



Canaan Community Academy

We exist to provide children with a friendly, caring, and hands-on environment. Our community allows children to explore, experience, and excel.

Handbook for Parents and Students 2024-2025

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

www.canaancommunityacademy.org

SCHOOL INFORMATION

Colors: Royal Blue, White and Gray

School Mascot: Cougar

School Motto: Explore~Experience~Excel

School Mantra: Together We Can

School Values: - Respect - Kindness - Responsibility

Grade Levels Served: Kindergarten-6th Grade

IMPORTANT PHONE NUMBERS

Main Line- 812.839.0003

SCHOOL HOURS 8:00-3:00

Student arrival and breakfast 7:30-8:00 Tardy 8:05

Morning Announcements 8:00

Instruction Begins 7:30

Reminder: Phone is not answered 2:30 PM - 3:00 during preparation for dismissal.

Dismissal 3:00 for Bus Riders & Car Riders

Table of Contents

Attendance.....	5
Tardiness.....	6
Illness.....	6
Immunizations.....	7
Medical Records.....	8
First Aid.....	8
Medications.....	8
IEP.....	9
Screenings.....	9
Wellness Policy.....	11

Background
Checks.....
..12

Transportation.....
.....12

Arrival & Dismissal

Before the Bell

Beyond the Bell

Cancellations.....
.....13

Communication.....
.....13

Conferences.....
.....14

Curriculum.....
.....14

Field
trips.....
.....14

Table of Contents continued

Grading
System.....
.....15

Homework.....
.....15

Discipline.....16

CCA Expectations and Rules (Please sign and return).....17

Toys.....18

Incentives
(Schoolwide).....18

Bullying.....18

Dress for
Success.....19

Emergency
Preparedness.....19

Volunteers.....20

Pets.....20

Visitors.....20

Internet
Use.....20

Title I Parents
Right-to-Know.....21

Student Proposal
form.....22

Student and Parent Handbook Signature and Memorandum of Understanding
..... 23

Chromebook Handbook with Signature and Memorandum of
Understanding.....24-27

Confidentiality
Agreement.....30

Organization.....31

Charter School=Public
School.....31

**Canaan Community Academy
Parent/Student Handbook
Kindergarten – Grade 8**

Attendance Policy: Absences/Tardiness

Indiana state law (I. C. 20-33-2) 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 communication 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 the 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 the 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 and/or 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, mental health, and 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 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 at 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 (15)minutes** will result in a 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 to Jefferson County Probation Office and/or Child Protective Services.









Illness at School: Please help us keep everyone healthy; the stay at home guidelines will be strictly enforced. 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.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL	I HAVE THE FLU
							
TEMPERATURE OF 100.0 F OR HIGHER	WITHIN THE PAST 24 HOURS	WITHIN THE PAST 24 HOURS	BODY RASH WITH ITCHING OR FEVER	ITCHY HEAD, ACTIVE HEAD LICE	REDNESS, ITCHING AND/OR PUS DRAINING FROM EYE	HOSPITAL STAY AND/OR EMERGENCY ROOM VISIT	ACHY BODY, PAIN, TIREDNESS, HEADACHE, DRY COUGH, SORE THROAT, RUNNY NOSE (may have vomiting, diarrhea or fever)

I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil, etc.)	Free from vomiting for 24 hours	Free from diarrhea for 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.	Released by a medical provider, symptoms are gone.
--	---------------------------------	---------------------------------	--	--	---	--	--

If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given your child permission to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

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. If a student is ill and needs to leave school, the absence will be counted as excused for illness. 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 doses 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. **Please contact the school if emergency contact numbers change.**

Medications

It is the school board policy: 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 brings 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 of the medication authorization form.

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.

Transporting Medications

ALL medications must be transported by an adult. Students should **NEVER** have medications in their possession.

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, a 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 and 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.

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.

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 therapist. After the testing is performed, a form is sent home to the parents of those students whose screenings or tests indicate potential problems.

