



Caurus Academy

Learners today. Leaders tomorrow.

Caurus Academy

K-8th Grade

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Anthem, AZ 85086

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www.caurusacademy.org

Family Handbook

2016/2017

Caurus Academy

Family Handbook 2016/2017

Welcome to Caurus Academy. It is our privilege to serve our students and their families. Our mission is to provide children with a solid educational foundation in a context of care and concern. Caurus Academy combines a challenging curriculum with clear moral direction. Instruction is marked by a dedication to the mental, physical and moral development of all students. Students receive a quality education, sensitive to their learning styles and designed to equip them with the skills and core knowledge upon which further learning must be based. Caurus Academy's curriculum is founded firmly on the fundamental tradition that values the refinement of thought and fortification of character that charges individuals with the responsibility to the common good and a global perspective of the world and their places in it. We are committed to having a faculty and support staff that is highly trained in the best practices of education, including the Montessori Method. Our educators' resumes are on file at our school and are available upon request. Caurus Academy is a nonprofit corporation.

Caurus Academy is comprised of K Montessori class, Traditional K – 8th grade learning environments. The K curriculum not only uses the Montessori Method but is aligned with the Arizona's Common Core Standards. The traditional classrooms are driven by thematic-based curriculum that is Montessori-inspired and aligned with the Arizona's Common Core Standards. Our middle school program meets the requirements of the Arizona State Board of Education. Furthermore, the middle school's curriculum utilizes the Montessori philosophy and the International Baccalaureate – inspired approach.

Children in kindergarten through eighth grade are a part of our independent public school program, so the state pays for your child to attend.

The school office is open from 7:30 AM until 3:45 PM, Monday through Friday.

Enrollment Process

Caurus Academy does not discriminate based on race, creed or other reasons. Returning students from the previous year are enrolled first for the upcoming year. As statute dictates, siblings of those students are enrolled after that for available openings. Additional openings are filled based on an Open Enrollment. During January of each year, the school's Open Enrollment period, students are taken based on a lottery system, as stated in the Charter Schools Program Non-Regulatory Guidance, Section C. All other times, openings are filled on a first come, first served basis.

No students will be accepted without a complete Enrollment Packet. This packet includes, but may not be limited to the following:

- Prior year's AIMS/AzMerit results
- Completed enrollment form that is signed and dated.
- Completed emergency contact card, that is signed and dated by both parents.
- Copy of immunization records and/or completed immunization card.
- Copy of Birth Certificate.
- Completed Title I Eligibility Form.
- Signed Handbook Agreement.
- Copy of IEP (for student eligible for Special Education Services)
- Completed Records Request Form
- Documentation of Custodial Authority (where applicable)
- Additional enrollment forms required for Preschool and After Care

Classroom Placement

The final decision for classroom placement is made in the best interest of the child by the administrative team. Parents who have information relating to this decision should make an appointment with the school's administrator to discuss any issues that might be pertinent to the decision making process. Changes in classroom assignments will only be made if the well being of the child would be seriously affected by not making the change.

Report Cards

Students will receive four grade reports each year. The first grade report will be issued after the first quarter of school and prior to parent/educator conferences. The second grade report will be issued at completion of classes prior to Winter Break. The third grade report will be issued after the third quarter; and the final grade report will be mailed to parents the week after school is dismissed for the summer.

In an effort to honor the Montessori philosophy of a child-centered environment while meeting the requirements set forth by the state for public school performance expectations, grade reports for students in K Montessori class will focus around developmentally appropriate goals and state standards and the mastery of both. Reports should offer relevancy to parents and other education professionals regarding a student's academic progress, relative to the individual student and what appropriate academic expectations would be for a specific student a given developmental stage. Students will be evaluated on the following scale:

- **FFB - Falling Far Below Developmentally Appropriate Expectations** (material not yet attempted or introduced based on the individual performance of the child). Students receiving such a report may not have been introduced to the specific material or may need some additional time to develop skills or interests in that area. It would be appropriate for parents to discuss the implications of such with the child's educator and develop a plan for assisting the child in being successful in working toward mastery levels that are appropriate for the specific child.

- **AP - Approaching Mastery of Developmentally Appropriate Expectations** (material has been attempted but has not yet been mastered). Students receiving such a report may not have had significant exposure to materials, or are currently working on materials that will assist in mastery of the skills at their current level. Activities and contract goals may include additional exposure to work toward mastery.
- **M - Mastered Developmentally Appropriate Expectations** (child has mastered information presented and is consistently engaged in the learning process while working toward academic goals). Children receiving this designation in any area must still be challenged to work toward additional personal academic goals. Parents and educators must work together to assist the child in continuing to be engaged in a variety of experiences that will broaden their educational interests.
- **E - Exceeding Developmentally Appropriate Expectations** (child has mastered developmentally appropriate assignments, which may include state standards, and is consistently working on assignments and activities that exceed the expectations for a child at that particular chronological age or subsequent grade level). Children receiving this designation in any area must still be challenged to work toward additional personal academic goals. Parents and educators must work together to assist the child in continuing to be engaged in a variety of experiences that will broaden their educational interests.

