

# Cedars International Academy Parent/Student Handbook 2015



***Mission:***

*“We are a diverse community of critical thinkers who strive to be life-long learners that contribute globally.”*

***Vision:***

*All children can and will learn in the village we build through community, communication, continuity, and commitment.*



# Cedars International Academy

8416 N. IH-35 ● Austin, TX 78753 ● (512) 419-1551

August 2015

Welcome to Cedars International Academy! We are glad you have joined us and are looking forward to a great year together. Communication is crucial to a successful school experience. We will be communicating with you on our website: <http://cedars-academy.org/>, letters, monthly newsletters, phone calls, the PTO Yahoo group: <http://groups.yahoo.com/group/cedars-academy/>, Facebook, **daily binder**, email. Please note that our emails are very similar. They all have the same pattern: **initial** of first name last name@cedars-academy.org. For instance if Susan Jackson were a teacher her email would be: [sjackson@cedars-academy.org](mailto:sjackson@cedars-academy.org)

This handbook is our way of informing you of the procedures and expectations of our school community. The first part explains our procedures. The second section is devoted to the **Code of Conduct** which outlines our expectations for student behavior. Both elements are necessary for creating a safe and respectful learning environment.

The support of parents is **critical** to success at school; therefore, we request all parents read the Handbook and the Student Code of Conduct and to counsel with their children about its importance. By working together, we can keep our energy focused upon our primary goal: student success. Sign the attached forms and return **only the forms** to your child(ren)'s teacher(s). Please keep the rest of the handbook so you can use it as a resource throughout the year.

We are looking forward to a year of challenging and exciting learning.

Thank you for your support!

Dr. Mark Diaz, Superintendent  
Heather Rauls, Principal  
Michael Blalock, Assistant Principal  
The Cedars Faculty and Staff



# Cedars International Academy

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# *Cedars International Academy*

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## **CEDARS INTERNATIONAL ACADEMY**

### **BOARD MEMBERS ROSTER**

**2015 - 2016**

**Dr. Maria Seidner, President**

**Dr. Donald Sawyer, Secretary**

**Deacon Joe Crowley, Treasurer**

**Mr. Barney Schulz, Board Member**

**Mrs. Earlyne Barrs, Board Member**

**Dr. Mark Diaz, Superintendent of Schools**

**Mrs. Sandy Carter, Counselor**

**Ms. Carol Felan, Parent**

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Cedars International Academy Web Site:  
[http:// www.cedars-academy.org/](http://www.cedars-academy.org/)

Cedars International Academy does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran.

**Cedars International Academy  
2015-2016**

<b>Grade Level</b>	<b>Name</b>	<b>Extension Number</b>	<b>Room #</b>
Pre- Kindergarten	Tiffani Allison	325	11
	Shirlee Medlock	326	10
Kindergarten	Kendall Fowler	310	19
	Tara Higley	329	9
	Mara Pfund	306	13
Grade 1	Dawn Bush	319	16
	Ymarie Leija	305	6
	Justine Mooney	303	4
Grade 2	Margo Black	308	15
	Patrice Isaacks	307	14
Grade 3	Vedia Miles	327	32
	Amber Ellis	313	29
Grade 4	Lara Bell	311	27
	Unhee Gilbert	312	35
Grade 5	Danee Bertram	328	34
	Kimberly Vargas	314	28
Grade 6 ELA, SS	Stefan Silveira	330	26
Grade 6 Math, Sci	Virginia Caldwell	316	33
Grade 7-8 Math	Kimberly Coffin	315	38
Grade 7-8 Science	Christin Kimball	318	39
Grade 7-8 ELA	Kay Hill	320	37
Grade 7-8 SS	Kristen Hendricks	333	36
Music, Gardening	Robert Richardson	322	25
Special Ed.	Jacqueline Roddy	304	5
	Deborah Graham	304	5
P.E.	Cade Eliason	321	2
Counselor	Sandy Carter	317	17
	Anita Robertson	317	17
Spanish	Liz Evers	302	3
Art	Christy Stallop	323	8
ESL	Jacqueline Dixon	321	2
Reading Specialist	Allyson Reichenau		
<b>Teaching Assistants</b>	Renee Allaire	325	11
	Susan Rosete	326	10
	Angela Tanner-Main		
	Aisha Cyphers		
	JaQuan Byrd		
<b>Cafeteria</b>	Janice Garrett- Chef	309	24
	LaWanda Wright	309	24
	Tonika Sheats	309	24
	Earlyne Barrs	309	24

<b>Custodian/Maintenance</b>	Cornelio Avila		
	Jerold Hill Jr. – Evening Custodian		
<b>Administrative Assistants</b>	Donna Bowen	301	18
	Ana Silva	324	18
<b>Business Manager</b>	Sherry Walker		
<b>Principal</b>	Heather Rauls		
<b>Assistant Principal</b>	Michael Blalock	321	2
<b>Superintendent</b>	Mark Diaz	332	7
<b>ACE Coordinator</b>	Laterika Wilson	331	1
<b>After Care Coordinator</b>	Amber Ellis	313	29

# School & Office Hours

## Office Hours

7:30 – 4:00 Monday – Thursday

7:30 – 1:00 Friday

## School Hours

7:15

Campus Open for Student Arrival

7:15 – 7:50

Breakfast

7:30

Students released to the playground with teachers on duty

7:45

Morning meeting

8:00

Arrival in the classrooms

8:10

Students who arrive after 8:10 am are marked tardy and **must** go to the office for a tardy slip.

10:00

Students marked absent

3:30

Dismissal (Monday – Thursday)

12:30

Dismissal (Fridays)

3:30 – 6:00

ACE

3:30 – 6:00

Aftercare



# Cedars International Academy



**School Mascot:** Jaguar



**School Colors:** Black and Gold

**Mission Statement:**

We are a diverse community of critical thinkers who strive to be life-long learners that contribute globally.

**Vision Statement:**

All children can and will learn in the village we build through community, communication, continuity, and commitment.

**The Cedar B's**

- Be safe
- Be respectful
- Be responsible

**21<sup>st</sup> Century Soft Skills**

- Creativity/Innovation
- Communication/Collaboration
- Critical Thinking/Problem-Solving
- Technological Proficient
- Global Awareness

**The Cedars Pledge to Accelerate**

I pledge to accelerate my mind, control my actions, and excel in my academic and social endeavors.

I will cultivate a desire to learn.

I will set goals for myself and learn the necessary skills to achieve my goals.

I will remember I am responsible for my life and my actions.

I am truly a unique and wonderful person.

I am an important part of the Cedars Community.



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**The following list items can be found at the end of the Student/Parent Handbook and must be signed and returned to Cedars:**

- **Family Educational Rights and Privacy Act (FERPA) form**
- **Receipt of the Student Code of Conduct and Handbook**

## RESPONSIBILITIES

### CAMPUS RESPONSIBILITY

- Create a safe and supportive learning environment
- Highly encourage parent support by various modes of communication
- Serve as role models for the students and community
- Practice ethical principles
- Be punctual and in regular attendance
- Comply with District policies, school rules and regulations, and administrative directives.
- Establish rapport and an effective relationship with parents, students, and other staff members.
- Use the District Adopted discipline management system
- Encourage good work habits that will lead to productive citizenship
- Have high expectations for ALL students, staff, faculty, and community.
- Believe that ALL children can and will learn if given the opportunity

### PARENT RESPONSIBILITY

- Encourage their child to put an emphasis on education and commit to doing their personal best each and every day.
- Provide physical needs to their child
- Ensure their child understands and abides by the school rules and procedures.
- Ensure their child attends school regularly, on time, and remain in compliance with Texas state law.
- Report and explain in writing their child's absences within 72 hours of return to school.
- Report and explain in writing their children's tardies immediately.
- Stay informed of school policies and academic requirements.
- Stay informed of daily activities and events within the school.
- Be sure their child is dressed in compliance with the District Dress Code while attending school.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information.
- Be sure their child attends tutorials when required
- Maintain communication with school administrators and teachers
- Discuss report cards and school assignments with their child.