Allergies are becoming more prevalent among children. In order to maximize the safety of all students, we ask that you check with the school before sending snacks to your child's classroom.

Due to health and safety, all classroom snacks and birthday celebration treats are encouraged to be healthy.

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 CCA students is of the utmost importance, and we support increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of 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 a minimum of 60 minutes of physical activity per day on all or most days of the week in addition to sensory path and mind & body (combination of PE and Character 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 that 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 minimum of three celebrations per class per year. These celebrations shall be scheduled by the classroom teacher. At school celebrations, students shall have healthy foods and beverages available as choices.
- d. Note: Parents/guardians bringing in cookies or cupcakes for parties/treats should be store bought.

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 or by visiting the Jefferson County Sheriff Department and returned to school. Background check information forms can be obtained from the office. It is required that these forms be completed the *first two weeks of school or after enrollment if the school year has already begun*. 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/guardians 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 their classroom. Breakfast will start at **7:30 am. Should a bus run late, students will not be counted tardy and will receive breakfast, except for school wide delays.**

CAR - Students who arrive in a personal vehicle should be dropped off near the front door of the school (follow traffic flow-see chart). Those students will then enter the building and proceed to the designated area 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.**

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).

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. Phone calls to change a child's transportation will only be accepted until 2:30 PM (the phones will go to voicemail between 2:30-3:00 PM - this is an extremely busy time of the day).

***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. Announcements 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 you do not receive a Gradelink text message or hear it on WIKI or WORX radio or TV, it can be assumed that school will be in session. CCA will also send regular DOJO messages 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. *If a student needs to call home it must be done at the office and may be completed by office staff instead of students.* 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 is 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. If a student brings a cell phone to school it must be put in a bin on the bus then put in an envelope at the front desk. At the end of the day the student may pick up the cell phone; if riding the bus it should be put into the bin again until it is time for the student to exit the bus.

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-8 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, Mind & Body (Physical Education and Character Education). Grades 7 and 8 have an elective which they can choose.

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, CCA seeks to challenge and meet the social, emotional, and academic needs of all students.

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 experience all kinds of educational opportunities. If parents/guardians are included as chaperones, the following guidelines must be observed:

- Background checks by administration must be filled out and submitted to the school administration at least two (2) weeks after school starts or 2 weeks after enrollment itf after the start of the year. 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.
- Chaperones will need to review their responsibilities and sign a form stating they understand the expectations.
- Siblings may not accompany parents/guardians on a trip.
- Smoking is not allowed at any time on the trip.
- The student dress code must be followed.

Grading System

CCA has four nine-week grading periods throughout the year. Report cards are sent at the end of each grading period. Plus parents are also encouraged to access student records online through Harmony providing 24/7 access to student progress. The grading scale for grades 1-8 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. Grades may be accessed 24/7 through CCA's student management system, Harmony.

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.**

Benefits of READING 20 Minutes a Day



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 consequences, and students who follow rules will receive positive reinforcement. 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

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 Cougar Cafe--

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 keep ourselves neat and clean
We exercise good hygiene by brushing our teeth, washing our hands and face before coming to school
We dress appropriately for the weather
We wear clothing that is safe for children to be active and play.

Student
signature _____

Parent/Gaurdian
signature _____

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
- 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
- Saturday school by decision of 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, 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 Micro-Society

Students receive “Cougar Cash” for acting respectfully, responsibly and kindly. Cougar Cash can be given by all staff members. The Cougar Cash is used as part of a micro-society. Students receive Cougar Cash for completing jobs and must pay rent. Students may spend the money at the “Cougar Mart” which is open every 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.

It is extremely rare, however if a student poses a danger/harm to him/herself the police will be called. At that point the officer makes the decision whether to enter the child into the court system.

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.)
- 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

Minds & Body (this is a new course that blends Physical Education and Character Education - Tennis shoes with a rubber sole are required for all students on Minds & Body 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 semester 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 Fair, Fall Festival 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 the 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.

