



Canaan Community Academy

We exist to provide children with what's best for them through a friendly, caring and hands-on environment. Our community allows children to explore, experience, and excel.

Handbook for Parents and Students 2018-19¹

**8775 North Canaan Main Street
P.O. Box 20
Canaan, IN 47224
812-839-0003**

www.canaancommunityacademy.org

¹ Our vision is to become the best place for kids to experience STEAM (Science, Technology, Engineering, Art, Math).

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Canaan Community Academy
Parent/Student Handbook
Kindergarten – Grade 6

Attendance Policy: Absences/Tardiness

Indiana state law requires all children of elementary school age to attend school every day. Good attendance is essential for your child's success in school and it is the legal responsibility of the parent/guardian to see that attendance is regular. Students are expected to be present and on time. Classes begin promptly at 8:00 a.m. your child's prompt and regular attendance allows him/her to be more successful at school and develop good future work habits; benefiting from self-discipline, responsibility, and punctuality. A phone call from a parent or guardian to the school office between 7:30 and 9:30 a.m. is required for any absences, tardiness, or schedule changes. A statement from a licensed medical professional documenting an absence can cause an unexcused absence to be changed to an excused absence. Upon returning to school, it is the student's responsibility to check with his/her teachers to make-up work and/or tests. A student is considered absent half day if he/she arrives after 11:30 a.m. or leaves before 11:30 a.m. Parents should arrange medical appointments so their children do not miss any part of the school day. A student who has **6 unexcused absences** must meet with administrator and teacher to develop a success plan to help the student succeed and provide families with information for assistance if needed. A student with **10 unexcused absences** will need to notify & have approval from administrator of any extenuating circumstances preventing the student from having regular attendance; without approval the student with excessive unexcused absences will be referred to the Jefferson County Probation Office of Child Protective Services. A student who accumulates **20 or more absences (excused or unexcused)** per year may be recommended for retention. Students who have excessive absences will be referred to either the Jefferson County Probation Office or Child Protection Services. The following conditions will count toward the 20 day limit:

- Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that a physician recommends absence (verified)
- Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that a physician recommends absence
- Death of immediate family member of student
- Medical or dental appointments (verified) that cannot be scheduled outside the school day
- Hospitalization of the student (verified)
- Travel for a limited time period that involves new educational experiences for a student, which is requested, on an infrequent basis, by parent or guardian at least one week in advance of the proposed absence. This request must be made in writing and sent to the

office for principal approval, not the classroom teacher. Failure to do this could result in an unexcused absence which could impact on grades and assignments.

- Other highly extenuating circumstances that will be determined by the school leader either in advance or on the day of the absence.
- Service as a page in the Indiana General Assembly.

Tardiness: Tardiness interrupts your child's instructional day, so it is important that he/she arrives to school on time. Students are considered tardy if they arrive after *8:00 a.m.* Students should report to the office when they arrive at school and be **signed-in by a parent/guardian**. Excessive tardiness/early departures of **ten (10)** will result in required conference with administrator and staff. Depending on the circumstances and if the child is habitually tardy it could result in a referral to Jefferson County Probation Office and/or Child Protective Services.

Early Departure: Students are considered to be departing from school early when leaving prior to *2:45 p.m.* Early departures also follow the same procedure as excessive tardiness. Students must be signed out at the office prior to leaving early. Excessive tardiness and early departures will be reported Jefferson County Probation Office and/or Child Protective Services.

Illness at School: Parents/Guardians will be called to pick-up their child when one or more of the following conditions exist:

- Temperature is at least 100.0 degrees
- Nausea or vomiting
- Suspicion of contagious condition
- Develops a rash
- Live head lice
- Diarrhea
- Injury which may need professional medical attention

Students who have a contagious condition, fever of 100 (without fever reducer) or vomiting should not be sent to school. Students must be fever free and have not vomited without the assistance of medication 24 hours prior before being allowed to return to school. This is required to keep all students healthy and safe.

Illness/Injury and Other Emergencies at School

Emergency phone numbers are an absolute necessity in case of an emergency while your child is at school. Parents/guardians are encouraged to notify the school immediately if a phone is disconnected, or a number is changed. Parents/guardians without telephones **MUST** provide a number of a relative, friend or neighbor for use during an emergency. Parents will be contacted as soon as possible. In case of life threatening injury/illness, the CAO (or his/her designee) may call police or EMS for assistance.

