



**EAGLE COUNTY CHARTER ACADEMY
STUDENT & PARENT HANDBOOK
2023 - 2024**

Introduction

This handbook includes some very important information about Eagle County Charter Academy, its policies and its procedures. Please take the time to read this entire handbook and review it with your ECCA student(s). Keep in mind that no one document can answer every question or address every concern that arises throughout the school year. We have an open door policy at our school and communicate on a weekly basis via our school newsletter, Hawk Talk. All of the staff at our school is available to clarify and follow up on any concerns or questions that you may have.

**Values
Students, Families, Parents and Staff**

We value living by the Hawk Traits:
Respect, Work, Integrity, Leadership, Camaraderie and Growth

We value CHILDREN FIRST.

We value learning—in all ways, for all ages, forever.

We value staff—hiring the best and supporting them to
always strive to be excellent and to keep CHILDREN FIRST.

We value direct, open, honest communication.

We value the courage to empower others,
Innovate and pursue excellence.

We value community.

Hawk Character Traits

Camaraderie

Treat others with care and empathy;
Work to make everyone in the community feel valued;
See the positive in others;
Have the ability to work with others.

Growth

Desire to be the best;
Learn from mistakes;
Try things that are hard;
Show social and/or academic improvement.

Integrity

Be honest;
Do what's best for the group;
Have the courage to do the right thing—all the time—
even if it is hard to do.

Leadership

Accept successes and failures gracefully;
Display a Positive Mental Attitude (PMA);
Bring out the best in others;
Be a positive role model and set a good example;
Inspire others to do their best.

Respect

Show respect for and courtesy to diverse populations,
everyone's feelings, people around you and your
physical environment.

Work

Take pride in what you produce;
Participate with a positive attitude;
Push through the hard parts;
Do not fear failure;
Manage time wisely;
Take responsibility for learning;
Help others learn.

A Note from the Principal -

Thank you so much for choosing the Eagle County Charter Academy (ECCA) as your school of choice for your child. Our unique college preparatory school brings parents, students and staff together in a rich, extended, learning environment to create students who are respectful, responsible, accountable learners and contributors to the broader community.

ECCA opened during the 1994-95 school year and was granted the fourth charter in the state of Colorado. Originally, ECCA started with 64 middle school students in grades 5-7, but this quickly expanded during the 1995-96 school year to encompass 128 students in grades 5-8. Over the next several years, ECCA expanded into primary school and by the 2001-02 academic years, ECCA had 256 students in grades 1-8. Finally, ECCA added Kindergarten in 2004 and a new building in 2012, such that the school now serves a total of 360 students.

ECCA stresses strong core academics; an emphasis on character development; impressive parental involvement; small class sizes; experiential learning as well as a highly motivated and qualified staff providing differentiated instruction and abundant hands-on learning opportunities. ECCA requires all teachers to develop and implement rigorous curriculum, based on Colorado Academic standards and benchmarks, yet teachers are also given the flexibility to be innovative regarding their particular instructional style.

ECCA has been recognized as a John Irwin School of Excellence since the inception of the award and now has many School of Excellence banners. The John Irwin award celebrates the highest level of achievement on the Colorado CMAS testing battery.

ECCA was also awarded the highest level of national accreditation, "Accredited with Distinction". Paramount to our school is the consistent emphasis on character development for all students K-8 with "Hawk Honors" and "Character Excellence" awards.

I look forward to working with the ECCA staff, students and families and to a year of renewed momentum and increased opportunity. We are thrilled to be given the opportunity to educate your child. If you have any questions, please do not hesitate to call me personally.

~ Molly Brown
Principal

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1 SCHOOL MISSION, BELIEFS AND VISION

1.1 Mission Statement

The Eagle County Charter Academy community creates lifelong learners and productive global citizens through a challenging college preparatory curriculum **and** character education. We accomplish this through an empowered staff, parental involvement and small class size.

1.2 Vision

ECCA will be the premier school in preparing students for the future demands of a changing world in a pluralistic society.

1.3 Values

Children First, High Standards, Community, Effective Communication, Innovation and Creativity, Hawk Traits, Culture Ready

1.4 Board of Directors

The Eagle County Charter Academy Board strives to be innovative and open. The Board creates a collaborative environment by encouraging open and non-judgmental communication that promotes trust, integrity and creativity. The Board is an advocate for the school's development and growth. It recognizes organizational successes and celebrates the contributions made by employees, students and parents.

The Board is unified, accountable and responsive to each other and the needs of the organization. The Board members communicate openly in an atmosphere of mutual support, respect and trust. All members actively share ideas and participate in decisions that help to resolve problems for the betterment of the organization.

The Board is accountable and responsive to employees, families, students, the organization and the community. As a successful school, The Board strives to maintain ECCA as an excellent, cost effective, educational option that the community values and celebrates.

The Board establishes and implements the philosophy, vision, goals and objectives for the school. It consists of seven voting members including:

- Four Parents (Shana Devins, Maryanne Redmond, Kate Tyler, Amy May, Molly Griffin)
- Two Staff (Mike Moser and Beth Ellsworth)
- The Principal (non-voting)

The parent and teacher Board members each serve a three-year term. Parent and teacher Board members are limited to two consecutive terms. The Board members receive no compensation for their services.

2 CURRICULUM

2.1 Curriculum

In our world today, it is critical that students become globally minded with the capacity to understand one another and to live with compassion. ECCA employs a rigorous, standards-based integrated liberal arts, college preparatory curriculum. Teachers are required to be certified in the area they teach and to prepare their own curricula for the courses they teach based on Colorado Academic Standards and benchmarks. The ECCA enables students at all grade levels to take challenging classes in a small, collegial environment that supports high academic achievement and ambitious goals through hard work and character development. Classes at each program level are carefully designed and sequenced to prepare students for the next level so that ECCA graduates will be well qualified to excel in future higher education opportunities.