PARENTS' RIGHT-TO KNOW

Parent Notification Letter

August 08, 2023

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 111 l(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Canaan Community Academy to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- **If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;**
- **If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;**
- **The teachers baccalaureate degree major, graduate certification, and field of discipline; and**
- **Whether the student is provided services by paraprofessionals, and if so, their qualifications**

If you have questions or concerns, please feel free to contact the school principal at 812-839-0003.

Sincerely,

Rhonda Pennington

rpennington@canaanca.com

812-839-0003

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 2023/2024. 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 2023/2024 has been read and reviewed by myself and my student.

Parent/Guardian Signature

Date

Printed Name

Student Signature

Date



1:1 Chromebook Program Handbook and Agreement

Canaan Community Academy

2023-24 School Year

Purpose

Canaan Community Academy recognizes that access to technology in schools gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technology for student and staff use. The purpose of this 1:1 Chromebook Program Handbook and Agreement is to:

- Emphasize that access to technology is provided for educational purposes that support the mission, vision, core beliefs and goals of Canaan Community Academy
- Enhance the development of 21st Century Skills alongside the Indiana Academic Content Standards
- Encourage innovation, communication, creativity, collaboration and problem-solving skills by providing access to current and relevant information
- Prepare students for college or career
- Provide access to virtual learning resources.

Ownership

- A. Chromebooks issued through the 1:1 program are the property of Canaan Community Academy. Students have no ownership, interest, or right to title in the Chromebooks. License Agreements. Canaan Community Academy is the sole licensee of the software initially issued with the Chromebook. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violations of any such licenses, terms, or laws shall constitute a violation of this policy.
- B. Canaan Community Academy reserves the right to prohibit, block, uninstall, or otherwise remove content and/or software on the Chromebook.
- C. MiFi's that are issued on an as needed basis are the property of Canaan Community Academy. Students have no ownership, interest, or right to title in the MiFi agreements.
- D. The MiFi's are for student use only for educational purposes.

Chromebook Expectations

- A. Chromebooks and MiFi's will be treated in a similar manner as other school-owned educational tools, such as textbooks. Therefore, all Canaan Community Academy policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the Chromebooks, MiFi's and Google Accounts.
- B. Loss or theft of Chromebook computers and or MiFi's must be reported to the school by the first subsequent day following the loss or theft.
- C. Students must not modify, upgrade, or attempt to repair their Chromebook or MiFi issued under this policy without the express permission of the school.
- D. Canaan Community Academy ID stickers may not be removed from the Chromebooks nor MiFi's.

Chromebook & MiFi Care and Use

- A. Chromebooks and MiFi should be plugged in each night to assure a full charge the following day.
- B. Power conservation should be practiced by closing the lid when not in use.
- C. Each Chromebook is assigned to an individual student. Students should never "swap" or "share" their Chromebook with another person.
- D. Chromebooks & MiFi should be in a student's possession, or secured in a designated secure area at all times.
- E. Students may never share their password with another student. Passwords should always be kept confidential.
- F. Students should never share personal information about themselves or others while using the Internet or email.
- G. If the Chromebook or MiFi is lost or stolen, parents or guardians should immediately report the loss or theft to the student's teacher and police in writing.