Immunizations

Indiana law requires that before a child enrolls for the first time in school, the parents or guardians must furnish a written statement of immunizations. This must be provided by the

child's physician, the health department, or any other form of official documentation. The statement must show that the child has received these immunizations:

1. 5 doses of DTP (diphtheria, tetanus and pertussis)
2. 4 doses of polio vaccine
3. 2 doses of MMR (measles, mumps and rubella)
4. 3 doses of Hepatitis B vaccine
5. 2 dose of Varicella vaccine (unless the child has already had chickenpox and the parent provides a signed written statement indicating the date the child had the disease.)
6. Hepatitis A in Kindergarten and Meningococcal booster by grade 12.

The school will collect documentation of each student's immunizations at the time of his/her registration in school. Students will be expected to obtain the minimum required vaccinations set forth by the Indiana State Board of Health. The school nurse will determine if the present record is complete, and will notify the parent of any deficiency. Follow-up with the parent may be carried out by the school nurse or by school administrative personnel to whom the nurse delegates this responsibility.

Current Indiana law allows for valid medical exemptions from vaccinations and religious objections to vaccinations. Any parent with a religious/philosophical objection to his/her child receiving vaccinations will be required to provide written documentation of his objection. Any parent whose child has a medical reason dictating that he/she cannot receive vaccinations, will be required to submit the necessary documentation from the child's doctor. Documentation of these exemptions must be renewed annually. Paperwork for any exemptions will be kept with the students' medical records.

Medical Records

Privacy laws with regard to health records will be respected. School personnel will be instructed to not discuss any student's health information with anyone but that student's parent or legal guardian. Medical records will be kept in the students' permanent record folders. Permanent records will be kept in a locked cabinet that is housed in a locked room. Access to these records will be given to administrative staff, the child's teacher, the school nurse and any office/health assistants trained by the nurse.

Substitute teachers will be notified of any students that have health care plans in place and will be reminded that this is confidential information. Substitutes will be advised to call the nurse or the office if a problem arises with such a student.

First aid and emergencies

The nurse will stock the school office with supplies for minor first aid treatments, such as thermometer and probe covers, band aids, gauze pads, tape, tweezers, ace wraps, splints, sterile saline eyewash, and ice packs. When the school nurse is on campus, he/she will administer first aid to students as needed. At other times, a health assistant or designated office personnel will

administer minor first aid. The nurse will train the health assistant and designated office personnel in first aid administration and in the health and safety policies of the school. A copy of these orders will be kept readily accessible to the designated health assistant/office personnel for reference. In the event treatment is needed by a medical doctor, the nurse or designated office personnel will call the parent or legal guardian. The parent may opt to pick up the student and seek medical treatment, or if the situation is urgent, an ambulance may be called. If the parent cannot be reached, the emergency contact named by the parent/guardian will be called. At the time of registration, the school will obtain emergency contact information from the parent. Phone numbers requested will include home, work, and cell phone numbers. Emergency contacts other than the parents may be included. This information will be entered into computer records by the school secretary so that they are available to the nurse and health assistant when needed.

Medications

The school understands that in order to be safe and able to benefit from the educational program, some students will need to take medication at school. If a student must have any medication of any type given during school hours, the parent must submit the proper medication authorization forms and bring in the medication in its original container. Copies of medication authorization forms will be available at registration and throughout the year from the school office and the school nurse.

All students who need **prescription medications on a regular daily basis** during school hours must:

- 1- Present a written consent form signed by the parent or legal guardian. Complete the parent portion of the Prescription Medication section of the medication authorization form.
- 2- Bring in the medication in the original prescription bottle, labeled with the name of the student, prescription number, directions to administer, including dose and time to be given, doctor's name, and name of medication.
- 3- Present a signed statement from the doctor. The physician portion of the authorization form should be used if at all possible; however, a separate statement from the doctor may be used which states the name of the student, the name of the medicine, amount to be given, the time to be given, and the purpose of the medication.

Students who need **prescription medication for illness** during school hours must:

- 1- Present a written consent form signed by the parent or legal guardian. Complete the parent portion of the Prescription Medication section.
- 2- Bring in the medication in the original bottle, labeled with the name of the student, the prescription number, directions to administer, the doctor's name, and the name of the medication.

Students who **occasionally need non-prescription medication** during school hours must:

- 1- Present a written consent form signed by the parent or legal guardian. Complete the non-prescription portion of the authorization form
- 2- Bring in the medication in the original bottle and with a label that shows recommended dosing information. At no time will school personnel exceed the recommended dose for the student's age or weight.

Medications, both prescription and non-prescription, will be kept in a locked medicine cabinet that will be accessible to the nurse and to office personnel. These medications will be given by the nurse or designated office personnel according to the instructions on the medication authorization forms on file. A log will be kept of every medication given, showing the student's name, the date, the time, the name of the medication given, the amount, and why. (e.g. —prescribed by MD, for headache as needed, etc.) The log book will be locked up at the end of the day with the medications.