## **STUDENT RESPONSIBILITY**

- Come to school regularly and on time
- Practice ethical principles in all areas of the school day
- Follow School Code of Conduct and campus expectations
- Report to class ready to learn.
- Take ownership for their learning.
- Dress in compliance of the District Dress Code.
- Interact with students appropriately.
- Report unsafe situations to administration immediately.
- Communicate with parents and school staff regarding homework, assignments, and academic success.

## **CAMPUS INVOLVEMENT**

- Become a school volunteer
- Become an active member of PTO
- Ensure children are placing a high priority on education
- Become familiar with all your child's school activities
- Review student records when needed
- Attend all scheduled and unscheduled conferences with the teacher
- Stay abreast of grades submitted online
- Participate in school activities

# **ATTENDANCE**

## **SCHOOL HOURS**

**School begins at 8:00 a.m.**

**Dismissal is 3:30 p.m. Monday - Thursday.**

**Dismissal is 12:30 p.m. on Fridays.**

## **DROP-OFF**

Students may be **dropped off starting at 7:15 and should not be dropped off before 7:15 unless special arrangements have been made with the Superintendent. Adult supervision is provided on campus at 7:15 am therefore, no student should be dropped off on campus prior to 7:15 am.** All students dropped off prior to 7:15 must remain in the cafeteria until 7:30.

**Breakfast is served from 7:15 to 7:50.** No breakfast will be served after 7:50 because it interferes with the morning meeting that starts at 7:50. **All children must eat breakfast before going out to play.** If a child arrives after 8:00, during the morning meeting, s/he is to join his/her class for the remainder of the meeting.

## **PICK-UP**

**PK students may be picked up in between 3:15 and 3:45.**

**K – 2<sup>nd</sup> grade students may be picked up in between 3:20 and 3:45.**

**3<sup>rd</sup> – 8<sup>th</sup> students may be picked up in between 3:25 and 3:45.**

Students who are walking home or to a public bus must leave school grounds at dismissal time; this also applies to bike riders who should be sure their bikes are locked securely on school grounds during school hours. If your child is planning on walking, riding a public bus, or riding a bike to and from school, please notify Cedars Academy through a **written** permission slip.

**A child who has not been picked up by 4:00 will be placed in the After Care Program and payment will be due at the time of pick-up. Parents will be expected to pay for After Care even if the child is not enrolled on a regular basis.**

## **ADDRESS/TELEPHONE CHANGE**

Please notify the office immediately of changes to address, phone number or place of employment. In case of emergency, we need to be able to notify parents promptly. Address must be correct for mailing purposes.

## **TARDINESS**

**It is the responsibility of the parent/guardian to ensure that a student arrives at school on time each morning.** Punctuality is an essential element of a good work ethic. Students are to be in their designated class area by **7:50 a.m. for the morning meeting.** A student is considered tardy at 8:10. All students arriving after 8:10 must check in at the office, get a tardy slip, and bring it to the teacher. **Students arriving after 10:00 are considered absent,** not tardy.

**It is the parent's responsibility to explain in writing any tardiness to school. Failure to provide written explanation will automatically be considered unexcused tardiness.** Tardies are accumulated per semester. **Students will begin each semester with zero tardies.**

**Tardiness disrupts the classroom-learning environment and affects not only the late child's learning, but also that of the whole class.**

The following steps will be followed when a student is tardy to school or class without an excuse. Excessive tardies without an excuse could result in the following:

- Warning/Conference
- Referral to Counselor
- Teacher contacts parent.
- Student referred to the office.
- Letter sent home to the parent.
- Student with perfect attendance and excessive tardies will not be recognized at the Honor Assemblies.
- Parent will be required to contact the school and attend a mandatory conference with the Principal or designee.
- Student's ability to participate in extra-curricular activities may be affected.
- Student's conduct and/or effort grade(s) may be lowered in the subject(s) missed.

- Students on out-of-area transfers will be returned to home campus.
- Summer School

## COMPULSORY ATTENDANCE

A child between 6 and 18, depending upon his/her birthday, and any child who is enrolled in Kindergarten, is required to attend school and any school-required tutorial sessions. This includes Kindergarten students who are assigned to an accelerated reading instruction program.

Absences from school can interfere with a child's learning and can be very expensive for the local taxpayer. The school receives state funds based on Average Daily Attendance (ADA), and the State mandates that the school enforce attendance laws. School employees investigate and report violations (TEC 21.021). To receive credit for a class, students must attend more than 90% of the instruction days. **The only valid reasons for absences are illness of the student, serious illness or death in the family, and serious emergencies.**

**Students must bring a signed note from their parent / guardian with an explanation for any absence. This note is to be given to the office staff.**

Absences longer than 3 days require a physician's release for re-admittance.

**Students who miss more than 10 days of school or class within a six-month period may be referred to the principal to determine whether the absences are excused or how the student can regain credit.**

**A child may be retained in the current grade if s/he has missed 18 or more school days and his/her success in the next grade is considered jeopardized.**

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately NOT attending school. A complaint against the parent may be filed in court if the student:

- **Is absent from school on 10 or more days or parts of days within a six-month period in the same school year, or**
- **Is absent on three or more days or parts of days within a four-week period.**



For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student over the age of 12 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

**What if I check my child out early?**

Checking your child out of school before 3:30pm counts as a "Leave Early" entrance on your child's truancy record. It is considered unexcused **unless** a medical note is provided from a doctor or dentist stating your child had a medical appointment during a time period that warranted leaving early.

**Unexcused "Leave Early" entries are considered missing part of a school day and count towards the 10 unexcused absences that triggers a filing.**

**Excused Absences:** Cedars accepts the following as extenuating circumstances and, therefore, excused absences:

1. Personal illness, family illness/death, quarantine, dangerous weather/road conditions or any other unusual cause acceptable to the principal or teacher.
2. Days of suspension. (For grades taken during a suspension an academic penalty of no more than 20% of the grade may be imposed.)
3. Observance of religious holidays, holy days, including travel for that purpose.
4. Required screening, diagnosis, and treatment for Medicaid-eligible students.
5. An extracurricular activity or public performance as approved by the teacher or principal.
6. A juvenile court proceeding documented by a probation officer.
7. An absence required by state or local welfare workers.
8. Documented health appointments, such as doctor or dental appointments, if the student begins or returns to school on the same day as the appointment.
9. Family emergencies or unforeseen or unavoidable instances requiring immediate attention.

**Unexcused Absences:** Absences for reasons other than those listed may be considered unexcused. **No make-up work for full credit shall be allowed for unexcused absences unless authorized by the teacher and/or principal.**

### **Attendance Letters**

Letters will be sent to parents once a student has reached 3 unexcused absences and again at 7 unexcused absences. The letters serve as a reminder of state law and a warning that charges will be filed once a student gets 10 unexcused absences. Remember, non-medical tardies and “leave early” entries count as unexcused absences as the students are missing a part of the school day.

### **PARENT’S NOTE AFTER AN ABSENCE**

When a student must be absent from school, the Parent/Guardian has three (3) days from the date the student returns to school to send a signed note describing the reason for absence. When a student is absent for personal illness for three (3) or more consecutive days, the student shall present a statement from a physical or health clinic verifying the illness or other condition.