*Traditional classes K – 8th grades
will use the grading scale as follows:*

90%-100% = A
80%-89% = B
70%-79% = C
60%-69% = D
0%- 59% = F

Electives/Specials grading scale:

E = Exceeds
S = Satisfactory
AP = Approaching Mastery
N = Needs Improvement

Individual educators may use other means of communicating student progress in addition to school grade reports. Caurus Academy strives to have a high level of parent/school communication. Therefore, parents should expect consistent, ongoing communication with educators through weekly reports, newsletters, emails, postcards, phone calls, meetings or other means.

Retention or Promotion Criteria

The educator will identify students whose progress indicates that the student should be retained at the current academic level. According to state standards, students should receive a mastery level of at least 70% to be promoted to the next academic level. However, the decision to retain a student at a current academic level may include other factors, including the following:

- Predicted academic, social and emotional effects of retention.
- Parent input.
- Present level of academic achievement based on class assignments, tests and projects.
- Interventions attempted and results from those interventions.
- The student's attitude toward academic progress.
- Attendance.

AIMS & AzMerit 2016-2017 Standardized Testing Dates

Testing dates for the 2016-2017 school year have not been scheduled yet due to the ADE's standardized testing transition. When Caurus Academy is notified of the time frame for the test dates, we will notify our families immediately.

Homeless Education

As required by law, Caurus Academy admits all students on a space available basis. Upon awareness of a student's situation, the school's coordinator for homeless students will be notified if a parent reports that their status is such that they would qualify as Homeless under the guidelines outlined in No Child Left Behind regulations. Students who qualify will be given assistance with meeting the requirements of the enrollment process. The coordinator will work with other agencies to assist the student and his/her family in receiving services. The parents or guardians will be notified of educational opportunities and other ways they can assist in the success of their student.

Special Education

Special education services are provided in accordance with the Individuals With Disabilities Education Act (IDEA), federal legislation that guarantees that students with disabilities will have the opportunity to receive a free and appropriate public education. The special education needs of students are met through the coordinated efforts of special education staff with regular education staff. Both special education and support services are documented in the student's individual education plan (IEP) and are based on the individual student's needs as determined by the IEP team. The parents and regular teachers are full participants in this team in the decision making process. Screening procedures to determine students who may be in need of special education services are in compliance with IDEA guidelines.

If you know anyone in or out of school who might have one or more children who may be eligible for special education services, please contact the school administrator at (623) 551-5083.

ELL

The goal of an ELL program is to facilitate the education of English Language Learners (ELL) whose native language is other than English and who is not yet proficient in English. All instruction in ELL programs is in English and incorporates the four basic skill areas of listening, speaking, reading and writing. Placement into the program is based on assessment of English proficiency as designated by the state, an interview and an academic evaluation. Exit from the program is determined by annual reassessment of English proficiency and may occur after one, two or three years. Additional academic support is provided for eligible students.

Withdrawal Procedures

If you choose to withdraw your student from Caurus Academy, you must come in and complete a Withdrawal Form. The state requires that parents fill out such a form before a student is officially withdrawn. The receiving school should request a copy of this form prior to the student enrolling at the new school. Please call before coming in to ensure that the form is prepared upon your arrival.

Attendance

There is a strong correlation between academic success and regular school attendance. School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school **only when necessary** because much of the learning activities that take place in the classroom cannot be replicated. The benefit of participation is forever lost to those who are absent.

Parents are required to call the school office the day of a student's absence to make school officials know that their child will not be attending. Parents may leave a message on voicemail with your name, the date, the name of your child and that your child will not be attending that day. If you do not call, a note signed by the parent or guardian will be accepted on the first day of return by the student and must be taken in before school. ***If the parent does not excuse a student within 48 hours, the absence is considered unexcused.*** Unexcused absences are considered trancies.

The Arizona State Law says that it is unlawful for any children between the ages of six and sixteen to fail to attend school during the hours school is in session unless there is a valid excuse for not attending school. If a parent fails to ensure that the student attends school, the law states that they are guilty of a Class 3 misdemeanor. When the parent does not provide a valid excuse for the children's absence, the school may cite the student, parent or custodian directly in court for violating the State Truancy Law. If a student is absent more than nine consecutive days in a row, the student will be withdrawn, according to state law.

Frequent patterns of absences will result in a phone call from or meeting with your child's teacher or school administrator. ***Penalties for excessive absences may include a report of truancy, failure to pass, or suspension from the school.***

When a child needs to leave school early, send a note with the child in the morning. Then you must come in and sign the register before leaving with your child. Only adults who are listed as parent/guardian or have specific parental permission will be allowed to sign a child out from school.

Please plan family vacations during regular school breaks.

Recognized religious holidays are considered excused absences; but parents must still notify the school.