Unused portions of medication may be picked up as desired from the school by the parent or legal guardian.

Students who desire to **carry medication to be self-administered**, such as a student with asthma carrying an inhaler, must submit the proper form titled —Medication Prescriber/Parent Authorization Form for Self-Administration/Self-Possession. This must be signed by the physician, the parent, and the student, and indicates that the student can administer the medication without additional direction or supervision by school staff.

Health and vision screening

The school nurse will conduct the health screenings as instructed by the Indiana State Board of Health and the Indiana Department of Education. Vision screenings will be conducted on K, 1st, 3rd, and 8th graders. If abnormal results are found, recommendation will be made in writing to the parents for an examination of the student by the appropriate healthcare professional. Hearing screenings will be conducted by the Speech teacher.

Participation in Individual Educational Plan (IEP) team meetings

If a student is accepted for enrollment has a health care plan, the school nurse will be present at the IEP team meeting. If the nurse is not able to be at the meeting, the school leader will communicate with the nurse and inform him/her the decisions made, particularly regarding the student's health needs. The school leader and nurse will collaborate on any training that is needed for staff to safely carry out any treatments needed.

Health History

The school will request that a parent or legal guardian complete a health history on each student at the time of registration so that any special needs of the student may be addressed. The school nurse or nurse consultant will review the health forms and determine if a health care plan is needed for any students. Any parent enrolling a student with Diabetes, Asthma, a severe food allergy, insect/bee sting allergy, Epilepsy, or other condition requiring special treatment will be required to fill out a Plan of Care for his/her child. The nurse will also advise the school leader what instruction and training is necessary for the staff to safely carry out any health plans that are put into place. The health care plan will be kept with the student's medical records. The teacher will inform substitutes through the use of a written folder of any students who have special care plans, and note that it is confidential information. The substitute will be instructed to call the nurse or office if a problem arises with a student who has a health care plan.

Even though every effort will be made to respect the student's right to privacy concerning his health, some children will have conditions that are obvious or that the student reveals about himself/herself. Compassion will be promoted by educating the class on an age-appropriate level about the needs of the student. Opportunity will be taken to foster empathy with others and to

develop good citizenship.

It is school board policy that prescription medications or over-the-counter medications will not be administered by school personnel unless detailed guidelines are followed (This includes cough medicine, aspirin, or other medications frequently used in the home by parents). In order for school personnel to administer medication, there must be:

1. Written permission of parents and or legal guardian
 2. Administration of Medication form completed in detail by the parent or guardian
 3. A signed statement from the student's doctor on file in the Health Office
 4. Medication labeled with:
 - Child's name
 - Name of medication
 - Dosage prescribed
 - Time medication is to be given
- Doctor's name and pharmacy

Authorization forms for giving medication at school may be obtained from the school Health Office. Under no circumstances should a child take prescription or over-the-counter drugs to class. They must be turned in to the office so they can be administered properly. Safety is our first priority.

Hearing testing for students in Kindergarten, First and Fourth grades and vision screening tests for students in Kindergarten, First and Third grades are provided annually by the Jefferson County Health Department or the speech therapists. After the testing is performed, a form is sent home to the parents of those students whose screenings or tests indicate potential problems.

Peanut Allergies are becoming more prevalent among children. In order to maximize the safety of all students, we ask that you refrain from sending peanuts or peanut products into school or classroom as a snack for your child or a treat for your child's classroom.

Due to health and safety, all classroom snacks and birthday celebration treats must be store bought and individually wrapped.

School personnel will maintain close communication on all health issues regarding students. Parents/guardians must have on file the home phone number, work number, and the number of a relative or friend who will be responsible for caring for the child if you are unable to be contacted. Please notify the office of any changes in emergency contacts. Parents/Guardians are encouraged to avoid removing students from school during the regular school day. If an emergency occurs and you must remove your child during the school day, parents/guardians need to come to the school office and sign out their child. Only the parent, legal guardian, or someone listed on the enrollment form will be allowed to sign out a student during school hours. Any adult leaving school early with a child may be asked for personal identification. Please try to schedule doctor appointments and other visitations after school hours. We want your child to receive the best possible education, so every minute of instructional time makes a difference in

his/her achievement.

Child custody and court judgments sometimes dictate that children not be released to certain individuals. The school office must have a copy of the court's ruling on file so we can honor this request.