All notes, regardless of the type, must be presented to the campus attendance clerk upon the students return to school.

### **DOCTOR’S NOTE AFTER AN ABSENCE FOR ILLNESS**

**Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school.** Should the student develop a questionable pattern of absences, the principal or attendance clerk may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

### **SATURDAY SCHOOL**

Saturday school will be held on campus for all students that have excessive absences and tardies. Saturday school will be mandatory for aforementioned students. Information will be provided to the parent prior to the scheduled day. Students will be required to complete assignments while in Saturday School.

## **TRUANCY**

Truancy is an unexcused absence with no opportunity to make up the work for credit. Consequences for truancy may include after-school detention, additional make-up homework, or other disciplinary measures.

## **RELEASE OF STUDENTS**

Students shall not be released from school at times other than regular dismissal hours, except with office approval and according to school sign-out procedures. A student who needs to leave school during school hours must be signed out in the office by a designated adult.

A student will not be released on a regular basis before the end of the instructional day. For the safety of the child, a child will only be released to people who have been designated by the parents/guardians as authorized to pick up that child. If a person is unfamiliar to the school staff, a picture I.D. will be required before the child is released to that person.

## **WITHDRAWAL FROM SCHOOL**

A parent/guardian wishing to withdraw a student from school must contact the office **at least 2 days before the student's last day** so that records and documents may be prepared.

## **ACADEMICS**

### **REPORT CARD / ASSESSMENTS**

Report Cards will be given at the end of each quarter. Progress reports will be sent home each mid quarter.

Please sign and return the envelope indicating you have received and read your child's progress report and/or report card. You may keep the reports.

# COMMUNICATION OF GRADES

It is suggested that you sign up with the office and/or online to ensure you get emails whenever your child (ren) does not master one of the Texas Essential Knowledge and Skills and/or is absent. In addition you will be able to view your entire child(ren)'s grades whenever you desire. The Cedars Yahoo Group is another great resource to get reminders, ask questions, and communicate with other parents. Please use the link below to join the Cedar Yahoo Group.

<http://groups.yahoo.com/group/cedars-academy/>

## PLANNERS

Each child in grades 7 – 8 will be provided a daily planner as a means to record homework and other assignments. Planners should convey messages between teacher(s) and parents as a key component of the Middle School communication log between school and home.

## STANDARDIZED TESTING

### STAAR (STATE OF TEXAS ASSESSMENT OF ACADEMIC READINESS)

#### GRADES 3 – 8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as STAAR, in the following subjects:

- Mathematics, annually in grades 3 – 8
- Reading, annually in grades 3 – 8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 are required by law in order for the student to be promoted to the next grade level. **See SSI below for additional information.**

STAAR Alternate is available based upon eligibility and participation requirements set by TEA. For students receiving special education services, participation is determined by the ARD committee. STAAR-L is a linguistically accommodated assessment that is available for certain Limited English Proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

### **Use of Cell Phones During State Assessments**

Students may not have a cell phone or any other electronic media devices in their possession while in the testing environment. If a student does have a cell phone or other electronic media devices, their test may not be scored, even if they have already turned in their test. Also, the cell phone or other electronic media device may be confiscated and the student may be subject to disciplinary action.

## **STUDENT SUCCESS INITIATIVE (SSI)**

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

The Student Success Initiative (SSI) grade advancement requirements apply to the grade 5 reading and mathematics tests, and the grade 8 reading and mathematics tests. As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee (GPC) that the student is likely to perform at grade level after accelerated instruction.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the additional instruction, which may include mandatory summer school, the student needs before the third testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to place the student in the next grade if all members agree that the student is likely to perform on grade level with additional intensive instruction.

Students subject to SSI requirements include those served by special education who take STAAR, or STAAR-A. The ARD committee will determine which assessment, STAAR or STAAR (A), is appropriate for the individual student in

each SSI content area and grade level and will make all decisions involving accelerated instruction and promotion.

## **GRADING GUIDELINES**

### **Projects**

Students will engage in Project Based Learning throughout the school year. Projects will be based on the Texas Essential Knowledge and Skills (TEKS) and Soft Skills (Creativity/Innovation, Communication, Critical Thinking/Problem-Solving, Collaboration, Technological Proficiency, and Global Awareness). Students will have an opportunity to use a variety of technology tools within the projects such as computers, learn pad, smart board, iPad, etc. Students will work on the projects at school, but some elements of the projects may be worked on at home at the discretion of the teacher. Project teams are responsible for submitting the assignments on the selected due date.

### **Soft Skills**

Soft Skills are 21<sup>st</sup> Century social and work skills. The soft skills we will focus on are: creativity/innovation, communication, critical thinking/problem-solving, collaboration, technological proficiency, and global awareness. Soft skills reflect students' ability to apply and manage Texas Essential Knowledge and Skills (TEKS/Content) in authentic learning experiences. The soft skills will be assessed using a rubric (checklist) of progress each nine weeks.

### **Grades**

Students will be required to complete both team and independent components of the unit of study to show mastery of the Texas Essential Knowledge and Skills (TEKS). All grades in Reading/ELA, Science, Social Studies, and Math will be weighted equally in the gradebook.

Teachers will record all grades based on the actual performance of the student. However, teachers may choose to record averages that are less than 49 as a 50 and/or on the final nine weeks report card. Student grades will not be reduced because of conduct.

Grades will be entered weekly in the online grading system. Parents are asked to register for parent access with the office or online to monitor students grades throughout the year.

### **Grading Guidelines**

Grades 1,2,3,4,5,6,7,8 will give NUMERIC grades for ELA (Writing & Reading) Math, Science, Social Studies

**98-100 = A+ and/or “Exceeds Expectations” as defined on the Engage! Learning rubric (SAMPLE BELOW)**

**94-97 = A and/or “Exceeds Expectations” as defined on the rubric**

**90-93 = A- and/or “Meets Expectations” as defined on the rubric**

**87-89 = B+ and/or “Meets Expectations” as defined on the rubric**

**84-87 = B and/or “Meets Expectations” as defined on the rubric**

**80-83 = B- and/or “Meets Expectations” as defined on the rubric**

**78-79 = C+ and/or “Approaching Expectations” as defined on the rubric**

**74-77 = C and/or “Approaching Expectations” as defined on the rubric**

**70-73 = C- and/or “Approaching Expectations” as defined on the rubric**

**0-69 = F and/or “Initiating Expectations” as defined on the rubric**

Specials & Electives (Spanish, Art, Music, Gardening, PE): **ESNU**

Soft Skills (conduct): Homeroom teacher averages all conduct grades

Soft Skills (conduct): **ESNU**

**E: 90-100 = Excellent**

**S: 80-89 = Satisfactory**

**N: 70 – 79 = Needs Improvement**

**U: 0 – 69 = Unsatisfactory**

**SAMPLE ENGAGE! LEARNING RUBRIC**

1 initiating progress

2 approaching expectations

3 meeting expectations

4 exceeding expectations

Standard/Skill

Standard/Skill

**PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are held twice a year, in Fall and Spring. These are used to share your child’s work with you and discuss areas of success and concern. It is also an opportunity for parents/guardians to ask questions and learn how best to support your child in school. **It is our expectation that all parents/guardians will attend both conferences.** Conferences may be held in person or by phone to accommodate everyone’s schedule.

# HOMEWORK

## Philosophy

Generally speaking, homework is given to extend learning opportunities and provides students with opportunities to refine and extend their knowledge. According to research “schooling occupies only about 13% of the waking hours of the first 18 years of life, which is less than the amount of time students spend watching television.”