ECCA is committed to meeting the educational needs of all its students, including those whose performance and/or abilities are outside the typical range of students. The learning program will assist in meeting the educational needs for all students and encourages students to accelerate at their appropriate learning level and pace. Additionally, ECCA teachers are familiar with various learning styles including auditory/sequential, visual/spatial and tactile/kinesthetic learners.

2.2 Homework

ECCA families have important roles outside the classroom in providing essential reinforcement for classroom learning. Homework will be assigned at all grade levels with the amount and kind of homework varying by grade level. Because of a range of study skills, time spent at home studying will vary. All ECCA students should read for at least 20 minutes per night at least 5 days a week. In addition to this, students should have approximately 10 minutes of homework per grade level (ie: first grade = 10 minutes and 6th grade = 60 minutes). These amounts are in addition to the daily reading time expected of every ECCA student. In grades 5-8, math homework, not to exceed a regular weeknight amount, may also be given. Students may also be given optional homework assignments to further their academic knowledge on weekends. Parents may be asked to confirm that their student has completed the assigned homework.

Weekend Homework. At ECCA, there will be no regularly scheduled homework on weekends. Exceptions: This does not apply to students that have long-term projects, make-up work, or missing assignments. This also does not include the daily reading program, which is a homework expectation every day for every grade.

2.3 Assessment

ECCA will use a variety of informal and formal measures to gauge performance and evaluate instructional and program effectiveness.

(a) Informal Assessment. The daily, weekly and monthly schoolwork that students bring home provides some of the best informal assessment of pupil performance for students and parents. The regular homework assignments provide many opportunities for students to demonstrate time management, good work habits, mastery of skills and improvement over time.

(b) Formal Assessments. Teachers will define and administer periodic tests to evaluate student performance in specific subjects. Pre-testing will be used, whenever possible, to assist in proper placement of students. Projects and reports provide additional opportunities for students to demonstrate performance.

(c) Norm-Referenced Tests. Students will take fall and spring norm-referenced NWEA and spring Colorado State Assessment Program (CMAS) tests. Additionally, The Board may establish such other testing measures as it deems helpful for assessment of student achievement and instructional effectiveness. ECCA is strongly committed to using data to continuously improve and enhance instruction and to provide parents with concrete evidence of students' accomplishments.

2.4 Technology

In an effort to enhance student motivation and engagement and to support ECCA's mission of creating lifelong learners and productive global citizens, The ECCA Board approved a buy your own device program for upper school students. As part of the technology program, students will use a School-owned Chromebook or iPad in their classes during the day. They will also use their personal Chromebook or iPad at home to enhance core curriculum as well as for technology projects. Devices will be provided, free of charge, to eligible families.

Please be aware that cell phones must be kept in the student's locker or cubby throughout the school day. Likewise, any device that utilize cellular service (i.e. smartwatches) should be in airplane mode so as not to be used for communication during the school day. Students are not allowed to take video or photos of other students, ECCA staff members or the ECCA school grounds without the written permission of the other individual or school principal.

2.5 Enrichment

The enrichment program is one of the highlights of the school. The philosophy is for students to get out into the community and use it as a classroom or bring the community into the classroom. Enrichment usually takes place on Fridays and charges for Enrichment are assessed each semester.

The enrichment program originated, in part, due to the physical constraints of the ECCA campus, which did not include a gymnasium. Because of this, physical education, art, community service, performing arts, etc. were provided in a different manner, which in many cases was off-campus. The early success and popularity of this enrichment program led to many different courses being offered in a variety of different content areas. The main focus has always been educationally focused in areas such as physical education, art, or performing arts. Enrichment has also been offered in areas such as community service.

Enrichment days carry the same importance as a traditional school day. Students are expected to be in attendance and follow typical school expectations for behavior and dress code.

2.6 Extra-Curricular

Extra-curricular activities help contribute to a student's sense of belonging at school as well as foster self-esteem as the student learns new skills. Students are encouraged to participate and support such activities. Based on the interests of students as well as the skills of teachers, parents and outside volunteers, ECCA will offer various extra-curricular activities from year to year. Some activities may require a nominal fee which is the responsibility of the parent.

ECCA offers the following sports teams: Girls Volleyball, Football, Boys and Girls Basketball, Wrestling and Boys and Girls Track. Students are free to participate in another middle school sports program for no fee, other than that which is normally charged to all students. Please check the sports policy when selecting another school for sports not offered by ECCA. Because extra-curricular activities do not always take place on school grounds, students should remember that ECCA policies, including the dress code, honor code of conduct and discipline policy, remain in effect.

3 GENERAL POLICIES GOVERNING ECCA

3.1 Immunizations

State law requires ECCA parents to show evidence of immunization ten days after the beginning of the school year. Students who have not been vaccinated or whose parents have not signed a waiver will be denied attendance in accordance with Colorado Revised Statute § 25-4-902. Parents wishing to waive immunization requirements may do so for personal, medical or religious reasons. In order to waive these requirements, parents must sign a card in the ECCA office within ten days of the beginning of the school year. All information related to immunizations that is distributed to parents by the school will inform them of their rights to seek an exemption from immunization requirements.

3.2 COVID-19 Protocols

Protecting Students/Parent Masks/Face Coverings/PPE:

- Comply with applicable state and local mask orders.
- Cloth face coverings, over the nose and mouth, are required for students up to age 10 years, except during outdoor recess and exercise activities.
- Cloth face coverings, over the nose and mouth, are required for students ages 11 and older, except during outdoor recess and exercise activities where appropriate distancing can be maintained, unless the student has a health or education reason for not wearing a mask.
- Face covering styles with other than head-strap style attachments should be preferred for students under age 10 to increase safety and to improve the ability of students to remove their own masks.

Student Health Screenings:

- Parents are required to conduct daily temperature checks, teach home/school healthy hygiene and to follow required attendance/reporting procedures.
- Students will undergo home temperature and symptom screening or self-screening.
- Remain home if experiencing symptoms of COVID-19, or if a family member or other close contact has been diagnosed with COVID-19, or is experiencing symptoms.
- Students will complete screening prior to arrival and will also undergo screening on site. ECCA will maximize privacy and minimize exposure to others during onsite screenings.