IMPORTANT NOTE: Children who are absent from school may not attend or participate in extra-curricular activities (i.e., athletic events, programs, etc.) on that day.

Wellness Policy

The health of all of CCA students is of the utmost importance, and we support increased emphasis on the nutrition as well as the physical activity at all grade levels to enhance the well-being for our students. Therefore it is the policy of CCA to:

- Provide students access to nutritious foods and beverages
- Provide opportunities for physical activity and developmentally appropriate exercise
- Require that all meals served by CCA meet the federal nutritional guidelines issued by the U.S. Department of Agriculture

To promote student wellness, CCA will address needs in the following areas:

1. NUTRITION EDUCATION

The goal of nutrition education is to influence students' lifelong eating habits.

- a. CCA will follow health education curriculum standards as stated by the Indiana Department of Education.
- b. CCA will conduct nutrition education activities that promote healthy eating behaviors and appropriate nutritional choices that involve students, parents, staff, and community.

2. PHYSICAL ACTIVITY

The goal of physical activity is to promote lifelong physical activity among students.

- a. Since the national recommended daily requirement is that children and young adults have a minimum of sixty minutes of physical activity in a twenty-four hour period, all students will be provided with opportunities for physical activity during the school day. CCA will provide opportunities for twenty minutes of physical activity per day on all or most days of the week in addition to physical education classes.
- b. CCA will follow Indiana state standards for physical education classes. Schedules for physical education classes will be designed to spread physical education classes throughout the school year.
- c. CCA will provide community access to and encourage staff, students and community members to use the school's physical activity facilities outside the normal day.

3. OTHER SCHOOL BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

The CCA goal is to provide a school environment with a consistent message which is conducive to a healthy lifestyle.

- a. Provide a clean, safe enjoyable meal environment for students.

- b. CCA will not prohibit or deny student participation in the physical activity time as a form of discipline.
 - c. An appropriate physical fitness report shall be developed by CCA and completed for students at least once each year in physical education classes. This report will be communicated to the parents.
4. **NUTRITION GUIDELINES**
- Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. CCA will assure that all foods available on school property are consistent with healthy eating habits.
- a. CCA shall comply with the nutritional guidelines in Indiana statutes.
 - b. CCA will encourage healthy food choices by implementing the following guideline:
School Meals—No carbonated drinks, fried food, or foods of minimal nutritional value will be served.
 - c. Celebration/Rewards—there will be a limit of four celebrations per class per year. These celebrations shall be held the last 45 minutes of the school day. At school celebrations, students shall have healthy foods and beverages available as choices.
 - d. Note: Parents are discouraged from bringing in cookies or cupcakes for parties/treats.

Background Checks

Any parent/guardian who wishes to enter the school building for lunch visits, field trips, events, or to volunteer etc., must have a background check completed by the school office and paid for by the parent/guardian prior to entering past the front desk. Background check information forms can be obtained from the office. It is highly encouraged that these forms be completed two weeks prior to event. This procedure is strictly for the safety of all CCA students.

Transportation

Transportation to and from school by the CCA bus is a privilege, and all students are expected to follow the safety rules. Students experiencing difficulties behaving on the bus will be written up by the bus driver. The school leader will send a copy of the "Bus Conduct Form" to the parents. Disciplinary action, such as losing the privilege to ride the bus, will occur for students that display inappropriate behavior. Occasionally students request to ride the bus home with a friend. Riding a different bus than the one assigned to or from school is not permitted without the written request from the students' parents/guardians and the permission of the school leader and the driver. Both students must have notes from parents stating that one child may go to the other child's home.

Bus passes will be issued by the school office following a written request by the parents.

Arrival

BUS - ALL students arriving by bus will arrive at the front of the building. ALL students will

proceed to the gym. Breakfast will start at **7:30 am**. Students will be dismissed to classrooms at **8:00 AM**.

CAR - Students who arrive in a personal vehicle should be dropped off near the front door of the school. Those students will then enter the building and proceed to the gym if before **7:30** or not eating breakfast. If they are eating breakfast they may report to the cafeteria between **7:30-8:00** am

Before the Bell (parents/guardians will be charged; fee information will be provided at open house)

Before the bell is a convenience service offered to students. This year students who arrive before 7:30 should report to the gymnasium. Students should remain in the gymnasium until dismissed for breakfast at 7:30 or the classroom at 8:00 AM. All students arriving before 7:30 will be charged for the services.

DISMISSAL (END OF SCHOOL DAY)

All students will be dismissed at 3:00 p.m. Bus riders will be dismissed at the front door. The riders of personal passenger vehicles and walkers will be dismissed at the gate entrance to the playground. Personal cars will proceed out the back road (alley).

