication is demeaning, abusive, threatening or obscene, the employee is not obligated to respond.
 - If personal harm is threatened, the employee may contact law enforcement.
 - The employee shall save the message and contact his or her immediate supervisor or school security.
 - If any member of the public uses obscenities or speaks in a demeaning, loud, or insulting manner, the employee to whom the remarks are directed shall take the following actions:

- Calmly and politely ask the speaker to communicate civilly.
- If the verbal abuse continues, give appropriate notice to the speaker and terminate the meeting, conference, or telephone conversation.
- If the meeting or conference is on school premises, request that an administrator or authorized person direct the speaker promptly to leave the premises.
- If the speaker does not immediately leave the premises, an administrator or other authorized person shall notify law enforcement to take any action deemed necessary.



Middle School Handbook & Acknowledgement Form**

**One Acknowledgement Form is required PER Middle School Student.

-----After reading the MS Handbook, please initial, sign, and return this page only-----

Once you and your child have read the following documents, BOTH Parent & Student please **initial** in agreement and **return** to your Homeroom Teacher by **Monday, August 12, 2024**

BOTH Parent & Student must initial on each line provided:

- | | <u>Parent Initials /Student Initials</u> |
|--|--|
| 1. We have read & agree to adhere to the policies put forth in the “CSCA Parent Student Handbook” (found online at cscharter.org). | _____ / _____ |
| 2. We have read & agree to adhere to the policies put forth in the “CSCA Middle School Handbook” (found, also, online at cscharter.org). | _____ / _____ |
| 3. We have read & agree to adhere to the “Locker Use” policies (found in the MS handbook). | _____ / _____ |
| 4. We have read & agree to adhere to the Middle School Chromebook/Technology policies (found in the MS handbook). | _____ / _____ |
| 5. We have read the “Code of Civility” & agree to adhere to the policies put forth in this document (found in the MS handbook). | _____ / _____ |

Date _____

Parent/Guardian Name (printed) _____

Parent/Guardian Signature _____

Student Name (printed) _____

Student Signature _____