3.3 Policy on Religion

In accordance with the Eagle County School District policy concerning teaching about religion and religion in the schools, ECCA will encourage all students, parents and staff members to appreciate and respect each other's religious views. ECCA acknowledges the place of holidays with religious origins in our national, social and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators should excuse students who do not wish to participate in holiday events.

The study of religions, religious art and the activities and effects of religious institutions in a secular, academic context is allowable and appropriate. Acknowledging religious holidays serves the academic goal of educating students about history and culture, as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holidays. Any attempt to remove all such references from the curriculum would result in an incomplete and inaccurate educational program. When it is educationally appropriate, discussion of religion will be conducted in an open, objective and respectful manner. The approach of ECCA to religion is academic, not devotional. The school strives for student awareness of religions, but does not press for student acceptance of any religion. ECCA may expose students to a diversity of religious views, but will never impose any particular view.

In the school environment, the religious beliefs of the staff, students and their families will be respected. When the study of a world religion occurs in the curriculum or as a logical extension of the curriculum, the discussion and teaching of the religion will be conducted in a manner consistent with the above guidelines. Additionally, historical accuracy demands that teachers pay special attention to truthfully representing history even when it involves motives and foundations based on religion. Examples of this would include being historically accurate in describing the Pilgrims' reason for immigrating to America (religious freedom), or the strong motivation provided by the faith convictions of the forefathers of the United States.

(a) Guidelines for Holiday Celebrations. In relation to "Winter Holiday" parties and decorations, the school and teachers are encouraged to decorate for the winter holidays using nonreligious symbols such as greens, wreaths, trees, lights or snowflakes. Teachers and volunteer parents should be aware of the guidelines listed below.

(1) When a school does choose to acknowledge the December holidays, it is essential that the school must never appear to endorse religion over non-religion or one particular religious faith over another.

(2) Public schools must remain free from activities that could involve religious coercion. Because of their young age, students are particularly impressionable and susceptible to pressure to conform to the beliefs, practices or traditions of the majority religion.

(3) Schools must be careful not to cross the line between teaching about religious holidays (which is permitted) and celebrating religious holidays (which is not). Holiday observance or celebration, if held under the auspices of a public school, are unconstitutional. Teaching about a holiday will be constitutional if it furthers a genuine secular program of education, is presented objectively and does not have the effect of endorsing, advancing or inhibiting religion.

(4) Special school events, assemblies, concerts and programs must be designed to further a secular and objective program of education and must not focus on any one religion or on religious observance. Thus, religious music or drama may be included in school events, but the music or drama must be included only because of its secular educational value. Moreover, the religious content cannot overwhelm the nonreligious content of the program. Finally, such events must not promote or denigrate any particular religion, serve as a religious celebration, or become a forum for religious devotion.

(5) Religious symbols may not be used as decorations. Religious symbols such as crosses, crèches and menorahs may be used as teaching aids in the classroom, provided that the symbols are displayed as examples of the cultural and religious heritage of the holiday and are temporary in nature. Symbols of religious holidays which have acquired secular meaning, such as Christmas trees and dreidels, might be permissible decorations. Teachers and school administrators should be extremely cautious in using these symbols as decorations. The classroom and school premises are the place where children spend the majority of their day. It is important that *all* students feel comfortable and accepted in their school. Symbols of religious holidays may make some students uncomfortable and unwelcome because their own holidays and traditions are not represented or because they do not celebrate religious holidays at all.

(6) In an effort to be ecumenical, it is not advisable to rely on information provided by a representative child of a minority religion. Students should not be put on the spot to explain their religious or cultural traditions. The student may feel uncomfortable and may not have enough information to be accurate. Moreover, by asking a student to be a spokesperson for his/her religion, the teacher is sending a signal that the religion is too “exotic” for the teacher to understand. Finally, in certain cases, the teacher may be opening the door for proselytizing activity by the student, which must be avoided.

(7) Diversity includes religious diversity. In designing holiday programming it is essential to keep in mind that the children entrusted to your care likely have widely divergent religious points of view. The way you approach the December holidays will determine whether those children whose religious views fall outside of the majority are made to feel welcome and comfortable in their school building or whether they will feel as if they do not belong.

3.4 Non-Discrimination Policy

ECCA is committed to an environment where all students, families and employees are treated with respect and dignity. ECCA does not discriminate on the basis of race, color, national and ethnic origin or any other protected class. All individuals and students are entitled to the same rights, privileges, programs and activities made available at the school.

3.5 Anti-Harassment Policy

BULLYING

(a) Anti-Bullying Philosophy. The Board, administration and staff wish to send a clear message to students and parents that bullying will not be tolerated. The ECCA community wishes to foster a productive partnership with parents, students and the community in order to maintain a bully-free environment. Through the school philosophy of character development and “Hawk Honors,” the staff also recognizes the importance of acknowledging and praising positive, supportive behaviors of students towards one another on a regular basis. The Board supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying are regarded as unacceptable.

(b) Definition. Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern that is intended to cause distress upon one or more students in the school environment. Of important note is that bullying can be either physical or mental abuse. For the purposes of this policy, the school environment includes school buildings, grounds, vehicles, enrichment locations and any other school-sponsored events or activities.

(c) Consequences for Bullying. A student who engages in any act of deliberate bullying is subject to appropriate disciplinary action ranging from a Hawk Trait Downdate or Ticket up to and including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

(d) (Non-Sexual) Harassment. Non-Sexual personal harassment is defined as the physical or verbal abuse of any member of the school community. Harassment may include easily identified acts of verbal or physical abuse, or it may take on more subtle, but equally damaging, rumor mongering, stereotyping, or abusive teasing or shunning. To provide a positive environment based on mutual respect for each and every person, certain guidelines for appropriate behavior need to be recognized by each student. The ECCA community recognizes individual differences in culture, race, ethnic origin, religion, gender and lifestyle preferences. Inappropriate behavior, either verbal or physical, disregards the feelings of others, is demeaning and will not be tolerated. This includes unwelcome physical advances, unwarranted verbal remarks and derogatory or discriminatory statements. Furthermore, the ECCA educational program shall be non-religious, non-sectarian, and, consistent with applicable law and school district policy, shall not discriminate against any student on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, religion, ancestry or disability.