Beyond the Bell (parents/guardians will be charged; fee information will be provided at open house)

This service is a convenience offered for students who remain at school after 3:00 PM. Students who remain after dismissal at 3:00 PM will be charged a fee unless participating in an authorized school function/activity.

If it is necessary for parents to pick up a child early, they must come to the office and sign the child out.

The safety of all children is a top priority of CCA. Great caution should be exercised when pulling vehicles on and off school grounds, and this will be enforced through outside monitors.

If there is a change in transportation needed for a child, a signed note should be sent with that child notifying the school. If the school does not receive a note, the student will be sent home via their normal form of transportation.

***All passenger vehicles need to enter the school driveway on the east side and exit through the north driveway.**

Cancellation of School/Delayed Opening

The CAO is the final authority on the closing of school due to inclement weather or other emergencies. Announcement of school closings or delays will be made as early as possible. Parents /guardians will be discouraged from calling the school directly so telephone lines may be kept open. If no report is heard on WIKI or WORX radio or TV, it can be assumed that school will be in session. CCA will also send regular emails, texts and phone calls to those that have signed up for those notices. Cancellations are based on the inclement weather and road

conditions that affect CCA students. Please do not assume if surrounding schools are open/closed that CCA will be; cancellation decisions are made independently for the utmost safety of our students.

Communication

If clarification or discussion of school matters is desired, teachers and parents should feel free to use the proper channels to communicate this need. Parents/Guardians who have questions or concerns regarding matters of discipline, class work, or policies are expected to contact their child's teacher. This can be arranged by appointment through the school office and or request via email. If the matter in question is not satisfactorily resolved after using this means of communication, the parents/guardians are requested to contact the school leader to arrange a conference with the teacher, parent(s), and school administrator.

All school time should be devoted to instructional purposes. No one may interrupt classes nor may teachers or students be called from their classrooms, except for urgent reasons, and then only with the permission of the school administrator. Any important messages will be delivered to a student or teacher through the office personnel. Parents /Guardians are welcome to contact teachers by calling the school office and leaving a message requesting that the teacher contact them. We also encourage you to use email if it all possible since our staff uses this as a primary means of communication.

All objects other than required school materials must be approved by the classroom teachers before bringing them to school – i.e. any electronic devices, playground equipment, etc.

Cell phones or other mobile communication devices are prohibited to be used in the school building by students during the school day and may be confiscated.

Conferences

The best progress for your child demands a close line of communication and understanding between the parent/guardian and the teacher. This can be realized best through individual parent-teacher conferences that may be initiated by either parent or teacher. Teachers and staff are readily available for conferences before and after school (Conferences should be scheduled in advance). There are two designated Parent-Teacher Conference Days listed in the school calendar; a mandatory fall conference and an optional spring conference. Parents should make every effort to schedule an appointment during this time to discuss your child's classroom performance with the classroom teacher.

Curriculum

Academic subjects taught at CCA conform to the standards set by the State of Indiana/Department of Education (IDOE). All students in grades K-6 receive instruction in language arts/reading, mathematics, social studies/citizenship, science, and health. CCA also provides instruction not required by the IDOE, handwriting instruction and coding. Students also receive pull out instruction weekly in each: Gardening, Art, Library, Music, Physical Education and Character Education. This year students will begin receiving instruction in coding. This provides additional depth to the overall curriculum.

Various forms of assessment will be utilized to drive the instruction to maximize student achievement. Students will have 90 minutes of balanced literacy time daily to connect the areas of reading and writing. Four days a week students will receive an additional 30 minutes of enrichment or interventions based on each student's need. Through a highly diversified curriculum, the CCA seeks to challenge and meet the social, emotional, and academic needs of all students beyond his/her potential.

Field Trips

Each year we encourage classrooms to take educational field trips. These trips should be a kick-off to a new unit, be the culmination of one, or a reward for work well done. We DO want our children to be exposed to all kinds of educational opportunities. If parents/guardians are included as chaperones, the following guidelines must be observed:

- Background checks by administration must be done prior to designated field trip – Forms must be filled out and submitted to the school administration at least two (2) weeks prior to trip. Fee for the background check must be paid for by the parent/guardian
- The administration reserves the right to choose chaperones or may use a lottery type process to select chaperones
- Siblings may not accompany parents/guardians on a trip
- Smoking is not allowed at any time on the trip
- Follow the student dress code

Grading System

CCA has four nine-week grading periods throughout the year. Progress reports are sent to parents/guardians every 4.5 weeks. Report cards are sent at the end of each grading period. Plus parents are also encouraged to access student record online through Harmony providing 24/7 access to student progress. The grading scale for grades 1-6 is:

- A 90%-100%
- B 89%-80%
- C 79%-70%
- D 69%-60%
- F 59% AND BELOW

Kindergarten students receive non-graded progress reports that show their progress in each of the skill areas that are taught throughout the year.