We believe that homework given to young students helps develop good study habits. Normally, homework is given for practice of a concept previously learned or to prepare students for new content. Students may work on the projects at home at the discretion of the teacher. We suggest you have a consistent place with necessary homework supplies where your child can concentrate; create and follow a consistent schedule for homework; encourage your child as needed, but do not do the homework for him/her; and if bedtime comes, please stop your child even if the homework is not done and write a note to your child’s teacher explaining the circumstances.

## General Homework Guidelines for All Grade Levels

- Parents/Guardians are encouraged to communicate with a teacher promptly regarding any questions or concerns about homework.
- Parents are responsible for checking homework assignments or student planners, for ensuring that the student understands each assignment, for assisting students in scheduling a quiet time to complete homework, and for helping to create an appropriate environment for studying.
- Homework should never be a part of the disciplinary process.
- Homework should be assigned for a specific purpose.
- Teachers at the same grade level should coordinate assignments to ensure that a student’s total workload is not excessive.
- Homework assignments shall be evaluated by the teacher and may be graded.
- Assignments may be individualized by the teacher to allow students the opportunity to demonstrate achievement at their instructional level.
- Students work at different paces and some students may require more time than others to complete a homework assignment.
- Out-of-class **reading** is required at all grade levels and should not be considered “homework”. The following time guidelines should be considered the *minimal* amount of time dedicated to reading outside of school:



- Pre-K - Second Grade: Students and an adult should read together for a minimum of 20 minutes a day. Reading or being read to everyday is extremely important at these grade levels. Students are encouraged to share books they have read with the class.
- 3<sup>rd</sup> Grade and Higher: Students should read for a minimum of 30 minutes daily, either silently or with an adult.
- Below is an **average** amount of homework that Cedars' faculty deems appropriate:

Pre-K & K - 10 minutes

1<sup>st</sup> Grade - 30 minutes

2<sup>nd</sup> Grade - 40 minutes

3<sup>rd</sup> Grade – 50 minutes

4<sup>th</sup> Grade – 60 minutes

5<sup>th</sup> Grade – 70 minutes

6<sup>th</sup> Grade – 80 minutes

7<sup>th</sup> & 8<sup>th</sup> Grade – 90 minutes

## **Make-up Work**

In order to be successful in school, students are expected to turn in work on time. If a child is absent, every effort will be made to help him/her make up missed work. Students will be helped by following these guidelines:

1. When a child returns to school, it is his/her responsibility to ask the teachers what assignments were missed. The student will have one day of make-up time for each day of absence. (Example: One (1) day absent – one (1) day to make up work.)
2. If a child would like assignments before returning to school, parents are asked to call the office before 9:00 a.m. to request make-up work. Assignments will then be ready to be picked up in the school office between 3:00 and 4:00 p.m.
3. Make-up work for prearranged absences should be requested from the classroom teacher.

## **Late Work Procedures**

Late work does not demonstrate a professional work ethic from the students; therefore, the following consequences will be applied to late work.

### **Grades 1 – 2**

- Students are allowed 3 days past the due date to submit work
- Work submitted on Day 4 – 5 will receive a deduction
- Work will not be accepted after the fifth day

### **Grades 3 – 5**

- Students are allowed 2 days past the due date to submit work
- Work submitted on Day 3 – 4 will receive a deduction
- Work will not be accepted after the fourth day

### **Grades 6 – 8**

- Students are to submit their work to the teacher on the designated due date
- At the discretion of the grade level, students may be allowed 1 day past the due date to submit work
- Work submitted on Day 2 – 3 will receive a deduction
- Work will not be accepted after the third day

## **Human Sexuality Curriculum**

Cedars International Academy provides human sexuality instruction to all students grades 6-8 in accordance to board policy and state law (Ed Code 28.004 (c)). The content of the curriculum includes instruction related to human sexuality, sexually transmitted diseases, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS). State law requires districts that provide instruction on human sexuality to focus the curriculum on abstinence as the preferred choice of behavior for unmarried persons of school age.

Human sexuality instruction in Cedars International Academy will be limited to the content, courses, and guidelines specified in the Cedars International Academy Curriculum book. Participation in the human sexuality instruction is voluntary and students can be removed from participating in the instruction by written request of a parent or legal guardian. Parents or legal guardians will receive notice in the form of a letter about the teaching of the curriculum. Parents or legal guardians are provided an opportunity to preview the curriculum document and teaching materials by contacting the campus. Parental input to the development and/or review of the human sexuality curriculum can be made to the Cedars International Academy School Health Advisory Council (SHAC). For information about the Cedars International Academy SHAC or grievance procedures, contact the PE/Health Teacher, Michelle Mendoza, at 8416 N. IH-35, Austin, Texas, 78753, 512-419-1551.

## **School Health Advisory Council**

Cedars International Academy has established a School Health Advisory Council (SHAC), in accordance with the state (19 TAC 74.31) and District EHAA (LEGAL) policy, to insure that local community values are reflected in the district's health education instruction. The council's duties include making recommendations on the number of hours of health instruction, curriculum related to the prevention of obesity, cardiovascular disease, and type 2 diabetes, human sexuality and the coordinated school health program. For information about the Cedars International Academy SHAC or membership procedures, contact the PE/Health Teacher, Michelle Mendoza, at 8416 N. IH-35, Austin, Texas, 78753, 512-419-1551.

## **AWARDS**

Cedars Academy recognizes students' academic efforts and achievements. Every report card period students will be acknowledged for:

### **Honor Roll**

All subjects 90% and above and/or "Exceeds Expectations" - **"A" Honor Roll**

All subjects 80% and above and/or "Met and Exceeds Expectations"- **"A/B" Honor Roll**

### **Perfect Attendance**

A child will be awarded if s/he has fewer than 2 tardies and 0 absences.

In addition, each month all classroom teachers recognize a student in the following categories:

### **Student of the Month**

A child who demonstrates academic excellence or exceptional academic improvement will be recognized with this award.

### **Best Attitude at Cedars Award (B.A.A.C. Award)**

A child will be recognized for following the behavior expectations of Cedars (The Cedar B's).

**Other Awards:** Super Reader, Math Wiz, Good Citizenship, Principal's Award, etc. Every Friday after report cards go home there will be an award ceremony. Please check the newsletter for the time!

# HEALTH AND SAFETY

## **SAFETY**

Student safety on school grounds and at school-related activities is a high priority at Cedars. We have implemented policies and committed resources with safety in mind. However, Cedars can address only part of the challenge; the essential remaining part is the cooperation of the students including:

- avoiding behavior that puts students or others at risk physically or emotionally
- following the Code of Conduct and any additional rules for behavior set by the school or teachers
- promptly following instructions of teachers or other school staff
- promptly reporting safety hazards, including intruders on campus
- following emergency evacuation signals and procedures.
- an accident report will be sent home to be signed by a parent/adult when an injury occurs at school.

**Front Door:** An automatic locking front door is installed. The door will be open from 7:30 to 8:30 and from 3:00 to 4:00. Starting at 8:30 visitors will need to buzz the school secretary to be allowed in. The buzzer is located to the right of the door. Please keep in mind that the front office is closed at 4:00 and the front door will be locked. If you need to get into the building please go through the back.

**Back Door:** An automatic locking back door has been installed. The door will be open from 7:30 to 8:30. Starting at 8:30 until 4:00 all visitors will need to go in thru the front office. To accommodate aftercare and ACE parents the back door will be left opened from 4:00 until 6:00 pm.