(e) Racial/Ethnic Harassment. Racial/ethnic harassment is any abuse—written, physical, or verbal (including “humor”)—of an individual or group on the basis of race or ethnic heritage. Harassment may include but is not limited to:

- (1) Demeaning graffiti
- (2) Epithets based on race or ethnicity
- (3) Racially/ethnically stereotyped remarks or “humor”
- (4) Insensitive or cruel comments or actions in or out of class

(f) Personal Harassment. Personal harassment is the physical or verbal abuse of any member of the school community. Harassment may include easily identified acts of verbal or physical abuse, or it may take on more subtle, but equally damaging, rumor mongering, stereotyping, or abusive teasing. It is the policy of the Board to maintain an environment for its students which is free from personal harassment. The Board strongly disapproves of and deplores any form of personal harassment of students.

SEXUAL HARASSMENT

(a) Definition. Title VII of the Civil Rights Act of 1964 defined sexual harassment as “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.” Much of the law is job related, but a recent Supreme Court ruling specified that sexual harassment is unlawful even when the alleged conduct causes an individual no discernable harm. Sexual harassment means sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which the student being harassed did not request or invite and which are regarded by the student as undesirable or offensive. Any sexual advance by a staff member to a student, whether welcome or not, shall be considered harassment.

Sexual harassment may include but is not limited to:

- (1)** Coerced sexual relations
- (2)** Uninvited pressure for sexual activity—real or implied
- (3)** Obscene, insensitive, stereotypical, or suggestive remarks or actions, including jokes, insults, or verbal remarks of a sensitive nature; this would encompass sexual comments about a person’s clothing, body, or behavior
- (4)** Uninvited touching in any form
- (5)** Display of explicit, offensive, or demeaning materials

(b) Reporting. Complaints of sexual harassment will be handled without delay in a manner that considers the interests of both the complainant and respondent. Any student witnessing or suffering sexual harassment shall immediately report the matter to the principal. The principal will initiate the investigation process. Retaliation is prohibited for reports of harassment made in good faith.

3.6 Alcohol and Drugs Policy

ECCA is a Drug Free Zone. Student involvement with drugs (including tobacco) and alcohol is damaging to the school community and incompatible with the learning environment of the school. ECCA will not tolerate the use of drugs or alcohol by its students. If off campus use of drugs or alcohol is determined to be affecting a student's behavior during school hours, the teacher must report this to the principal who will take appropriate action up to and including referring the issue to the appropriate authorities or agencies. A student at school or at any school-related function found to be providing, selling, using, or possessing drugs, drug paraphernalia or alcohol, or under the influence of drugs or alcohol, will be suspended or expelled from school based on ECS policy guidelines. If off-campus use draws attention to the school or results in legal action against the student, the school reserves the right to take the appropriate disciplinary action. If a student is suspended or expelled from school because of the violation of the school’s drug and alcohol policy, parents will be informed as well as The Board. The principal will meet with appropriate ECS personnel, as soon as possible, who will then relay their decision to the principal. The principal will serve in an advisory capacity throughout this process.

The school will support, generally without the threat of disciplinary action, any student who voluntarily seeks help for a substance-related problem.

3.7 Visitors

For security reasons, all parents and visitors to ECCA are required to check in at the Office before proceeding to a classroom or other section of the school. The visitor must also sign out when leaving. Visitors are welcome in classrooms as long as their presence does not conflict with the daily lesson or curriculum.

No visitation with friends or relatives is allowed during enrichment activities that take place “off-campus.” Students may not “meet up with” friends or relatives during enrichment days including winter ski/snowboard enrichment.

3.8 Conflict Resolution Policy

ECCA seeks to promote healthy communication between children, parents and teachers. Within the classroom, children and adults should address teachers, staff and parent volunteers with a proper title, such as Mrs., Ms. or Mr., followed by the person’s last name. Exceptions to this need to include the permission of the staff member and principal.

As a community, we encourage respect in our daily communication of wishes and concerns. In the case of classroom concerns, it is essential that parents and teachers work together in support of the students. To this end, it is helpful if parents and teachers express their concerns to each other directly. In the case that, after much effort, the parent or teacher is not satisfied that his/her concern is being heard, either may institute the following Resolution Process.

The Resolution Process. The Resolution Process provides a means by which conflicts can be resolved. Parents, students or teachers may initiate this process. Such a request must be in writing and submitted to the Principal for further action. The Principal will then communicate with those involved in the conflict. A meeting will be conducted to draft a mutual plan for resolution. If, after completion of the Resolution Process, the conflict has not been resolved to the satisfaction of the parties involved, it may then be taken to The Board for a final ruling. Care should be taken to express concerns calmly and respectfully so that an environment conducive to resolution can exist.

3.9 Kindergarten Tuition

ECCA offers full day kindergarten which is funded by the state of Colorado.

3.10 Transportation

ECCA offers bus transportation to Lake Creek and Eagle River Village through a partnership with ECS Transportation Department. Please contact the office if you intend to use this bus route so we may confirm current route schedules. Many families outside of these areas choose to carpool from their local community. Please contact the office for more information about carpooling.

3.11 Absence and Tardy Policy

It is very important that students arrive on time to school on a regular basis, as well as attending regularly. The ECCA staff believes that attendance and timeliness are directly related to academic work. School attendance and a timely arrival is the joint responsibility to be shared by the student, parent or guardian, teacher and administrator. ECCA closely monitors absenteeism and tardiness during the school year and communicates issues with parents and students. Upper school students are allowed up to (2) morning tardies each quarter before they are required to attend lunch detention for each morning tardy thereafter.