PROMOTION AND RETENTION POLICY

The Canaan Community Academy Board of Directors recognizes that the personal, social, physical, emotional, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. Therefore, each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board of Directors and the instructional objectives established for each grade level by the Indiana State Standards.

In the case where a student transfers from the school of one district to the school of another district, s/he may not be assigned to a lower grade until the student has demonstrated that s/he is not suited for the work in the grade to which s/he has been promoted.

Students who transfer from a non-accredited school or program may be required to take assessments to determine grade placement.

Canaan Community Academy criteria shall reflect mastery of state-required capacities and be aligned with the Indiana Standards/Core Content for Assessment. Successful completion of the primary program shall be a prerequisite for a child's entrance into the fourth grade. Indiana requires all students to pass the IREAD3 assessment in the third grade to be promoted to fourth. Only those that meet Indiana's guideline for a waiver may even be considered for promotion without a passing score for IREAD3. That means that if a child does not pass IREAD3 either during the spring or summer assessment windows, the following school year that student will continue to receive instruction in grade three reading, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment.

According to (House Enrolled Act) 1367: Good cause IREAD3 exemptions that may be considered are:

A student who has been previously retained two times prior to the fourth grade;

A student with disabilities whose case conference committee has determined that promotion is appropriate. This does not apply to a student with a 504 plan.

An English Learner student whose Individual Learning plan (ILP) Committee has determined that promotion is inappropriate

In cases which involve students with disabilities, the procedures mandated by federal and state law will be followed. That would mean the child would be promoted or retained based on the decision of the Case Conference Committee and the student's IEP.

Progress as recorded on the progress reports and report cards should reflect the student's performance in relation to their grade level standards. If the child is not working on their grade level and grades are being assigned that reflect modifications or accommodations being made, a notation that the child is working below grade level should be noted on the report card or progress report.

Focus for determining retention in grades four through sixth:

Retention may occur if the student fails to make satisfactory progress in the class based on such criteria as recorded grades, projects, class participation, task completion, attendance record, and a working knowledge of the core content for their grade level.

Students are required to progress satisfactorily on the academic expectations and work habit guidelines set by the school and state.

Parents will be notified of the possibility of retention through a letter signed by both the teacher and principal. The letter should describe the reasons for the retention recommendation and a date set for a meeting with parents, administration, and teaching staff.

Steps in the determination of receiving a bonus year in primary or retention at the intermediate level:

As soon as possible, but no later than the end of the first grading period, teachers will make parents/guardians aware of their concerns about the child's progress/lack of progress. This timeline can be redesigned to fit individual situations if the need arises

The parents and teacher(s) along with the Chief Administrative Officer and counselor when appropriate should meet to develop a consensus plan of steps to help the student avoid retention. To ensure all reasonable efforts are made to remediate the student's difficulties before s/he is retained. Teachers will remain in contact with the parents throughout the school year to monitor the progress of the plan.

By the end of the second grading period teachers will submit written recommendations to the Chief Administrative Officer as to which students may need to be retained in the fourth, fifth, or sixth grades and which students may benefit from a bonus primary year.

By the end of February teachers will share with the Chief Administrative Officer and parents how the plan is progressing, their observations, anecdotal records, student's products and/or performances, journals, a variety of work samples, checklist of academic, social, and developmental progress, report card information, formative and summative assessments scores, conferences, and other evaluation information that has been gathered over the year.

By the end of April the Chief Administrative Officer will review each recommendation and documentation, consult with the teaching staff involved, and then have the classroom teacher notify the student's parents of the decision.

The parent and teaching staff involved with the child will meet at least 30 days before the end of the current school year to finalize the decision by signing off on the retention/promotion document.

No child will be retained if s/he has successfully completed their current grade simply to give them an advantage in any manner to participate in athletic programs. Following sound guidelines for children, the Board discourages the skipping of grades. Each case will be considered on a case by case situation.

Approved: February 23,2016

Homework

CCA does NOT assign homework; however it is expected that **students read 20 minutes daily** (research shows students who do this are more successful) and **study for tests**.

FAMILY PRAISE FOR IMPROVEMENT AND/OR WORK THAT'S DONE WELL IS AN AWARD THAT CAN'T BE DUPLICATED. PLEASE LET YOUR CHILD KNOW THAT HE/SHE IS DOING WELL AND THAT EDUCATION IS IMPORTANT TO YOU TOO!