**Parking:** Parents, visitors, and guests will park in the front of the school. Staff will park in the back of the building.

### Gates:

Gate near the cafeteria: This is primarily an ENTRANCE only gate. In the morning this gate will be open from 6:30 to 8:30. In the afternoon the gate will be open from 3:00 to 6:00. All other times the gate will be locked. All parents will need to park in the front of the building and go thru the front office.

The gate near the car pickup is an EXIT only gate. This gate will be open from 6:30 to 8:30 in the morning and from 3:00 to 6:00 in the afternoon.

## MEDICATION POLICY

For students who need to have medications during a school day, the parent/guardian must complete a Medical Release form (available in the front office). All medicines will be kept in the school office and can **only be administered by a staff member and only when accompanied by a Medical Release form. However, students may now self-administer prescription asthma, and/or seizure medication provided the student's parent/guardian and physician have provided written documentation indicating such. In addition the medication must be in a container that is properly labeled.**

## IMMUNIZATIONS

In accordance with standards required by the Texas Department of Health the following immunizations are necessary:

- Polio: 4 doses (However, 3 doses meets the requirement if the 3<sup>rd</sup> dose was received on or after the 4<sup>th</sup> birthday.)
- Diphtheria, Tetanus, Pertussis (DTP/DTaP/DT): For K-6<sup>th</sup> grade, 5 doses; 1 dose must have been received on or after 4<sup>th</sup> birthday. However, 4 doses meet the requirement if the 4<sup>th</sup> dose was received on or after the 4<sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4<sup>th</sup> birthday. For 7<sup>th</sup> grade, 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8<sup>th</sup> grade, 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
- Measles, Mumps, Rubella vaccines (MMR): For K-6<sup>th</sup> grade, 2 doses of MMR are required. For 7<sup>th</sup> – 8<sup>th</sup> grade, 2 doses of measles and 1 dose each of rubella and mumps vaccine are required. (The 1<sup>st</sup> dose of MMR must be received on or after the 1<sup>st</sup> birthday)

- Hepatitis A (HepA): 2 doses are required. The 1<sup>st</sup> dose of hepatitis A must be received on or after the 1<sup>st</sup> birthday. A child will not be considered delinquent in this series until 18 months have elapsed since receiving the 1<sup>st</sup> dose.
- Hepatitis B (HepB): 3 doses are required. For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine was received.
- Varicella: 2 doses required. The 1<sup>st</sup> dose of varicella must be received on or after the 1<sup>st</sup> birthday.
- Meningococcal – For 7<sup>th</sup> – 8<sup>th</sup> grade, 1 dose of meningococcal vaccine is required upon enrollment. For student 11-12 years of age entering 7<sup>th</sup> grade, 1 dose of meningococcal vaccine is required.

### **Exemptions**

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and wellbeing of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

**For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.**

### **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in

compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## **SCHOOL MEALS**

Cedars Academy participates in the National School Meals Program and offers free and reduced-price meals based on a student's financial need. Information on the meal program is available in the cafeteria office and participation is confidential. Applications must be completed annually.

Breakfast and lunch are provided daily and meal prices may be adjusted each year.

Prices for the 2015-16 school year are as follows:

Breakfast: Free for all students at Cedars; Adult \$2.25

Lunch: Student Full \$2.60; Reduced \$.40; Adult \$3.25

Snacks: Prices Vary

**Breakfast will not be served after 7:50 a. m.**

**Payment:** Money for meals should be sent in an envelope marked with the student's name and payment amount. Only cash or money orders will be accepted. For young children it is helpful if parents/guardians pay the lunch staff directly. This can be done before the school day begins. If parents are eating lunch, they must let cafeteria staff know.

Students may also purchase a snack card, which is kept on file, and purchases are deducted as they are made. Students will be permitted to buy snacks **only if and when** they have eaten what a lunch monitor deems a reasonable portion of the

served lunch. Snacks may be bought until 5 minutes before the end of a student's lunch period.

**Lunch Schedule:** Lunch schedule will generally start with the lower grades (Pre-Kindergarten) followed by the upper grade levels. As Cedars expands we will strive to keep lunch from beginning before 10:15 a.m. and ending later than 1:00 p.m.

**Cafeteria Conduct:** Students are expected to conduct themselves appropriately while in the cafeteria. Students are to sit at assigned tables and follow the cafeteria guidelines. All students must enter the cafeteria quietly. They must remain seated throughout lunch and may not leave the cafeteria without permission from the lunch monitors. As a health precaution, students may not share food.

Students are under supervision by lunch monitors during lunch and are expected to be respectful and courteous. Students who do not conduct themselves appropriately will eat by themselves in the cafeteria or be removed from the cafeteria.

### **Behavior Expectations in the Cafeteria**

1. Respect other students and adults.
2. Use appropriate table manners.
3. Use quiet, inside voices and talk only to those near you.
4. Remain seated.
5. Do not share food or drinks.
6. Ask permission to use the restroom.
7. Please clean up your area upon dismissal from your table.

## **VISION AND HEARING SCREENING**

During the year vision and hearing screenings are done in certain grades, for students referred by teachers or parents, and for students who are attending a Texas school for the first time. Referral letters will be sent to parents of those students who fail the screening. It is important that the referral form enclosed in that letter be taken to a doctor for further evaluation. The form must be returned to the school so that health files can be kept current.



## **HEAD LICE**

Head lice are one of the nuisances that parents of students occasionally find themselves dealing with. Cedars International Academy follows the Department of State Health Services recommendations. Individual head checks are performed on an as needed basis. Mass screenings will not be conducted. Parents are encouraged to periodically check their child's head for lice. When live lice are discovered at school the parent or guardian will be contacted to pick up and treat their student as soon as possible. Students will be allowed to return to school after one (1) treatment. One (1) day of absence will be excused to allow for treatment. When returning to school the nurse must see the student before they attend classes. See the school nurse or visit <http://www.dshs.tx.us/schoolhealth/lice.shtm> for additional information.

## **GENERAL INFORMATION**

### **ENTRANCE REQUIREMENTS**

**Age & Grade Level:** State law requires schools to have proof of the date of birth when a student enrolls in a Texas public school for the first time. To enroll in Kindergarten, a child must be 5 years old on or before September 1; to enroll in first grade, a child must be 6 years old on or before September 1.

In an effort to provide quality and appropriate education for all students, Cedars will place entering students at the grade level their previous school recommends. Please register your child for the grade s/he would be entering at his/her previous school. Children thrive when they feel successful, but may feel like failures when they are overwhelmed by a curriculum that is too challenging.

If the student's family has concerns about this grade placement, an assessment will be given in the child's first 2 weeks to determine the most appropriate grade placement. Grade placements will be based on our assessments and made to serve the best interest of the child.

In the case that Cedars is not informed of the recommendation for retention at the previous school, and the student is enrolled in the next grade, we reserve the right

to honor the previous school's decision and the student will move back to the recommended grade.

**To qualify for Pre-K** the child must be 4 years old on or before September 1. In addition, the child must also be either limited English proficient, eligible to participate in the National Free or Reduced-Price Lunch Program, or homeless.

## **ENROLLMENT**

1. Enrollment packets are available at the office or online for returning students and new students in English and Spanish at [www.cedars-academy.org](http://www.cedars-academy.org).

We are encouraging parents to fill out the packet online. However, parents can come to the office any time during regular school hours if they are unable to make it on one of the following special enrollment days.

2. Enrollment begins for current Cedars families on February 1.

We will be available to assist from 7:30 am-5:30 pm on designated late days.