If you are planning to miss school for an extended period, please see the main office to get a pre-excused absence form. If your child is sick or has an appointment during the school day, please contact the main office attendance line. ***Please be aware that ECCA employs the Eagle County School District policy of when students miss more than 10 consecutive school days, they are automatically dropped from enrollment.***

Parents are required to walk into the main office to sign students out during the school day. Students will not be permitted to wait outside for their pick-up.

4 STUDENT CODE OF CONDUCT

The purpose of the Code of Conduct is to ensure the rights of all staff and students are respected by providing a discipline code of rules prohibiting speech or action that is disruptive to the work of the school.

4.1 Discipline Philosophy

The goal of the ECCA Discipline Philosophy is to create a safe, respectful and responsible environment where learning can take place. The ECCA faculty will use its discretion in its choice of disciplinary measures depending upon the child's age, his or her specific infraction and general pattern of behavior.

Faculty and administration will:

- Establish clear expectations for all students
- Integrate character education in curriculum and in the daily life of the school
- Request students, parents and teachers support the discipline philosophy and program of the school

At the heart of the discipline philosophy is the belief that all teachers should be able to teach without interruption and that all students should be able to learn without interruption.

Discipline Program

In an effort to put children first and to use discipline to help facilitate teachable moments, ECCA will implement the following discipline program.

Hawk Trait Downdates

A Hawk Trait Downdate form will be utilized as an official warning for behavior infractions such as (but not limited to):

Violation Examples (K-4)

Not following Hawk Honor Traits (Camaraderie, Respect, Integrity, Growth, Leadership, Work)

Some examples are:

- Chewing gum
- Stealing, lying, Bullying
- Repeatedly not following rules or directions
- Hitting or other inappropriate problem solving
- Inappropriate language or gestures
- Interfering with others who are working
- Insubordination
- Other as determined by ECCA staff

Violation Examples (5th – 8th grades)

Not following Hawk Honor Traits (Camaraderie, Respect, Integrity, Growth, Leadership, Work)

Some examples are:

- Chewing gum
- Stealing, lying, bullying
- Repeatedly not following rules or directions
- Hitting or other inappropriate problem solving
- Inappropriate language or gestures
- Interfering with others who are working
- Dress code violations
- Loud, annoying or disrespectful behavior
- Public display of affection – minor
- Insubordination - minor
- Other as determined by ECCA staff

Students who are honest about their mistakes will be given some leniency. The Hawk Trait Downdate is a way for teachers to communicate with parents about the character development and appropriate behavior expectations of a student. A warning Hawk Trait Downdate for behavior infractions will be given once classroom management options have been exhausted (or for a more serious offense) and is a serious warning about a child's inappropriate behavior. The warning Hawk Trait Downdate will include a consequence for the student along with the written warning from the teacher. It is important to know that the warning Hawk Trait Downdate is not the consequence but rather the form of communication and documentation. This will not be part of a student's permanent record but rather a reference to drive or recognize positive behavior instruction.

Important Note: If students receive repeated warning Hawk Trait Downdates for similar behavior patterns, this may result in the issuance of a Ticket.

Tickets

Tickets will be issued for 1) a series of warning Hawk Trait Downdates or 2) a single, more serious infraction as determined by ECCA staff. Tickets will involve the Principal or Assistant Principal. Some examples resulting in a Ticket may include (but are not limited to):

Major or repeated:

Hawk Honor Trait violations: (Camaraderie, Respect, Integrity, Growth, Leadership, Work)

Some examples are:

Bullying* (both physical and emotional)	Harassment (physical or emotional)
Name Calling/Racial insults	Lying
Threatening behavior of any type	Vandalism
Hitting or other inappropriate problem solving	Fighting, punching, kicking, choking, etc.
Public display of affection – major	Rudeness (verbal or body language)
Posturing or any form of intimidation	Inappropriate language - major
Truancy or cutting classes	Inappropriate gestures - major
Insubordination - major	Other as determined by ECCA staff
Honor code violations (cheating, stealing, plagiarism, etc.)	Technology Violations

*Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, which is intended to cause distress upon one or more students in the school environment. For purposes of this program, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.

When a Ticket is issued:

- Teachers will document what, if any, previous action(s) they have taken before issuing a Ticket. For a more serious violation there may be no previous action listed.
- The Principal or Assistant Principal is always involved in a Ticket.
- The teacher, student and administrator will all meet (either separately or together).
- The administrator will listen to evidence and make a decision on the infraction.
- The administrator will set up an appropriate student consequence and will call parents.
- A Ticket form will be filled out and will be kept by the office and the parents. Tickets become a part of the student's permanent record.

Repeated Ticket violations may result in suspension of the student and/or appearance before the ECCA Honor Committee.

Important Note: Students may only receive two Tickets per year for a similar behavior pattern. Third and subsequent violations in any given year for a similar behavior pattern will most likely result in suspension.

Suspension and Expulsion

A student will be suspended from school during any given year for:

- Three or more Ticket violations for a similar behavior pattern
- Any extremely serious infraction(s) as determined by the ECCA staff

Suspensions may be in school (ISS) or out of school (OSS) and will be decided on a case-by-case basis. Suspensions will usually start with one day, then three days, and finally five days, although the length of any suspension depends upon the severity and type of infraction and may go right to five days or even Expulsion. ECCA administrators have ultimate authority on how and when suspensions will be carried out. Suspensions may be deferred to prohibit inclusion on events such as end-of-year trips.

Expulsions follow ECS expulsion guidelines and are for the most serious offenses, which will also involve the ECS Superintendent, and may involve appropriate law enforcement authorities.