- H. Chromebooks will be checked periodically to ensure they do not contain any unapproved content. Internet histories may also be checked.
- I. Students may not clear their internet history at any time. Students may not use incognito or guest mode at any time.
- J. Students may not bypass the school's network at any time while on school property. Use of outside proxy servers or wireless connections is prohibited. Students are to only use the Canaan Community Academy" wifi network for connecting to the Internet while at school (NO Wireless Air Cards, cell phone tethering, or MiFi(other than school's), etc.)
- K. Chromebooks are never to be left unattended.
- L. If a password is compromised or lost, parents and/or guardians should immediately report the incident in writing to the school.
- M. Students are expected to treat their Chromebook & MiFi with care and respect. The Chromebook and MiFi are the property of Canaan Community Academy and should be kept clean and free of marks at all times.
- N. When transporting the Chromebook and MiFi to and from school, students should always be sure it is placed in a secure environment.
- O. Students should protect their Chromebooks and MiFi from extreme heat and cold.
- P. Chromebooks and MiFi should be protected from weather, water, or other liquid, food, and pets.
- Q. Do not leave the Chromebook exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- R. Students should never eat or drink (including water) while using their Chromebook, or use their Chromebook near others who are eating or drinking.
- S. No object should ever be placed or stacked on top of your Chromebook. This includes books,sports equipment, etc.
- T. Students should use care when plugging in their power cords. If you trip over it, this may break it and you will need to replace the cord and power supply at your expense.
- U. Any inappropriate or careless use of a Chromebook or MiFi should be reported to a teacher or other staff member immediately.
- V. Power cords are fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where Chromebook cords are plugged in.
- W. Do not use a bed or soft surface that could interfere with the cooling system.
- X. Chromebooks and MiFi should only be used while they are on a flat, stable surface such as a table.
- Y. The student may clean the display or keyboard using only a microfiber cloth that is designed for cleaning computer screens.

Liability

- A. While the Chromebook and MiFi are the property of Canaan Community Academy, it is ultimately the responsibility of the child and family to protect the school's investment. As such, students whose Chromebooks, MiFi, or power supplies are lost, damaged, or stolen will be assessed a replacement fee as determined by the administration of Canaan Community Academy, per incident.

- B. Students are responsible for all materials sent by and/or stored on the Chromebook provided to them. Students accept responsibility for keeping their Chromebook computer and Google account free from all pornographic material, inappropriate content, or content dangerous to the integrity of Canaan Community Academy network, equipment, or software.
- C. Canaan Community Academy is not liable for any material sent by and/or stored on Chromebooks or Google Accounts issued to students via the 1:1 Computer Agreement.
- D. Canaan Community Academy families understand that, by signing this agreement, they assume responsibility for the cost of replacement of the MiFi and/or Chromebook should the computer become damaged after taking the device home and if it is intentionally damaged while at school.
- E. Should a charger be lost or damaged, the cost of replacement \$50.00, will be the responsibility of the family.

Indemnification

By signing the Canaan Community Academy 1:1 Chromebook Policy and Student/Parent/School Agreement, the student and his/her parent(s) or guardian(s) agree to reimburse and hold Canaan Community Academy harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the MiFi, Chromebook and its software to Canaan Community Academy in accordance with this policy.

Canaan Community Academy 1:1 Chromebook Policy

Student/Parent/School Agreement

My signature below constitutes my pledge that I will not damage or disable the hardware or software entrusted to me, or behave in a manner which might lead to accidental damage to the equipment or injury to others or myself. I further understand that it is unlawful to copy or remove software programs from the Chromebook. My signature on the line below acknowledges that I have read and understand the regulations in this guide, including those concerning acceptable and unacceptable use, computer security, and proper care of the equipment. I further understand that I may be prevented from working with technology resources located at Canaan Community Academy if I violate my pledge and fail to abide by the rules and regulations governing my use of technology at Canaan Community Academy.

Student's Name (please print)

(Student's Signature)

Student's Email Address

Date

As a parent or guardian, I recognize the importance of the above pledge my child has made. I promise to support Canaan Community Academy administration and faculty in developing students who accept responsibility for their own learning and actions. I agree to make sure that equipment is returned in good condition with normal wear and tear or else pay for the necessary repairs should I leave or withdraw my child from Canaan Community Academy.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

1:1 Chromebook Program

Frequently Asked Questions

Q: What is a Chromebook?

A: Chromebooks are essentially laptops designed specifically for web use. It features all day battery life and built-in wifi. Chromebooks provide a fast, safe, and secure online experience for students without all of the detailed, time consuming maintenance required by typical laptops.

Q: Do I have to pay for this device?

A: While students will take Chromebooks home with them during the school year for virtual learning activities, the Chromebook remains the property of Canaan Community Academy.

Q: Will the Chromebook replace textbooks?

A: No, Canaan Community Academy is committed to providing a balanced education which utilizes technology as a tool.