3. Open enrollment for the general public will begin on Monday February 15 and end on February 28.

4. The lottery will be held on March 4th.

5. Any child not chosen will be placed on a wait list according to selection.

6. You must fill out the enrollment packets within 1 week of notification that your child was selected.

7. If you enroll after the lottery has been held your child (ren) name(s) will be placed on a waiting list in order received after those students who were not chosen. Placement will be made in order of the waiting list.

8. At the end of the year the waiting list will be destroyed.

9. If you wish to be considered for a future year you are welcome to submit your information to the office. The office will notify you when the open enrollment period begins.

10. Before school starts you have the option of purchasing your own supplies for your child (ren) or pay a \$40.00 supply fee to the school. Supply lists will be made available to you starting in August and will be online as well.

11. Please be advised that Cedars uses an approved Cedars Field Trip school shirt for all optional field trips. If you wish to go on the optional Field Trips during the year your child must wear an approved Cedars Field Trip school shirt. The cost for the shirt is \$15.00. Please note that the supply fee mentioned above includes one Cedars Field Trip school shirt.

## DRESS CODE

**The Cedars' Academy uniform consists of khaki, navy or black bottoms (not blue jeans) and a plain polo shirt of any color without decals, different colored borders, symbols, or pictures.** On cold days, turtle neck long sleeved shirts may be worn under a uniform shirt. **A zip-up jacket or sweater may be worn. The jacket must be removed once students are in the classroom. All students are required to tuck in their shirt while in school.**

The khaki, navy, or black bottoms can be shorts, skirts, jumpers, long pants, or skorts. **Pants and shirts must fit appropriately and not excessively tight-fitting or baggy. Leggings may be worn under skorts or shorts, length must meet requirement as designated above.** Shoes should be closed-toed for safety and comfort on the playground. Caps and hats shall not be worn inside the building except on specially designated "Hat Days."

**Please label your child's clothes so in case of loss they can be returned to the rightful owner.** We are always in need of extra clothes in the event that a child needs to change clothes. If you have uniform clothes that your children have outgrown we would appreciate having them for our "extra uniform stash".

If a student arrives at school out of uniform we will try to provide a uniform from the "extra uniform stash" with the assumption that it will be returned clean for another child on a future occasion. **If we do not have an extra uniform available, the parent/guardian will be called and asked to bring uniform attire to the child at school.**

## **Enforcement**

It will be the responsibility of all staff to consistently enforce the dress code. All manner of dress and appearance that disrupts the learning environment and/or promotes inappropriate image are prohibited. Administration maintains the authority to make the final decision regarding students dress.

**N.U.T. Days:** No Uniform Today (N.U.T.) days can be earned as a campus by collecting the required amount of box tops. On N.U.T. days, students may wear regular street clothes as long as they are deemed appropriate school attire. (No open-toed shoes, shorts above the knee, and saggy pants.

## **SCHOOL VISITORS**

Parents and other visitors are welcome at Cedars International Academy.

For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school office where he or she will be given a visitor's badge to wear while on campus. When checking in to the front office, you will be asked to present a **valid state issued ID** for entering into the system. The system has the ability to provide alerts who may jeopardize the safety of the campus.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **FIELD TRIPS**

All willing parties interested in chaperoning a field trip will be required to complete a background check. This is an added safety measure to protect the children. Information must be submitted to the teachers and the teachers will notify the parents if they are accepted. 11. Please be advised that Cedars uses an approved Cedars Field Trip school shirt for all optional field trips. If you wish to go on the optional Field Trips during the year your child must wear an approved Cedars Field

Trip school shirt. The cost for the shirt is \$15.00. Please note that the supply fee mentioned above includes one Cedars Field Trip school shirt.

## **PARENTAL INVOLVEMENT**

“It takes an entire community to educate a child.”

*Research tells us that a child’s education succeeds best when there is a good communication and a strong partnership between home and school.*

We invite parents, families, and community members to become involved in our school. **At least twenty volunteer hours are strongly encouraged for all Cedars families. If you know in advance that you will not meet the 20 hours of optional volunteer time, you can pay \$50 to PTO for the year. This will cover extracurricular activities and additional supplies for your child. The following guidelines are as follows:**

### **Volunteer Hours**

- Sign-in in the front office every time you volunteer and/or donate items
- If you are not able to meet your optional 20 hours, you may bring \$50 in cash or money order to the front office for PTO. .

### **There are many ways to volunteer:**

- Assist a teacher by reading to a child, tutoring, helping with special projects or parties
- Attending scheduled conferences and meetings
- Organize and lead activities on the playground
- Chaperone on field trips (**background check must be approved prior to field trip**)
- Prepare materials for a teacher or the school
- Become active in the Parent/Teacher Organization (PTO) and/or come to monthly PTO meetings
- Assist with school-wide events like the Fall Carnival, Spring International Festival, Hispanic Heritage Celebration, and Winter Music Program. Black History Program, and Field Day
- Donate snacks or party supplies to your child’s class (1 hour each)
- Help on our Saturday work days and/or Saturday School

There is a **“Volunteer Sign-In”** available in the front office where you can enter your name, the date, and the amount of time you have volunteered. **It is your responsibility to log your hours.**

As a parent of Cedars, you have the right to review Federal programs, ensure teachers are highly qualified and enter into a compact with the school.

## **GOVERNANCE**

The school has two governing bodies. The School Board and the Governance Council.

The Governance Council acts as the voice of the campus community and provides recommendations to the School Board via the Superintendent and Board Liaison. It also provides vision and input for the daily operations of the school and sustains community wide relations.

The School Board, among other things, enters into legal contracts, determines policies based on input from the governance, makes hiring decisions, and oversees proper fiduciary management.

Each grade level has a representative on the Governance Council. Please make the effort to meet your representative.

## **PTO (PARENT/TEACHER ORGANIZATION)**

Cedars International Academy’s Parent Teacher Organization (PTO) is non-profit group comprised of parents, teachers, and staff dedicated to improving the educational experience of all children at Cedars International Academy. The PTO works closely with administration to meet the goal of increasing parental and family involvement within the school.

The PTO believes that parent involvement is an essential component of have a successful school environment. We strongly encourage all parents and faculty to be a part of PTO. PTO is a great way to show your support for your child and to ensure he/she receives the best education possible. The meetings are scheduled on the 3<sup>rd</sup> Thursday of each month.

## **AUDIOVISUAL MATERIAL**

Videos, films, CD ROMs, laser discs, filmstrips, and slides are audiovisual media. In certain cases, parental permission may be required for individual student participation in class activities using audiovisual material. Parents may review these materials in advance by contacting the teacher or the principal.

## **DISTRIBUTION OF MATERIALS**

All materials intended for distribution to students must be submitted to the principal for review and approval.

## **DISTRIBUTION OF NON-SCHOOL LITERATURE**

All non-school literature intended for distribution on school campuses or other District premises under this policy shall be submitted to the Superintendent or designee for prior review as per policy GKDA. Please contact the principal or superintendent for further information.

## **CELL PHONES**

**Cell phones MAY NOT be in a student's possession during school hours.** They provide a distraction that affects student learning and peer relations. In some cases, exceptions may be made upon **approval by the principal and documented in the office.** **Cell phones that have been brought to school and/or taken out will be confiscated. A fee of \$25 will be assessed in order for the cell phone to be returned to the parent only. For repeat offenses, the cell phone may be confiscated for the remainder of the semester.** Principal will determine guidelines for teachers to utilize electronic devices for instructional purposes.