Tardies

When children arrive late, it is a disruption to learning for other children in the learning environment. Therefore, please make sure that your children arrive on time each day. Children should arrive at school at least five minutes before school starts but no earlier than fifteen minutes before school starts. Parents will be expected to park, walk their student into the front office and sign them in if the car-line is closed.

Frequent tardies may result in a meeting with the teacher or administrator and may affect the student's attendance rate.

Drop off, Pick up

We ask that everyone be patient and courteous during these times. Please observe safe driving practices and be mindful of children and parents in parking lots. Please do not park or leave your vehicle unattended by the curb or in any area other than a designated parking spot. Your child will be escorted to/from your car to ensure that he/she is safe.

Car line begins at **7:45 AM** for morning drop off and at **3:00 PM** for afternoon pick up. Parents will need to pick up all children from school **no later than 3:15PM or at Club end time.** If there is an emergency, please call the office.

The office will close every day at 2:45 PM to prepare for carline. Should you need to pick up a student early, you will need to do it prior to 2:45 PM or the student will be released as usual.

****If a student is not picked up by 3:15pm, your student will be sent to the Explorer Program. The Explorer drop in rate is \$15.00 per day.**

Dismissal

Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right to not release a child to anyone other than the custodial parent, or an authorized person as stated on the child's registration information card. Authorized pick up person will need to have a Student Sign with the student's first and last name and the name of their children's teacher. When picking up in car line the Student Sign needs to be visible on the passenger window. When parking and walking to pick up your child, you will need to show the Student Sign for your child to be released. If someone else is going to pick up a child, we ask that the parent write a note or call the school office. **In case of doubt**, we will call the custodial parent to confirm that someone else has been authorized to pick up the child.

Immunizations

The state immunization law requires all students to have an immunization record on file for school attendance. If your child is exempt from immunizations, he/she must have a signed exemption on file. These forms can be acquired from the school office. All needed immunization records must be on file prior to the child attending school. If your child does not have immunizations on file, he/she may not be allowed to attend class until the situation has been remedied. Please bring updated immunization records to the school office.

Communicable Disease

The control of communicable diseases during the school year is a difficult problem and a serious responsibility. The first responsibility must fall upon the home because parents know the normal appearance of their children and should be the first to detect the signs of illness. (The symptoms of a cold are the symptoms of many communicable diseases.) The following rules will help control communicable diseases and illness in the school community. Please keep it as a convenient reference.

Do not send a child to school if there are signs of illness.

Do not send a sick child to school for the nurse or instructor to decide if the child should be in school. If in doubt, parents should call their physician.

If a child is sick, keep other people away from the child.

Some signs and symptoms of acute illness are:

Runny nose, Headache

Sneezing/Coughing, Diarrhea

Rash, Restlessness at night

Nausea/Vomiting, Swelling of the face and neck

Red, crusted, watery eyes, Ear ache

Flushed face or paleness Fever

If a child comes to school ill or becomes ill while at school, parents will be notified by telephone. Parents will then need to make immediate arrangements to pick up the sick child. The child will remain in the nurse's office or isolated with adult supervision in the classroom until the parent/guardian arrives.

KEEP THE CHILD HOME UNTIL THE CHILD'S TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS WITHOUT THE USE OF TYLENOL (Normal temperature is 98.6 F). Take the temperature at 4:00 p.m. each day. If the temperature is above normal, keep the child home the next day and take the temperature again at 4:00 p.m. Continue this process until the temperature is *NORMAL FOR 24 HOURS*, then the child may return to school. Early morning temperatures usually register low. The afternoon temperature is a more accurate one to use to decide whether a child may come to school. If a child shows any sign of the above symptoms, the child should be kept home until the parent has checked with the family's doctor. If every parent follows this procedure, it will do much to improve and provide a healthy environment for our students.

Call the front office and notify your instructor to report any illness. Call as early as possible.

Fill out Emergency Cards on each child. Keep the information on these cards current by telling the instructor when changes have occurred throughout the year.

Child Abuse Reporting

Per state law, school employees must report suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services and/or local law enforcement agencies. CPS or law enforcement agencies may be given "directory" information. This information includes child's name, parent's names, child's date of birth, address and phone numbers. Guidelines set forth under reporting laws will be followed, including but not limited to the following:

Where parents are the alleged abusers, school personnel are *not to notify parents*. CPS and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the children's family, normal and /or reasonable notification procedures shall be followed by school personnel.

Any child who is suspected to be a victim of child abuse shall be made available to either CPS or local law enforcement for questioning. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or police officer may interview the student and all the children residing in that home on school grounds outside the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS has the authority to obtain school records upon written request. Individuals that are required to report suspected abuse are protected by state law from criminal liability.

Parent Communication

Many notices and reminders will be sent home with your child or handed to parents in dismissal line. Please pay close attention to any announcements you receive. It is very important that both parents read the reminders.

However, most of our announcements, current events and our school newsletters will be posted on the school's website at www.caurusacademy.org. We recommend that you check the school website periodically for any school updates.