Q: What happens if my student's Chromebook breaks?

A: Canaan Community Academy will provide a loaner Chromebook as a replacement. Per the RUP, there is a fee incurred if a student's Chromebook and/or power supply is lost, stolen, or damaged. These loaners will be available on a first come, first serve basis.

Q: What if we don't have the internet at home? How will my student complete his/her homework?

A: Many local establishments offer free wifi. Students can also use offline tools such as offline Google Docs that will allow them to complete work without an internet connection. If you do not have internet at home, please contact your child's teacher to make other arrangements for your child.

Q: What can I do to help protect my child's device?

A: Canaan Community Academy recommends you help by encouraging your child to follow the rules for care and use that are outlined in the 1:1 Chromebook Policy and Handbook.



Confidentiality Agreement

Please read and sign the following confidentiality agreement that all parents/guardians, volunteers, contractors and employees must submit to serve or work at CCA. If you have any questions, contact the Chief Administrative Officer, Rhonda Pennington rpennington@canaanca.com

Employees and students in Canaan Community Academy have the right to expect that information about them will be kept confidential by all Canaan Community Academy employees, volunteers, student interns, practicum students and student job shadow observers. Additionally, the U.S. Congress has addressed the privacy related concerns of educators, parents, and students by enacting the Family Educational Rights and Privacy Act (known more commonly as “FERPA” or the “Buckley Amendment”) plus all employee privacy laws. Among other provisions, FERPA allows the government to withdraw federal funds from any educational institution, including Canaan Community Academy, which disseminates a student’s education records without his or her parent’s consent. Legal action may also be taken against the school and the individuals who made the violations.

Each student and employee with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees, as designated by the administrators at your school. Even when discussing an employee or student with those who are directly involved with an employee or in a student’s education, such as a teacher, principal, or guidance counselor/student mentor, you may not share otherwise confidential information with them unless it is relevant to the employee or the student’s educational growth, safety, or well being. You may not share information about an employee or student even with others who are genuinely interested in the employee’s or student’s welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employee(s) so authorized and indicated to you, typically the student’s teacher or principal. Parents, friends, or community members may in good faith ask you questions about a staff member or student’s problems or progress. Again, you must refer all such questions to the authorized school employees. You may not share information about a student even with members of your own family or the student’s family.

Before you speak, always remember that violating an employee or student’s confidentiality isn’t just impolite, it’s unethical, unprofessional, and **against the law**.

Agreement

I, (print name) _____, as an employee, volunteer, student intern, practicum student, student job shadow observer, contractor, or any other role in or at Canaan Community Academy agree never to disclose information about an employee or a student’s performance, behavior or records to anyone other than an authorized school employee. I will refer all requests for such information from those not directly involved in the student’s education to authorized school employees.

Signature _____ Date _____

Printed name: _____

Canaan Community Academy Charter School=Public School

Canaan Community Academy is a Charter School which under Indiana Code means it is a public school. IC 20-24-1-4 "Charter school" Sec. 4. "Charter school" means a public elementary school or secondary school established under this article that: (1) is nonsectarian and nonreligious; and (2) operates under a charter. As added by P.L.1-2005, SEC.8.

Canaan Community Academy as a public school follows all the laws and curriculum that a public elementary follows.

The organization differs slightly. While most elementary schools have a principal Canaan Community Academy has a Chief Administrative Officer, Rhonda Pennington. Her role has the responsibilities of a building principal and a district superintendent.

Most school districts have a business office with a treasurer. Canaan Community Academy has a Chief Operations Officer, Kristi Allard, that functions as a treasurer plus oversees the facility and transportation.

Canaan Community Academy is a small school yet the responsibilities of the administrators are that of multiple people in larger corporations. The state reporting and financial responsibility of the school are the same as all public schools.

The Chief Operations Officer, Kristi Allard, is second in command and is in charge whenever the Chief Administrative Officer, Rhonda Pennington, is not present in the building. Both maintain constant communication providing consistent leadership.