Additional School Level Discipline Policies

1. Possession of drug paraphernalia
 - a. Including, but not limited to: vapor pens, hookah pens, eCigarettes, pipes, bongs, rolling paper, scales and grinders
 - b. Oils used in vapor and hookah pens
 - i. These may contain: nicotine, THC, both nicotine and THC, or flavoring with no nicotine or THC
 - c. Recommended Consequences:
 - i. 1 Day Out-of-School suspension if no THC or nicotine is present
 - ii. 2 Day Out-of-School suspension if nicotine is present
 - iii. 3 Day Out-of-School suspension if THC is present
 - iv. Record the offense in the student's permanent record (according to state law)
 - v. Initiate an Expulsion Prevention Plan
 - vi. Notify Law Enforcement (at the discretion of the Principal)
2. Cyber bullying
 - a. Including, but not limited to: email, text, phone applications, social networks
 - b. Recommended Consequences:
 - i. 1-3 days of Out-of-School suspension
 - ii. Record the offense in the student's permanent record (according to state law)
 - iii. Initiate an Expulsion Prevention Plan
 - iv. Notify Law Enforcement (at the discretion of the Principal)
3. Sending, receiving, possessing, inappropriate photos or photos taken without the express written permission of the other student or school principal
 - a. Recommended Consequences:
 - i. 1-3 days of Out-of-School suspension
 - ii. Record the offense in the student's permanent record (according to state law)
 - iii. Initiate an Expulsion Prevention Plan
 - iv. Notify Law Enforcement (at the discretion of the Principal)
4. Propagating misinformation via social media
 - a. Recommended Consequences:
 - i. 1-3 days of Out-of-School suspension
 - ii. Record the offense in the student's permanent record (according to state law)
 - iii. Initiate an Expulsion Prevention Plan

4.2 Playground Rules

All equipment must be used as intended:

- Swings: sit on your bottom and swing back and forth. No side to side, twisting, jumping off, etc. No flipping swings.
- Tire swing: 3 people on swing, sitting on your bottom with your feet inside the tire. One person pushing the swing.
- Slide: feet first, sitting down, one at a time. No jumping off slide. Do not climb up the slide.
- Climbing wall: stay where you can be seen by playground monitors. Climb down, don't jump off the top.
- Jungle Gym: no jumping off of the jungle gym, no climbing on top of the monkey bars.
- No Lacrosse sticks.
- No toys from home.

Be respectful to each other:

- 2 finger touch at all times.
- Woodchips, snow, gravel, etc. is not for throwing.
- Include others.
- Follow the Hawk Traits.
- If you have a problem, try to work it out first, then find a teacher.

Students must be in sight of teachers at all times:

- Stay off berm by the highway and the south side of the parking lot berm.
- Stay out of the trees.
- Tell a teacher if you need to leave the playground for any reason and check in with the same teacher when you return.

- No returning to classrooms unless you have permission.
- No food on soccer field or playground equipment:
- Students need to sit on the benches or on the side of the field to eat snack. No food or drinks during lunch recess.
 - Please throw away all trash.
- Student should wear shoes at all times

4.3 Dress Code

Purpose Statement

ECCA believes that having a dress code provides an opportunity to eliminate distraction, minimize social pressures and establish a learning environment where one's individuality is expressed through their thinking and academic efforts. This dress code shall apply during all school hours and on field trips and enrichment days from the first day through the last day of each year. Acceptance of the dress code by students and parents is part of the enrollment in ECCA. Enrollment constitutes acceptance.

General Requirements

- All clothing should fit properly and be clean and in good repair.
- Shoes must be worn at all times
- Students are expected to maintain personal hygiene and be well groomed.
- Acceptable clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments are those that do not:
 - Bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process

Required Dress

Shirts/Tops

- Charter Garb is the mandatory student clothing determined by the ECCA Board of Directors. Charter Garb includes a variety of shirts, sweatshirts, "hoodies," and fleece vests.
- Charter Garb can only be purchased at the Charter Garb store or Land's End. Parents may not monogram their own clothing pieces.
- All Charter Garb will have the *official* ECCA logo, emblem, or monogram.
- Charter Garb shirts may be worn tucked or untucked.
- Charter Garb shirts that are deemed to be too small will be disallowed.
- To avoid confusion when layering, all "Hoodies," sweatshirts and vests that are worn inside school buildings must be Charter Garb.
- Shirts must fit such that there is no underwear, skin, etc. visible at any time, including when bending over, reaching out, reaching overhead, etc.
- On "FREE DRESS DAYS" students wearing a lower cut dress must wear a tank top under the dress.
- If the student chooses to wear a non-complying shirt, it must be worn underneath a Charter Garb outer layer such as an Charter Garb sweatshirt or an Charter Garb vest and the outer garment must be zipped up.

Clothing Bottoms and Shoes

- Undergarments must never be showing, even if covered by another garment such as a shirt or jacket.
- Pants must fit such that there is no underwear, skin, etc., visible at any time, including when bending over, reaching out and reaching overhead.
- Pants must be worn to fit correctly, and not lower on the hips than the cut of the pant dictates. Also, some pants that fit correctly may still be in violation of the ECCA dress code if the style of correct wear is too low on the hips, too revealing or inappropriate in other ways. These will be disallowed at the discretion of ECCA staff.
- Shoes must be worn both inside school buildings and on school grounds at all times per state law.
- ECCA staff has the right to disallow any type of shoe if they feel it may pose a threat to student safety.

Hats, Accessories, Jewelry

- Hats, caps, visors or sunglasses are not to be worn inside the buildings. Clothing that inappropriately exposes skin or undergarments or any other immodest or revealing clothing is not allowed. Also not allowed is any clothing, jewelry, wallet chains, emblems, symbols, make-up, signs, or other items that:
 - (a) may or may not be considered gang or drug related;
 - (b) contain logos or slogans for substances illegal for minors such as, but not limited to, liquor, beer, tobacco products, drugs, etc.,
 - (c) contain inappropriate language or images such as pornography or death images, including skulls.
- Coats are not to be worn inside school buildings. Charter Garb sweatshirts and vests can be worn inside school buildings for added warmth.