Emergency Medical Procedures

It is important that your “Emergency Information and Immunization Record Card” is completely filled out and accurate. We will refer to this card if your child has a medical emergency. The designated individual whom you have indicated to call first will be notified immediately. If necessary, 911 will be called to assist your child.

Grievance Process

The proper line of communication between parents, students, faculty and administration is as follows:

1. The parent should discuss the matter directly with the educator or staff member involved.
2. If the first step does not resolve the problem, the parent/student should discuss the matter with the Principal, Mr. Blair.
3. If the problem is not resolved, the parent/student should discuss the matter with the school’s governing board.

Lunches and Snacks brought from home

Parents are to provide lunches for their students or sign up for the hot lunch program provided by Caurus Academy. Microwaves are provided in the lunch room. The limit for time to heat food is 1-2 minutes per students.

Hot Lunch Program

Hot lunch will be provided through Revolution Foods, Inc. In order to participate, parents are required to fill out the paperwork that is available on our website www.caurusacademy.org or paper copies are available in our school office.

Candy, gum, soda and excessive sugar are not allowed. If a child comes to school with any of these items, they will be sent home unopened. If you need suggestions for healthy lunches or snacks, please ask your child’s teacher or come to the school office.

Please try to pack your child’s lunch and snacks in reusable containers. This helps us reinforce the concept of re-using and recycling whenever possible. Children will take an active role in keeping the learning environment neat and free of trash. This includes cleaning their eating area after lunch and snacks. Our desire is that children will learn respect for the environment as they participate in these activities.

Medications

Caurus Academy does not provide any over the counter medications, including cough drops, aspirin, Tylenol or ibuprofen. In order to protect all students, no medications of any kind (other than inhalers for asthma as covered under the newly enacted requirements for such) are allowed in the student’s possession. Caurus Academy provides a locked storage area for medications prescribed by a student’s physician. A designated office staff member will administer medication at prescribed times. However, parents are encouraged to arrange with the physician to give medication either before or after school hours.

All medications must be in original prescription containers only. Parents must fill out a Medication Form when dropping off medication for their child. If a child's medication is changed, it is the responsibility of the parent to notify the school in writing regarding the change. Any medication left at the end of the school year will be disposed of in an appropriate manner.

****Cough drops are considered medication.***

Rights Under Title IX

Caurus Academy does not discriminate on the basis of race, color, national origin, sex or handicap in educational program or activities as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, respectively.

Birthdays

If you wish to bring a special treat for your child's birthday, you will need to discuss this with your child's teacher before doing so, as it is up to the educator how birthdays will or will not be celebrated. Birthday celebrations should not interfere with any classes regularly scheduled instruction. Please provide snacks such as muffins, fruit bars, fruit trays, finger sandwiches or cheese trays rather than cakes, cupcakes or cookies. Please try to keep treats as nutritious as possible. Your child's teacher may have other suggestions for your child's celebration.

***Party invitations are not to be distributed in class unless the whole class is invited. If you choose to only invite a few students, the school staff will direct you to the student directory and you will need to pass them out on your own time.**

Parental Participation

The Montessori Method of educating children is a scientifically based, proven effective method of successfully educating children. Historically Montessori education has been offered through expensive, private schools. Only recently have families been able to have their choice of Montessori through public education. However, because of the extensive materials necessary to offer Montessori as a choice for children's education, parents must understand the importance of partnering with the school to successfully support the learning community.

While donations are not required, tax credit contributions and tax-deductible donations are gratefully accepted and strongly encouraged. Caurus Academy is a nonprofit organization; so you will receive a receipt for your contribution. In addition to financial support, ten hours of service per family per semester is strongly encouraged. We recognize that some families may be able to volunteer significantly more time than this, which will help with other families whose working schedules may not allow for this level of time support.

All visitors, including parent volunteers, must sign in and receive a visitor's badge before going anywhere else on campus. This is just another way for us to ensure your child's protection. If you are interested in volunteering in your student's class, you will need to contact your student's teacher and schedule a time with them. While volunteering, it is expected that adults would not be using cell phones during that time. Volunteering on campus will be available from the 3rd week of school on. No volunteers will be allowed during state testing (AIMS/AzMerit) days and times.

Parent/Teacher Conferences

Your child's educator will have a formal conference with you twice yearly to discuss your child's individual progress toward the goals they have set. It is expected that at least one parent/guardian attend each conference. If you have a concern or question at any other time, please do not hesitate to contact your child's educator or the Principal.

Student Records and Personal Information

The *Family Educational Rights and Privacy Act of 1974 (FERPA)* provides for parents' right to inspect, review and seek corrections of a child's educational records. Student records may be released to authorized school personnel or another school the student wishes to attend. Student records will be released to others only with the signed, written and dated request form from the person legally responsible for the student.

School Directory information will be gathered and issued for each student. This information will include the student's name, parents' names, address, phone number and email. If a family does not want this information included in a school directory, please submit a request in writing to the office. Every family will receive a copy of the School Directory. The release of directory information to any agency with a profit motive is prohibited unless specific approval of the school's governing board is granted.