## **ELECTRONICS, TOYS, PETS, ETC...**

Because of liability issues, it is necessary for Cedars to discourage electronic devices, toys, and pets from being brought to school. Items, such as CD players,

electronic games and devices, skateboards, and make-up that are brought to school **will be kept in the office until a parent comes to school to claim them.**

Items that are brought to school in order to share them with the class should be within the guidelines set by the individual teacher.

Use of district-owned equipment and its network systems is not private and will be monitored by the district.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

## **TECHNOLOGY POLICY – SEE APPENDIX**

### **ELECTRONICS & MEDIA IN YOUR HOME**

**ALERT:** The American Academy of Pediatrics (AAP) wants all parents to be aware that television viewing can contribute to:

1. Violent and aggressive behavior
2. Obesity
3. Poor body concept and self-image
4. Substance abuse
5. Early sexual behavior

The AAP recommends the following for parents:

1. **Limit children's total media time** (television, computers, videos, etc.) to **no more than 1 to 2 hours of quality programming per day.**
2. Television sets should not be in children's bedrooms. **Remove TV sets if they are already in your child's bedroom.**
3. Monitor the shows that your child watches. Most programs should be informational, educational, and non-violent. View television with your child.
4. Encourage alternative entertainment for your child, such as reading, athletics, artwork, board games, and other forms of exercise.

(This information is taken from the Austin Regional Clinic newsletter, July 2007.)



## EMERGENCY SCHOOL CLOSING

Whenever weather conditions warrant, school may be delayed, canceled, or dismissed early. An official decision is made by the principal and announced on local television and radio stations. Notification will be given on the following television stations:

KTBC CHANNEL 7

KXAN CHANNEL 36

KVUE CHANNEL 24

KEYE CHANNEL 42

In the event that Cedars International Academy is not listed by name by the television stations, please follow the guidelines of Austin Independent School District. **If students are dismissed early, they should be picked up promptly from Cedars by an authorized person.** Please sign up for Cedars Remind 101 phone messaging system, so you can be notified of emergencies via text. <https://www.remind.com/join/cedarsi>

## LIBRARY

There are libraries located in each classroom. Spanish books are also available from the Spanish teacher. The class library consist books, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Our class library is dependent on the care and responsibility taken by our greater school community.

Every child will be given the opportunity to check out books from class library. When a child checks out a book s/he becomes responsible for its care and return. If a book is damaged or lost, the child's family is responsible for replacing or paying for the book. The replacement cost will include a processing fee. If a library book is not returned or replaced that child's report card will not be released until payment is received.

## CALENDAR & SPECIAL EVENTS

A school calendar will be sent home at the beginning of the year and additional calendars will be available throughout the year in the office.

Certain special events happen every year at Cedars. The children depend on their families to bring them to these events. We look forward to seeing all of you. Some

events are listed below so that you can plan ahead: For other events and details, please refer to your yearly calendar and Thursday newsletter.

**Back to School Night:** September 17

**Fall Festival:** October 23

**Cedars Thanksgiving Feast:** November 24

**Holiday Performance:** December 17

**Spring International Festival:** April 22

**Field Day:** May 13

**Note:** The last day before any vacation is usually an early release day ending at 12:30 p.m. **No after school care of any kind is provided and all children must be picked up by 12:30** as there will be no adult supervision beyond the dismissal time.

## **CLASS PARTIES**

Class parties, usually 3 per year (except for birthday celebrations), may only be held in classrooms **after lunch**. It is a school or class decision whether a party will reflect the theme of an upcoming holiday; however, the purpose of parties is to celebrate one of the joys of childhood.

**If religious beliefs conflict with a child's attending or participating in aspects of a party, parents may notify the teacher in writing and special arrangements can be made.** Please make sure early in the year that your child's teacher is aware of which school-sponsored parties or activities your child should not take part in.

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities in school. The school and students will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **BUILDING USE**

The Board may set and collect rentals, rates, and charges from students and others for the occupancy or use of any of the District's facilities, in the amounts and manner determined by the Board. Prior written permission must be obtained prior to using the school facilities. Please contact the principal or superintendent for further information.

## **COMPLAINTS**

**A parent who has a complaint should first bring the matter to the teacher.**

If the outcome is not satisfactory, a conference with the principal should be requested. If this outcome is not satisfactory, an appeal to the Governance Council should be made

Topics and policies concerning complaints may include but are not limited to:

- discrimination on the basis of gender
- harassment of a student on the basis of race, color, religion, national origin, or disability
- sexual abuse or sexual harassment of a student
- loss of credit on the basis of attendance
- removal of a student by a teacher for disciplinary reasons
- removal of a student to his/her home school
- expulsion of a student
- identification, evaluation, or educational placement of a student with a disability
- on-campus distribution of non-school materials to students

Any concerns related to school personnel should be submitted in writing, using the attached form (see appendix). This concern must be submitted to the Principal a minimum of five (5) working days prior to Governance Council meeting. This meeting is generally held the first Thursday of each school month at 6:00 P. M. on the school campus.

## **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, Cedars staff may conduct searches. Students' lockers and desks are school property and remain under the control of the school. They may be searched with reasonable cause by school staff. School staff may also search a

student's outer clothing, pockets, or property by establishing reasonable cause. The parent will be notified and disciplinary action will be taken if any prohibited items are found.

## **SEXUAL HARASSMENT**

Cedars Academy believes that every student has the right to attend school-related activities free from all forms of harassment or discrimination on the basis or gender, including sexual harassment and sexual abuse. Students and/or parents are encouraged to discuss their concerns with a teacher, counselor, the principal, or an adult close to them.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or employee. All students are expected to treat one another courteously and with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop by another student or an adult. If not, disciplinary consequences will result (see Code of Conduct). If you as a parent/guardian have a concern, please report it to your child's teacher or the principal.

Cedars Academy will notify parents/guardians of all students involved in sexual harassment by students or abuse by an employee. To the greatest extent possible, complaints will be treated as confidential.

A complaint alleging sexual harassment or abuse by another student or staff member may be presented by the student or parent/guardian in a conference with the principal and/or teacher, and/or counselor. The parent or guardian may accompany the student throughout the complaint process. The principal or appropriate person will conduct an investigation and the student or parent/guardian will be informed if extenuating circumstances delay the completion of the investigation.

A student will not be required to present the complaint to the person who is the subject of the complaint.

If the resolution of the complaint by the principal or designee is not satisfactory to the student or parent/guardian, the student or parent/guardian may request a conference with the Governance Council.

## **LAW ENFORCEMENT**

### **Questioning of Students by Law Enforcement**

If a law enforcement agent finds it necessary to question a student the principal will make reasonable efforts to notify parents/guardians so they can be present - unless the agent has a valid objection with which the principal agrees.

### **Students Taken Into Custody by Law Enforcement**

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity, and to the best of his/her ability, will verify the officer's authority to take custody of the student.

The principal will attempt to notify the parent/guardian unless the officer or authorized person raises what the principal considers a valid objection to notifying the parents/guardians. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely take place after the fact.

Of course, we hope none of these situations will occur, but feel you need to be aware of the procedures nonetheless.

### **Notification of availability of Asbestos Management Plan**

The Asbestos Hazard Emergency Response Act (AHERA) section 763.93 (g) (4) in part states that at least once each school year the local education agency shall notify in writing, parent, teacher, and employee organizations of the availability of management plans. The Cedars International Academy AHERA management plan is located in the front office in case you would like to look at it.

# **EXTRACURRICULAR ACTIVITIES**

## **EXTRACURRICULAR GROUPS**

Students are permitted to meet with extracurricular groups before, during, or after school hours as designated by the principal and staff.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school-sponsored activities is an excellent way for student to develop talents, receive individual recognition, and build friendships with other students; participation, however, is a privilege, not a right.