Donated/Free Charter Garb

A bin with donated Charter Garb is located in the front foyer. Anyone can donate gently used Charter Garb and anyone can take whatever they need from the bin. Charter Garb is also available free of charge for eligible families.

Exceptions

Upon written request, reasonable accommodations in the dress code shall be made by Administration for students with injuries, disabilities or religious convictions.

Dress Code Violations – Disciplinary Steps

Students who violate the dress code will be asked to change their clothes or may be sent home. If the problem persists, the student will be given a Hawk Trait Downdate and will sit in the office until proper attire is brought to them. After three dress code violations, the student will receive a Ticket. Subsequent dress code violations will be treated as Ticket violations. If the situation persists, after three Ticket violations, the student will also be suspended for one day. Subsequent dress code violations will be treated as a three-day suspension, then a five-day suspension, then finally an expulsion, which will be handled jointly with the Eagle County Schools Superintendent. Final decisions with respect to the dress code are made at the discretion of The Board, including items not specifically referred to above.

4.4 Illness

The following is a list of signs and symptoms for you to use as a guide to decide whether you should send your child to school. Children who exhibit these symptoms at school will be sent home. Thank you for helping keep ECCA a healthy environment.

- Children who have temperatures of 100° F or above should stay home until their temperature has been normal (usually 98.6° F) for a full 24 hours (without medication).
- Children who exhibit the following cold symptoms should stay home:
 - A constant runny nose with abnormal color (green, yellow, white—not clear), thick nasal discharge, constant coughing, or lung congestion (unless these conditions have been diagnosed as allergy related).
- Children who have been diagnosed with an infection and have been placed on medication should stay at home until they have taken the medication for a full 24 hours after the first dose.
- Children who have had vomiting and/or diarrhea in the last 24 hours should stay home until there has been no vomiting/diarrhea for 24 hours.
- Children who have an undiagnosed skin rash or open skin lesion should stay home until the condition has been treated.
- Children who have red, inflamed eyes with a thick, white or yellow discharge should stay home until treated.

4.5 Leaving During the Day

Students leaving during school hours must bring a note from home indicating the time of day to be dismissed. The parent will sign out in the dismissal notebook at the front office. Upon return to school the student or parent must sign back in. Parents/guardians must come into the office to sign out students. Students are not permitted to wait outside for pick up during the school day.

5 DAILY PROCEDURES

5.1 School Hours

Grade	Monday - Friday
K - 8	8:00am-3:15pm

5.2 Drop-Off and Pick-up

Kindergarten to 8th Grade drop-off/pick-up:

Drop off: 7:45am – 7:55am Pick up: 3:15pm – 3:30pm

Drop-Off Procedures

In the morning, students should go directly to the front of the building. The front doors open at 7:50am. Please make sure that your child is appropriately dressed. *For safety reasons, drop-off and pick-up times are not good times for conferences with teachers or administrators. Although students may be dropped off starting at 7:30am, supervision will be from 7:45am-8:00am outside/front of building and from 3:15pm-3:30pm at the carpool pick-up.*

NO SUPERVISION WILL BE PROVIDED PRIOR TO 7:45AM AND AFTER 3:30PM. If a K-4 student is not picked-up prior to 3:30PM, he/she will be enrolled in the After School Program at a cost to the parent.

Green Flag during Drop-Off

In the event of inclement morning weather or temperatures below 10 degrees, lower school students will be directed into the cafeteria and upper school students will go to their lockers.

Red Flag during Afternoon Pick-Up (All Students)

(1) If inclement weather occurs WHILE students and staff are outside, ECCA administration will hang the red flag out on the fence near the ECCA parking lot and corral all students back into the cafeteria, where we will wait out the storm. When the danger passes, students may go back outside to the pick-up area.

(2) If a storm occurs BEFORE staff and students go outside, (administration will make the call approximately 5 minutes before school is out at 3:10pm), administration will hang the red flag out and keep all of the students in the cafeteria, where students and staff will wait out the storm. When danger passes, students may go outside to the pick-up area. In either scenario above, parents are requested to remain patient and remember that this delay is for the overall safety of our entire ECCA student and staff population, as well as your own.

Parking Lot Rules for Drop-off/Pick-up

- The use of cell phones is not permitted when driving through the ECCA parking lot during drop-off and pick-up times.
- Cars that enter ECCA's parking entrance are to proceed all the way around the loop, pulling forward all the way to the stop sign or car in front to allow access for as many cars as possible.
- Students must be picked up/dropped off only in the lane closest to the sidewalk. Drop-off can be done before or after the crosswalk but please pull as far forward as possible to minimize traffic congestion.
- ***Never leave your car unattended while in the drop-off and pick-up lane.*** If you need to get out of your car for any reason, you must park in a designated parking spot. Pay particular attention to the crosswalk guard, who directs pedestrians to walk to the center area of the parking lot.
- In order to minimize traffic congestion, parents who cannot locate their children while driving in the drop-off and pick-up lane should circle around the loop again or park in one of the designated spaces. If you choose to park to pick-up your children, please use the crosswalk.

Remember, student safety is our paramount concern. Your patience is necessary to make our drop-off and pick-up system safe and efficient.

Riding Bicycles and Walking

Walking and riding bicycles are acceptable forms of transportation. Please educate your children on biking/walking safety and etiquette. If biking or skateboarding, please make sure your child wears the appropriate safety equipment. For the sake of student safety, parents should ensure that children do not arrive at school before supervision is available.

5.3 Inclement Weather Days

The Eagle County School Superintendent makes decisions on school closures by 6:00am. Any closures or delayed starts for the ECS district will also be followed for ECCA. ECCA may also elect a late start or closure that is not followed by the other schools. If this happens, parents will be notified before 7:00am using the school's alert system which is not affiliated with the county emergency alert system. Emergency dismissals from school because of storms, power failures, etc., occur rarely and decisions are based on the safety of students and parents will be notified via our alert system. Parents may come to the school office to pick-up their child(ren) but we ask that you do not pick-up any other children unless the parent of those students has notified the office. All ECS text-alert information for cell phones and home phones is pulled from the Powerschool data parents input into the system when registering at the beginning of the year. If your information changes, it's imperative to contact the ECCA office with downdates.