Fees

Art Fee: \$25.00

Caurus Academy requires a \$25.00 fee per student for our Art Class. This fee allows our students to be able experience a wide range of elements, from drawing and painting to working with clay.

Rhapsody School of Music: \$50.00 (\$25.00 per quarter)

K-3 Semester 1, 4-8 Semester 2

Caurus Academy is committed to providing the best quality instruction and support when possible. We have partnered with Rhapsody School of Music to support this commitment. The annual \$50/year fee can be paid in full or per quarter. The fee includes curriculum, expert instruction, equipment, instruments, etc. Because these fees can be a financial burden to families with multiple children or families experiencing financial hardships, donations will be taken to help compensate Rhapsody School of Music for their services. Caurus Academy and Rhapsody School of Music are committed to serving our student population because both organizations believe that all students are unique and creative in their own ways, and music provides an additional means to express and expand those characteristics. This partnership between Caurus Academy and Rhapsody School of Music is unique to the Anthem area and we are confident that our relationship with one

another will greatly benefit our student population, achievement, community, and culture here at Caurus. Caurus' commitment to creativity, which has led us to this innovative partnership, is what we believe our students fundamentally deserve as motivated stewards of our community.

Transportation

The student's parent or legal guardian assumes full responsibility for the manner, safety and protection of the student in traveling to and from school. The only transportation provided by the school is to and from school sanctioned field trips.

Tobacco

State law prohibits the use or possession of tobacco products on public school campuses. This statute pertains to students, staff and visitors. Caurus Academy is a no smoking facility. The school also does not permit any clothing or other materials that promote the use of tobacco.

Environmental

Caurus Academy is in compliance with AHERA and EPA. Our complete asbestos management plan is on file in the office.

Caurus Academy follows state guidelines for pest control in a school environment.

Visitors

All visitors must sign in at the office and obtain a visitor's badge before going anywhere else on campus. At times visitors must be escorted to specific locations. Visitors must have a badge on at all times. Visitors are asked to participate in classroom activities, and not become a distraction. Adults/Visitors are NEVER to use the student bathrooms. All adults will need to use staff bathrooms in the front office.

***Toys**

There are no personal toys permitted at school during regular school hours. Toys brought to class will be removed from the classroom for after school play or sent home. If a toy is brought to school again, the faculty reserves the right to remove any toy that is inappropriate, being misused or causing a problem to be picked up after school by a parent/guardian. If this situation persists, the object will be taken and held until the end of the school year. The school is not responsible for any lost or broken valuables.

***Toys include, but are not limited to toys, cell phones, CD players, Ipods, mp3s, etc.; and are considered anything that is not directly needed for class in which disrupts the class.**

Field Trips

From time to time, students may be participating in field trips. Field trips are designed to support the instructional goals in the learning environment and/or build community. Field trips will be age appropriate. Parents will be required to fill out a Permission Form prior to children participating. Students who do not participate will be given an alternative activity on the school campus.

Liability Insurance Requirements

Caurus Academy carries the amount of liability insurance required by the Department of Health Services and the State Board for Charter Schools.

Regulatory Agencies

Caurus Academy's independent public school program is sponsored by the State Board for Charter Schools. Any required inspection reports are available upon request.

Student Behavior and Discipline

One of our goals is to assist children in developing a respect for their environment, others and themselves. At all times students are expected and encouraged to be safe, be responsible and be respectful towards all members of the school community and visitors to the campus. Students have the responsibility to practice good citizenship through their actions, words and attitudes. This includes following all school rules and regulations. The school's discipline policy is at all times intended to cultivate a positive atmosphere in which quality education and productive learning can take place.

Good behavior makes Caurus Academy a safe and pleasant place for everyone. It also creates the most conducive environment for learning. Whether in class, at recess, at lunch or on the way to and from school, all students are expected to do the following:

- Be courteous and respectful to others.
- Conduct themselves in a reasonable and cooperative manner.
- Recognize the authority of a teacher, assistant, administrator or other school staff members or volunteers.
- Use school appropriate language.
- Exhibit self-control in settling differences of opinion.
- Be punctual.
- Have good attendance.
- Complete schoolwork on time and to the best of their ability.
- Follow all school rules.
- Avoid acting in an aggressive manner, including no "play fighting," tackling or aggressive games.
- Use school equipment appropriately.
- Not throw any objects that can injure another person.
- Walk while on campus grounds or in the buildings.
- Keep electronic equipment of any type at home.
- Keep eyes on your own work.
- Not use or have in their possession drugs, alcohol or tobacco products.
- Not possess any weapon or dangerous object that could harm another person.
- Keep hands, feet and objects to themselves.
- Respect other people's personal space and property.

Any behavior that endangers the health or safety of others is strictly prohibited.