Discipline Policy and School Rules

CCA takes pride in the overall behavior of its students. It is realized that very few of our students will ever come to the office for disciplinary action. CCA provides each student with maximum opportunities to acquire an excellent education. **NO student has the right to interfere with another's opportunity to learn due to his/her poor manners, actions, or lack of consideration.** All classroom rules and school procedures are developed with this in mind. The entire staff has the goal of establishing an atmosphere of respect throughout the school in which children will be safe, secure, happy, and in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, we have developed school-wide behavior expectations. The plan specifies rules that cover the behaviors we expect from our students. The plan also states that students who break the rules will receive negative consequences, and students who follow rules will receive positive consequences. School-wide expectations and rules are listed below and will be posted in the school.

CCA Expectations and Rules

SCHOOL-WIDE PRINCIPLES

1. Respect yourself, respect others, respect property
2. Keep your hands and feet to yourself
3. Be attentive and ready to learn
4. Treat others as they would like to be treated
5. Do your best work and be on your best behavior
6. Only you can control you

DURING ASSEMBLIES--

We walk quietly to and from assemblies

We are mannerly and courteous while being seated and when leaving
We are courteous to those seated around us
We applaud by clapping only
We come to the assemblies to learn and appreciate the work of others
We do our best to contribute to discussions

IN THE CAFETERIA--

We enter and leave quietly
We practice good table manners
We have pleasant but quiet conversation at our table
We wait for dismissal by the person in charge
We keep the area clean and take our wrappers and empty bags to the dishwasher and garbage area
We stand quietly when it is necessary to get in line
We are always respectful to the cafeteria staff

IN THE RESTROOMS--

We keep our voices quiet
We keep the restrooms clean
We use paper towels as needed and then place them in the trash

AT THE DRINKING FOUNTAIN--

We keep our hands to ourselves
We leave spaces between us and stand quietly
If there are long lines waiting, we take a short drink and give others a turn
We remember the fountain is for drinking and not playing

DURING EMERGENCY DRILLS--

We follow appropriate procedure quickly and quietly
We remain quiet and wait for further directions

APPROPRIATE DRESS--

We follow the dress code
We keep ourselves neat and clean
We exercise good hygiene by brushing our teeth, washing our hands and face before coming to school
We dress according to the weather
We do not wear tank tops or loose sandals

Forms of Discipline

School policy applies on the school grounds, going to and from school, on a school bus, and at events where our school is represented, such as field trips, programs, or athletic events -

regardless of the place or time. In the event of student misconduct, disciplinary action will be taken:

- Verbal Warning - reprimanding the students in a respectful manner
- Detention - During lunch period or
- Before or after school hours by decision of CAO
- Student, parent, teacher, and principal conference
- In-school/Out-of-school suspension by decision of the CAO
- Expulsion (due process will be followed) by decision of CAO

Classroom Discipline

Teachers will post and practice classroom procedures and rules, and review consequences of misbehavior in their classrooms, including:

- Verbal warning/reprimand
- Visual cue signaling loss of classroom privilege
- Temporary removal from classroom/parent contact
- Referral to CAO for disciplinary action

Toys Prohibited

Occasionally children bring potentially dangerous toys and other items to school. Certain items are forbidden and will be confiscated. These include all toy guns, knives, matches, cigarette lighters, clackers, and pointed objects. Certain toys may be brought to school only after special permission is granted by the teacher. Many times in the past, toys, cd's, electronic games, and other expensive toys and electronic devices have been damaged, lost, or stolen. It is suggested that parents/guardians encourage students to leave these items at home. Naturally, parents may reclaim any confiscated object. No trading or selling will be allowed during school hours. The school is not responsible for the loss or damage of these items. No items that could create a distraction to the learning environment or cause safety concerns will be allowed.

School Wide Incentive

Students receive "Cougar Cash" for acting respectfully, responsibly and acts of kindness. Cougar Cash can be given by all staff members. The "Cougar Cash is only used positively and will never be used punitively. Students may spend the monies at the "Cougar Mart" which is open every other week.

Bullying

CCA is committed to providing a safe, positive, productive, and nurturing environment for all its students. Bullying behavior toward another student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. *Bullying as defined by state law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.* Any student who believes he/she has been or is currently the victim of bullying or is aware of a situation involving bullying should immediately report the situation to an adult. All complaints about bullying behavior shall be promptly investigated.