5.4 Cell Phone Use

Students **may not use cell phones on the ECCA campus, during the school day**. All cell phones must be kept out of sight and should remain in student lockers or cubbies until the end of the school day. Students not abiding by this rule will have the cell phone confiscated and turned in to the office to be picked up by a parent after school.

5.5 Lunch

Lunch for the students is eaten in the cafeteria with classmates. While children are encouraged to relax and chat freely during lunch, the requirement of proper etiquette and table manners maintains an atmosphere of order and civility.

Students may either sign up for hot lunch or a sack lunch (Monday-Friday) or bring a lunch from home. Credit is not extended for lunch purchases. Please deposit funds into your student's Eagle County School's lunch account **before** they sign up for lunch. To see if your child qualifies for free or reduced lunch rates, please contact the ECCA Business Manager for an application.

5.6 Field Trips/Enrichment

Field trips are an integral part of the makeup and success of ECCA and constitute a large part of the academic program. Field trips will be related to learning and teachers will be committed to meeting the goals of the curriculum. Parents must sign and return special permission slips before a student can participate. Parents will not be able to give verbal permission by phone for students to participate in field trips. Some activities may require a nominal fee.

For most field trips parent volunteers are organized to provide the transportation, which helps to keep costs down. Parents are requested to drive several times during the year on various field trip activities. Before driving, parents must become an approved driver by filling out the proper forms in the ECCA office. Parents must also provide proof of insurance each year, which will be filed in the ECCA Office. q

Under Colorado law students who weigh less than 40lbs must be in a car seat. Students ages 4-7 must be in a booster seat unless the child is over 4'9" tall and weighs over 80lbs. Parents must provide the car seat/booster seat for enrichment/field trip drivers. If a car seat/booster seat is not provided the student will not be allowed to attend the field trip unless his/her parent drives.

5.7 Lower School Classroom Party Guidelines (Grades K-4)

Classroom parties are organized by a parent volunteer(s) who will seek approval from the classroom teacher, in advance, regarding all party activities, favors and food. Party activities will center on a non-religious holiday or theme. Parties will be limited to 30 minutes in length. If a snack is served, healthy options are strongly encouraged and student allergies must be considered. If a treat (such as a cookie or cupcake) is provided, it should be no more than one reasonably-sized item. Classroom parties are not financed by the school.

5.8 Share Days and Toys at School (Grades K-4)

In the lower school if it is your child's day to bring something from home to 'share' with the class, we ask that the item connect to student learning as toys are not allowed at school.

5.9 Student Medication

To give your child any necessary medication during the school day, these requirements must be met:

1. Medication Authorization Form signed by parent and a doctor with specific directions for giving the medication (time, dose, reason for medication) and permission to give the medication. **This is required for both prescription and non-prescription (over the counter) medications, including cough drops, NSAIDS, eye drops, etc.**
2. The medication must be delivered to the school by the parent or guardian and given to office staff, in its **original container**, with all the required documentation. All prescription medications must have the prescription label included.
3. **One medication per Medication Authorization Form.** These forms are available through the office and at www.ECCA.org.

If these three requirements are not met, we cannot give your child his/her medication. It is the responsibility of the parent/guardian to meet these requirements before medication can be given in school. It is the law in Colorado.

5.10 Student Birthday Parties

Birthday celebrations during the school day are limited to snack and recess time.

- Do NOT pass out party invitations at school. This includes the child's cubbies.
- Do NOT bring birthday presents to school for a party later in the day.
- We discourage the start of a party immediately after school as it creates unnecessary distractions and commotion at the close of the school day.
- Please check with the classroom teacher to determine if any students have food allergies and avoid bringing such foods for classroom parties.

5.11 After School Program

The After School program is offered daily from 3:25pm – 5:55pm and half days from 12:00pm – 5:55pm. We will use the funds in your student's **FOOD SERVICES** account to pay for After School as well as Lunch. The After School staff will charge every After School visit to the student's Food Service account. To make payments go to the Food Services section of your SchoolPay account in order to have funds available for After School (and lunch). Please remember to make a minimum deposit of \$25, as we are charged transaction fees. If an online payment is a problem, you can always bring Cash or Check to the office and the Accounting Manager will credit your Food Services account. Unused funds will roll over to the following school year, or can be refunded to you upon request.

*Drop-ins will only be available if there is space in the program on the day requested.

Please reference the After School Handbook located on our website, www.ECCA.org under the Parent Links tab on the top bar. Click on forms to find the After School Handbook, which outlines all policies and procedures of the program.

ECCA accepts CCAP. To apply or see if you qualify, visit www.colorado.gov/PEAK.

6 PARENT EXPECTATIONS

6.1 Family Participation Volunteer Hours

Volunteering is essential to ECCA's culture and fundamental to its success. "Parents as full partners" means the family shares in the responsibility for the success of the school. Research shows that when parents are involved, students are more motivated and ultimately more successful. The Volunteer Program at ECCA is effective due to its flexibility. Volunteer options are varied enough to accommodate the specific circumstances of each family.

Annual Volunteer Suggested Commitment:

K - 8th grade

6 hours/month or 54 accumulated hours

We hope all able families will volunteer at least six hours per month. We waive this request if it creates a hardship for a family, but look for opportunities for involvement and engagement to ensure parents experience the quality of learning happening at ECCA.

6.2 Accessing Information

Parental involvement is key to student success. There are four primary ways in which information is disseminated. We will train you on these platforms.

- School e-newsletters via SCHOOLGY, HAWK TALK and PRINCIPAL MESSAGE
- Weekly newsletters from grade level teams
- Email
- ECCA Website – www.ECCA.org, not regularly down dated