Dress Code

Students must dress in uniform. Students are required to wear solid light blue, solid navy or solid white polo shirts. Polo shirts must have collars and sleeves. These shirts must be worn with **solid navy or khaki pants, shorts, skirts, and skorts**. (No stripes, only SOLID navy or khaki bottoms are acceptable.) Shorts must be no higher than five inches above the knee. For cooler weather, children may wear navy button up sweaters or jackets with no emblems. Closed toed shoes must be worn everyday for both safety reasons and because every student will have a P.E. class. Their appearance may not interfere with the educational process, nor pose a health or safety hazard. If necessary, the student's parents will be notified and the student may be sent home. The school reserves the right to prohibit clothing or accessories that have the following:

- Obscene statements or pictures.
- Statements advocating immoral or illegal behavior.
- Statements of disrespect or other messages that staff believe to be disruptive or inappropriate.
- Bandanas, hair nets, accessories or clothing and clothing styles that present a health or safety problem or are representative of a gang or gang membership.
- Clothing which is revealing, such as tube tops, tops with spaghetti straps, short shorts, off the shoulder shirts, short or slit skirts, clothing that exposes the midriff, "skin tight" clothing and visible undergarments, clothes with holes that are revealing, etc. is prohibited. Caps and hats shall not be worn inside any facility.

K/1 children are required to have a change of clothing in their classroom at all times. Please label any clothes that are brought to school.

Jewelry shall not be worn if it presents a safety hazard or creates a distraction that impacts the learning environment for the student or others. Clothing that is excessively baggy and can interfere with a student safely moving will be prohibited.

The uniform dress code guidelines are posted on the school website at www.caurusacademy.org.

Acceptable Use for School Computers

The school's networked computers include filtering software, to guard against incoming material, as well as a firewall to protect the network's confidentiality. However, it is the student's responsibility to use the technology in an appropriate manner.

Use of school computers is for educational purposes only. The use must be in support of education or research. Students must abide by the following when using the school's technological equipment:

- Agree not to submit, publish, display or retrieve/download any inappropriate material, including material that is defamatory, abusive, obscene, profane, gang related, threatening, racially offensive or illegal. Transmission of any data/material in violation of any Federal or Arizona State Regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene materials and anarchist or terrorist information.
- Not use the network in a way that would disrupt the use of the network by others. The reconfiguration or modification of hardware, software or network components is strictly prohibited. Violations may result in both disciplinary actions by the school as well as report to law enforcement authorities.
- Not vandalize school hardware or the network system. This includes both physical and logical damage. Physical vandalism is defined as any action performed with the intention of destroying, defacing or damaging school hardware. Logical vandalism is defined as any attempt to harm or destroy the school's network system, other users' data, or any other agency or network that is connected via the internet. This form of vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses, worms logic bombs, mail bombs, Trojan horse programs, or software utilized to scan the network for passwords or confidential information.
- Understand that email on networks should not be considered absolutely secure and private and so therefore should not be accessed on school computers.
- Instant messaging and chat rooms are forbidden. While they are blocked by filtering software, any student who chooses to figure out how to "go around" the filtering and access these sites may have a disciplinary consequence.
- Not use the internet for commercial use, financial gain, personal business, advertisement, or political activities.
- Never reveal or exchange any personal information over the internet.
- Abide by copyright regulations, thereby refraining from illegally copying copyrighted items or software.
- Print only when receiving permission from a teacher to do so.

Choices and Consequences

Students who choose to violate rules or make decisions that are not in line with the regulations set forth by the school may have the consequences that are outlined below.

Level 1 (Teacher Implementation)	
Behavior/Types of Incidents	Possible Consequences
<p><i>Examples of Level One violations include, but are not limited to the following types of concerns:</i></p> <ul style="list-style-type: none"> • Not completing required assignments • Excessive talking in class • Improper/Inappropriate behavior in class • Littering • Not following the teachers directions • Teasing • Pushing/shoving/play fighting • Misusing school equipment • Minor inappropriate language • Dishonesty • Excessive tardiness or absences 	<p><i>Possible consequences for Level One violations may be, but are not limited to:</i></p> <ul style="list-style-type: none"> • Verbal warning/redirection/re-teaching appropriate behavior • Community service • Denial of privileges/detention • Parent Communication • Behavior plan implemented • Alternative environment • Documentation <p>Teachers should document (record) incidents and consequences in School Master. Level 2 and 3 incidents are difficult to justify without documentation of prior infractions.</p>
Level 2 (Teacher / Parent Communication)	
Behavior/Types of Incidents	Possible Consequences
<p><i>Examples of Level Two violations include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Repeated Level One infractions • Unexcused tardies/absences • Repeated disrespect of other students, teacher or environment • Classroom and recess disturbances • Possession of any object or hazardous material that may be harmful or threatening • Throwing objects • Taunting/bullying • Biting • Repeated in school suspensions • Verbal/Physical aggression toward students/staff • Minor vandalism (including misuse of bathroom supplies) • Minor theft (lunches, backpacks, school/classroom supplies) • Inappropriate touch or display (any display or touching of private parts and/or “play fighting”) 	<p><i>Possible consequences for Level Two violations may be, but are not limited to:</i></p> <ul style="list-style-type: none"> • Incident Report / Informational Report • Parents Communication • Behavior Plan implemented • Child removed to the office and picked up by parent / In or out of school suspension • Parent asked to stay with child in class • Incident Meeting: possible attendees could be teacher, student, parent(s), and/or administration. • Documentation <p>Teachers should document (record) all Level Two violations. Moreover, parents and administration should be notified regarding such infraction(s). Teachers should continue to document (record) incidents and consequences in School Master, including your parent and principal communication, plans of action, and any results of such.</p>