Dress for Success

Children should not wear any clothing that would prevent them from safely participating in all school activities. Experience indicates that there is a reasonable connection between proper dress and grooming and the successful maintenance of good discipline. Students will be expected to come to school with clean bodies, hair and clothing.

The following items are considered unacceptable anytime during the school day:

- Any clothing that encourages inappropriate behavior (clothing relating to drugs, wrestling, gangs, alcohol use, etc.)
- All tops that do not fully cover the top of the shoulder or that show the chest (halter tops, muscle shirts, spaghetti straps, tank tops, etc.)
- Painted hair and body paint
- Anything that can damage school property or cause personal injury (large chain links, high heeled shoes, some jewelry)
- Beachwear, miniskirts, saggy pants, clothing with large tears or holes

Physical Education - Tennis shoes with a rubber sole are required for all students on P.E. days. Tennis shoes must fasten with a “traditionally” tied shoestring or Velcro.

Emergency Preparedness

All staff and students at CCA will discuss emergencies and will participate in periodic safety drills. The purpose of each drill is to teach the children how to respond quickly and safely in the event of an emergency. Emergency information is located in each room in the building. Evacuation procedures are also posted throughout the school. *Fire drills* are held monthly and the purpose of the fire drill is to teach the children how to evacuate the building in a rapid, orderly, and safe manner.

Tornado drills will be scheduled twice per semester. Students are taught to take shelter in a structurally sound location of the building with no windows. Students sit on the ground and place their hands on their heads.

Lockdown drills are also scheduled every quarter during the year. Students and teachers “take cover” to get out of harm’s way should an intruder be on school grounds or other potentially harmful situation that constitutes appropriate action to ensure safety.

These emergency drills will be done under the direction of the school leader with records of these drills being kept in the office. Drills are taken very seriously. Misbehavior will result in consequences. One day the drill may not be a drill, but a real emergency. Any and all persons in the building must participate in the drills when they are conducted. During severe weather, we WILL stay tuned to the National Weather Service for up-to-the minute reports. If severe weather occurs at dismissal time, we will hold the buses until the administration deems that it is safe for children to be transported home. Parents may be asked to wait until severe weather passes before transporting their child home in a car. This is a safety precaution for you and our students.

Volunteers

Families and community members are encouraged to be active participants in school activities. CCA greatly appreciates volunteers, your work makes it possible for us to achieve more. Together we can do great things. Please let us know if you can volunteer your time, expertise, or donate to the cause. Whether you can help out with celebrations, work at the School Carnival, or volunteer in the classroom, we welcome your help. At the beginning of each school year, teachers will be seeking Room Parent volunteers. All new parent volunteers are required to participate in a brief orientation prior to volunteering in the classroom. A meeting will be scheduled shortly after school begins. We ask all volunteers to make arrangements with classroom teacher before volunteering. A Criminal History Form/Background Check must be completed and paid for, on all persons, before they can serve in this capacity.

Pets in the Building

Teachers may have pets in the room as a class project - i.e., baby chicks hatching, hamsters, fish, etc. If your child is in such a room and has an allergy to one of these animals, please make the teacher aware of the problem by bringing in a doctor's statement. Proper arrangements will need to be made. Occasionally, pets are brought for a very short time as a "show and tell" experience. Again, the teacher needs to be aware of any allergies so the child can be out of the room for that short period of time. Therapy dogs do visit CCA on a regular basis. Again, it will be your responsibility to let us know if this presents a problem for your child. Pets are not to be brought into the school building unless prior approval has been given.

Visitors in the Building

Every person entering the school is required to check-in at the office. If they leave the office, visitors must have a visitor's badge. This security is necessary to assure the safety of CCA children. If you have an appointment with a teacher, please tell the person at the office desk, who will call that teacher to the office to meet you. Do not go to a teacher's room before checking in at the office. If you do not have an appointment, it is unlikely that we will interrupt classroom instruction; but you can leave a message for the teacher at the office and he/she will phone you to set up an appointment. Please understand that this procedure is for the academic success and the ultimate safety of your child.

Internet Use/Access

All students utilizing internet services must have a Telecommunications Network Usage Agreement form signed by the parent and on file in the school office. Students who fail to comply with this policy will have their privileges revoked.

Student and Parent Handbook Signature and Memorandum of Understanding

Please return this form with signatures in acknowledgement of your receiving the Student and Parent Handbook for 2018/2019. This also serves as your understanding of the expectations of students and information for the school year.

If you have any questions or concerns, please do not hesitate to contact the school at 812-839-0003.

By signing below I state that the 2018/2019 has been read and reviewed by myself and my student.

Parent Signature

Date

Student Name