

Elementary Addendum

GENERAL INFORMATION

Fine Arts

All students are required to participate in fine arts. CA offers classroom music for students in ECEC through Third grade. Fourth-grade students who are not in strings perform with the recorder ensemble. Fifth graders must choose between strings, band, or choir.

In addition, the Suzuki strings program is available for beginning strings students. While there are private lesson opportunities during the school day, there are limited spots. Students are responsible for any missed classwork while attending private music lessons.

Intramurals

Students have the option of participating in after-school intramural sports. There is a fee charged to pay officials and costs associated with the activity. Students who participate in these activities are expected to conduct themselves in appropriate behavior. Participants who display inappropriate behavior during games or practice will be subject to disciplinary actions by the school administration. Major violations, such as bullying behavior, could result in being disqualified from intramurals.

Computer Lab

CA offers a technology-rich program which includes a standalone computer lab and classroom computers. Students receive instruction in computer literacy, keyboarding, and how to use the computer as a tool to enhance and reinforce their learning. A *Computer Use Agreement* is included on the CA application. This agreement defines parental permission for the internet and email access and describes acceptable use policies for students. Account violations may subject the student to lose this privilege.

Library

The library is a place for students to experience hands-on interdisciplinary activities to enrich their classroom studies and to develop skills and interests in many different areas. Students can check out books, conduct research, listen to stories, and participate in many other activities as a part of their weekly classroom visits. School-wide events such as a Critter Camp and Book Fair are additional programs sponsored by our library.

- Damaged Books – A book that is returned damaged may be subject to a fine. If the book is irreparable, the full price of the book will be charged to the student.
- Lost and Missing Books – A book that is missing will be considered lost if it has not been returned within one month of the due date. If the student claims he/she has returned the missing book, but computer records show it is still in that student's name, a library search will be made. If the book is not found, the student's account will be charged the price of the book.
- Notification – Weekly student's late books and book charges will be emailed home.
- End of Year Charges – If a book is not returned by the last day of school, the cost of the book will be charged to the student's account.

Outdoor Education

Each class at CA will participate in an outdoor experience. Grades K-5 will have a minimum of one trip. More detailed information will be sent home as needed through the individual classrooms.

Learning Shop

CA does not offer a special education program. Our Learning Shop program seeks to identify learning difficulties and provide assistance in those areas. We work with families and partner with the local county testing providers to identify those concerns. Our Education Specialist Director coordinates tutorial services on an as needed basis and when schedules permit. The Director also works with qualifying students in a 1:1 or small group setting.

Daily Student Supervision Schedule

Morning supervision begins Monday-Friday at 7:20 AM

Classes begin 8:00 AM

Dismissal is at 3:00 PM Monday – Thursday and at 2:30 PM on Fridays

Students remaining after 3:30 PM Monday-Thursday and 3:00 PM on Friday will be dismissed to aftercare. Students must not arrive before 7:20 AM as there is no organized supervision available at the school. Students arriving early must remain under the supervision of the parent until the teacher on duty arrives. Students should come in and sit quietly in the hall until they are instructed to go to their classroom. They are to be cooperative at all times. Uncooperative students may be asked not to arrive prior to the classrooms being open.

After school walkers and/or bikers are expected to leave school premises by 3:05 PM. No student should remain on school property without permission. Other students are expected to wait quietly in their classrooms until their names are called. Students picked up will only be released for pick up to authorized persons. Parents should pick students up promptly at the completion of after school activities.

Students are not permitted to go to the playground to wait for their rides. If a student is on the playground after school, they must be with an adult in close proximity to supervise.

After Care

The CA elementary building operates an after-school care program for Early Childhood – 5th grade. The hours of operation are from 3:00-6:00 PM Monday-Thursday and until 4:00 PM on Friday. All students remaining 30 minutes after school dismissal will be taken to aftercare. An application for aftercare is required to complete the registration process. The fees for the aftercare program are as follows:

- Semester Fee \$750 – Billed in 5 monthly installments of \$150 each
- Daily drop in rate \$25/Day
- Late pick up fee \$1.00 Per Minute

OLWEUS

The CA administration and staff are committed to an environment free of harassment and bullying. As such, we have embraced the *OLWEUS Bullying Prevention Program* in order to make our school a safe place for all. Weekly class meetings discuss and identify ways to be “Super Friends” and give options on

how we as a school can stop unwanted behaviors to our classmates. Students who show a pattern of misbehavior may receive verbal reprimands and escalating disciplines up to dismissal from school.

All students must adhere to the following four Super Friend rules:

1. We will be Super Friends.
2. We will help students who are treated unfairly or unkindly.
3. We will make an effort to include everyone.
4. We will tell an adult at school and an adult at home when someone is treated unfairly or unkindly.

Incidents of non-Super Friend behavior will be addressed through the following interventions:

1. The negative behavior will be stopped.
2. Support will be given to the student who has been mistreated.
3. The student who has demonstrated bullying behavior will be addressed by a staff member by identifying the specific bullying behavior and referring to the four Super Friend rules.
4. Bystanders to the incident will be affirmed if they were supportive of the student who was mistreated, or advised and empowered to intervene in the future.
5. Immediate and appropriate consequences will be imposed on the student(s) who bullied.
6. Steps will be taken to ensure that the victim will be protected from future bullying incidents.

All bullying incidents and violations will be documented and tracked by school personnel. Parents of students involved will be notified through email.

Homework

Parents are urged to take an active role in their child's day-to-day work. While homework is not a requirement in all grades, it can be an important part of a student's instructional program and contribute to the student's success by reinforcing, enriching and maintaining skills taught in the classroom. Assignments are due on the time and date determined by the teacher. Parents of students' grade 3-5 are encouraged to use the PowerSchool system to monitor homework and academic progress.

A few suggestions that may help parents and other family members to help students meet their potential:

1. Encourage the student to take responsibility for his/her behavior and study skills
2. Provide a regular quiet time and place for study. If there is no homework, the time could be used for recreational readings or other educational activities
3. Provide positive support for the student's efforts and successes