Level 3 (Administration / Parent Communication)	
Behavior/Types of Incidents	Possible Consequences
<p><i>Examples of Level Three violations include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Possession of a weapon or harmful object • Possession of illegal substances, such as drugs or alcohol • Repeated disruptions to the learning environment • Repeated Level One and/or Level Two violations • Abuse of Staff • Assault • Dangerous/inappropriate behavior • Continued excessive absences or tardiness • Disruptive behavior • Fighting • Gang Activity • Habitual classroom disturbances • Inappropriate touching • Verbal abuse • Direct and continued profanity • Defiance • Sexual/Racial/Religious/Ethnic/ or other harassment • Stealing • Smoking or possession of other tobacco products • Threats or intimidation • Repeated classroom suspensions • Unauthorized entering or leaving campus • Vandalism, arson or other destruction of school property • Misuse of technology 	<p><i>Possible consequences for Level Three violations will/may include:</i></p> <ul style="list-style-type: none"> • Suspension • Expulsion • Call to law enforcement if necessary

Suspension or expulsions become a part of a child’s permanent record. Any student whose choices result in a consequence of long term suspension or expulsion has the right to appeal the decision at the next scheduled school board meeting, upon written request, at least 48 hours prior to the meeting. Parents who choose to withdraw their student prior to the assignment of long-term suspension or expulsion and request to return will have to follow the due process requirements at that time.

Definitions of Consequences

Caurus Academy’s definition of assault: (from Nolo, online legal site) “An incident that occurs when one person tries to physically harm another in a way that makes the person under attack feel immediately threatened. Actual physical contact is NOT necessary; threatening gestures that would alarm any reasonable person can constitute an assault.”

Verbal Warning: A warning that is given to remind a student of the rules and the desired response.

Denial of Privileges: Privileges must be earned. They will be withdrawn for inappropriate behavior. The length of such denial is dependent on the nature of the infraction and the frequency of the violation.

Detention: Detention will be arranged as needed. Students will report to his/her teacher for instructions.

Awareness Report: A report that is sent home to inform parents of a problem that exists. The parent must sign and return the form. Parents are encouraged to contact the teacher to help resolve such problems.

Informational Report: A student may be assigned to do a report regarding the inappropriate choices that he/she has made. The student must finish the report of the length assigned, the parent must sign it and the report must be returned to the school staff member who assigned the report.

Incident Report: An incident report is sent home when a problem has not been resolved through other lesser means or if the violation is a Level Two or higher. Parents are encouraged to contact the teacher to help resolve such problems. A Behavior Plan may be created to assist the student in understanding expectations and further consequences that may result if the student chooses to continue acting inappropriately.

In school suspension: Students assigned to in school suspension will spend their day in a designated study area. Parents will be notified if such an assignment is warranted. The students will complete assignments made by the regular classroom educator. The student may not participate in any extra curricular activities during the suspension.

Out of school suspension: This form of suspension will result in temporary exclusion from classes and school. Parents will be notified if such an assignment is warranted for the serious violation. Students assigned out of school suspension must complete all work assigned by the teachers and must return the completed work to the teacher on the day of return. This is not an option for students who are long term suspended. Students who are suspended are not to be on school property for the duration of the suspension. If the chose to come on school property during this time without permission from school authorities, they will be cited for trespassing.

Behavior Plans: Where appropriate, a behavior plan may be developed to outline behavioral expectations and steps for improvement. Consequences of breaking a Behavior Plan will be agreed upon and signed by the student, parents and teacher.

Hazardous Materials

Any substance or item that is potentially hazardous, harmful or disruptive is prohibited. Consequences may include confiscation of materials, parent notification and possible additional disciplinary action.

Investigations and Searches

According to law, the school has legal custody of students during the school day and during the approved extracurricular activities (locas parentas). It is the administrator's responsibility to act on behalf of the parent/guardian during lawful investigations of a student, if the parent is not available or cannot be contacted.

The school may search and seize property if there is a reason to believe the material or situation poses a danger to student health or safety or is illegal (reasonable suspicion). That includes searching student property, shoes, socks, pockets or other clothing items.

School Property/Personal Property

Students are given responsibility for taking good care of their schoolbooks, equipment and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If a student's inappropriate behavior results in damage to school property and/or other property, the parent is responsible for damages and disciplinary consequences may result.

Students are discouraged from bringing personal property to school. The school is not responsible for damage to loss or theft of any personal items brought to school.

Student Due Process Rights

In disciplinary cases, students have limited due process rights, as set forth below:

- Students will be informed of accusations against them.
- Students will have the opportunity to accept or deny the accusations.
- Students will have the factual basis for accusations explained to them.
- Students will have an opportunity to present an alternative factual position if the accusation is denied.
- Student will not be allowed to question other student witnesses or learn the identity of other student witnesses unless there is a hearing for long-term suspension or expulsion. At that time, student witnesses may need to appear.
- The student may be represented by his/her parents or by legal counsel at the parent's expense. A student has the right to appeal any long-term suspension or expulsion. However, at such time, the student will have to show that the decision being appealed was a result of abuses of discretion by the school administration.

Records of proceedings regarding long term suspension or expulsion will be retained in the student's file.

Inclusive Education Philosophy

Caurus Academy embraces the philosophy of full inclusion, believing that special education students can best be educated in the regular classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate and adjust teaching techniques and classroom activities to meet the unique learning abilities of all students. Special education staff supports the regular classroom teacher with this process. There are not two distinctly different types of students, e.g. “special” and “regular”. All students are individuals with their own unique set of physical, intellectual and psychological characteristics that influence their instructional needs. There are not two discrete sets of instructional methods – one set for “special” students and another for “regular” students. Individualized instructional programs are designed for each student.

Basic Beliefs and Expectations

- Inclusion is the underlying philosophy by which all students are educated.
- All students are educated with chronologically age appropriate peers.
- All students are educated full time in the general education classroom.
- All students learn and develop individually and the curriculum is modified or adapted to allow students to progress at their individual rates. Students are not penalized for the inability to progress at grade level.
- General education teachers assume responsibility to teach and meet the cognitive, affective and social needs of all students with special education teachers and staff providing support.
- Teaching strategies that facilitate the education of multi-level abilities in each class are used by all teachers (e.g. cooperative learning, project learning, mastery learning, curriculum compacting, independent projects, flexible groupings, learning centers, and teaching to learning styles such as visual, auditory and manipulative).

Identifying Students with Special Needs Procedures

Child Find Procedures:

“The intent of Child Find under both Federal and state requirements is to ensure that all children ages birth – 21 with delays or disabilities are identified, located and evaluated in order to receive needed early intervention support or special education services.

Please be aware of the Arizona State program and discuss the options with parents during parent-teacher conferences or in casual conversations.

Look for children with developmental delays ages Birth to 3 years.

Look for children with developmental delays ages 3 to 5

Look for children with disabilities ages 5 to 21

Notify Special Education Director if a parent discusses concerns with you. Please include the concern, when you spoke to the individual and the name. See Special Education Director for a Child Find form to complete the information.

Notify administration of any concerns regarding Caurus Academy students.

45 Day Screenings – The Law! Please evaluate the student carefully.

Please discuss student(s) with other teachers if input is needed.

Turn into office as soon as possible.

Notify the administration at any time if a concern arises.

This MUST be followed prior to Special Ed. Involvement

A. Teacher observes academic difficulties and student falling below grade level:

- 1) Teacher discusses concern with others involved with student
- 2) Teachers decide if classroom modifications will remedy concern
- 3) If the action taken does not result in improvement, then a Child Study Team meeting with the teachers, administrator, a parent, and the Title I teacher is set up to discuss the concern. A plan to assist the student is developed.
- 4) Follow up meeting to determine team’s recommendation outcomes.
- 5) Possible need to proceed with Special Education Referral

B. Teacher(s) notice continuing concern with insufficient or no improvement:

- 1) Teacher(s) notify the director of continued concern
- 2) Special Education Department is notified
- 3) Referral forms are filled out
- 4) Parents are notified
- 5) Meeting is called with Director, Teachers, Parents, and Special Ed to discuss student and provide recommendations, and if testing is needed
- 6) Depending on outcome of meeting proceed to C.

C. Special Education Department assumes responsibility for student

Teachers need to be conscious of students that are having difficulty performing at grade level. The administration would like teachers who are involved with a student to meet and compare concerns. The following procedures in sequential order, explain the process for dealing with a student who has been identified with difficulties. Confidentiality is essential, when dealing with this situation. If a student doesn't qualify for the special education department they may be referred for extra assistance from the Title I teacher.

2016-2017 Family Handbook

Conduct Agreements Signature Page

My student and I have read the Family Handbook for Caurus Academy. We understand what the responsibilities are for both the student and the parents. We have had the opportunity to ask any questions we had regarding this policy.

STUDENT NAME (PRINTED) _____

STUDENT SIGNATURE _____

PARENT SIGNATURE _____

DATE _____ GRADE _____

The **due date** for return of Conduct Agreements for the Caurus Academy Family Handbook is **Monday, August 15, 2016**. If a signature page for the Family Handbook is not received back by the due date, the student will be called to the office to be present for a phone call to the parents/guardians.

Copies of the Family Handbook are available to download on our school website at Caurusacademy.org or paper copies are available in the school office.