The following requirements apply to all extracurricular activities:

- A student who receives at the end of the 9 week grading period a grade below 70 and/or receives “Initiating Progress -1” in any academic class may not participate in extracurricular activities for at least two school weeks.
- A student with disabilities who fails to meet the standard in the individualized education program (IEP) may not participate for at least two weeks.
- An ineligible student may not practice or rehearse

All of our PK – 5<sup>th</sup> grade students have an opportunity to participate in the following courses.

1. Spanish
2. Art
3. Music
4. Gardening
5. Physical Education

Our 6<sup>th</sup> – 8<sup>th</sup> Grade students have an opportunity to select courses that are of interest to them. The following is a list of electives offered this year.

1. Campus Beautification
2. Photoshop/Art

3. Band
4. Guitar
5. Computer Science - TBD
6. Athletics
7. Theater
8. Choir
9. Girl Power
10. Speech and Debate
11. Dance
12. Foreign Language

## **ATHLETICS**

Cedars International Academy has joined the Texas Charter School League in which provides competitive sports and academics for students attending charter schools in Texas. The purpose of athletics is to promote sportsmanship, respect, responsibility and trustworthiness while contributing to physical growth and development. The health and welfare of our student athletes is our primary concern. Efficient teamwork, good citizenship, and academic achievement are expectations of all our athletes.

Membership is available to all students at Cedars International Academy that are currently in **6<sup>th</sup>- 8<sup>th</sup> Grade**. The number of participants on each team will be determined by the coaches and will only choose students that meet academic and skill requirements.

Cedars will be participating in the following events this year (contingent on the number students interested in the sport).

- Volleyball (Girls Team)
- Flag Football (6 – 8 Boys Team)
- Basketball (Girls and Boys Team)
- Soccer (Girls and Boys Team)
- Possible Baseball Team

All student-athletes at Cedars will be expected to adhere to high standards. Being part of a team is a serious commitment and it must be made a priority for you to find enjoyment and success.

## **CHEERLEADING**

Cedars International Academy has a fantastic cheerleading squad for grades 1 – 8. The purpose of cheerleading is to create, promote and uphold school spirit and a positive school environment by participating at athletic events and extracurricular activities as deemed appropriate by the campus administration and cheer coaches and/or sponsor. Participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct.

Membership is available to all students at Cedars International Academy that are currently in **1st through 8th grade**. The number of candidates selected to participate in the cheerleading program for each campus will determine whether or not there is a need for multiple squads per age level. Selection will be granted on a **FIRST COME, FIRST SERVE BASIS**.

Cheerleaders must enjoy learning and performing cheers, chants, and dances. Cheerleaders must promote and maintain relationships with Cedars staff, administration, students, and work cooperatively with athletic teams and all school organizations.

A maximum out-of-pocket expense of \$150 per cheerleader may be incurred for required cheerleader clothing, uniforms, and equipment. Please contact Aja Rowland [ms\\_aja23@yahoo.com](mailto:ms_aja23@yahoo.com) for a copy of the Cheerleading Handbook and any questions or concerns that arise.

## **AFTER SCHOOL PROGRAMS**

### **AFTER CARE**

It's the philosophy of Cedars International Academy, that our After Care Program should be a time of fun, warmth, security, exploring and discovery.

*As our Mission states Cedars International Academy inspires and nurtures a child's natural love for learning. Our children are creative and receptive, and our program strives to nurture and encourages these qualities in its students. We do this by providing a safe, supportive social and academic community where children are given the resources and opportunities to reach their full potential as they grow to be*



*life-long learners.* As children get older and more independent, they need new challenges, they are in seek to develop a sense of self – a sense of who they are, what they can do, and how they are perceived by others.

We at Cedars International Academy take into account the needs of all our students ranging from five to fourteen years old. Our curriculum includes homework club, sharing and conversation time, stories, songs, plays, creative arts and crafts, games and large motor skills activities, food preparation, science, and nature activities, exposure to shapes, colors, numbers, letters and celebration of birthdays and traditional Holidays, and occasional field trips.

**Hours:**

Monday-Thursday: 3:30-6:00 pm

Friday: 12:30-6:00 pm

**Cost to parents-**

There is no charge for students picked up by 4:00 pm. The hourly rate will be charged for any child not picked up by 4:00 pm sharp.

- Drop in rate (PER CHILD):  
Monday-Thursday: \$5 an hour or any part of an hour.  
Friday: \$5 an hour, not to exceed \$15
- Weekly fees (PER CHILD):  
2-days a week: \$15\*    3-days a week: \$20\*    4-days a week: \$30\*  
5-days a week: \$35\*

All weekly fees are due no later than Friday prior to the week care is provided. Sibling discounts only apply to students attending 5 days a week. The discount is \$10 per child. For example:

- 1st child: Full price of \$35 a week
- 2nd child: \$25 per week
- 3rd Child: \$15 per week
- 4th child: \$5 per week

\*In order for parents to receive this rate, the fee must be paid weekly. If the fee is not paid by the Friday prior to each week that care is provided, the drop in rate will be charged, along with a \$5 weekly late fee.

All fees must be paid for in a timely manner. Any and all late payments will be written up and sent to parents/guardians. Payments will only be accepted in the form of cash or money order. Payments may be made to the Director, Amber Ellis or Administrative Assistant, Donna Bowen.

**Ratios:**

Pre-K and Kinder: 15 to 1 (max of 18)

1st through 3rd grade: 22 to 1 (max of 26)

4th through 8th grade: 22 to 1 (max of 26)

Please contact Amber Ellis at [aellis@cedars-academy.org](mailto:aellis@cedars-academy.org) should you have any questions or concerns.

## **TEXAS ACE PROGRAM**

NYOS Charter School, Inc. will provide a Texas ACE afterschool academic and enrichment program at the following schools:

- **Cedars International Academy**
- **Eden Park Academy**
- **NYOS Charter School Magnolia McCullough Campus**

The Texas Education Agency has set the following goals for the program:

**Goal 1:** To improve academics

**Goal 2:** To improve attendance

**Goal 3:** To improve behavior

**Goal 4:** To improve promotion rates

**Goal 5:** To improve graduation rates

LaTerika Wilson is the Site Coordinator for Cedars International Academy. She is responsible for the day-to-day operations of Cedars International Academy ACE After-School Program. The Site Coordinator will take direction from both the campus Principal and the ACE Program Project Director.

Students must be nominated and registered for the ACE Program. **While the ACE Program is open to all students at participating campuses, students with academic needs will receive priority admission.** Students may be placed on a waiting list if all program slots are filled. Students on the waiting list will be offered spaces on a first-come, first-served basis. Any child whose name is not listed on the attendance sheet will not be permitted to stay at the program site without proof of enrollment.

**ACE Program Qualifying Criteria**

Students are referred into the ACE program by their teachers and/or campus Principals. The qualifying criteria will be kept confidential and will not be shared with non-school personnel. The qualifying criteria are as follows:

Failed STAAR. Subject Low score on STAAR Free Lunch Participant* Reduced Lunch Participant* Failed Benchmark, or other standardized assessment	Needs assistance with Math Needs assistance with Reading Limited English Proficient Unsafe latchkey situation Other Special Education, 504 Services, Dyslexia, etc.
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\*Economic status alone is not a "qualifier" for the program, but can support another qualifier and move a child up on the waiting list.

If a sibling is referred into the ACE Program the other sibling(s) may be allowed into the program **if space permits** as a convenience to the family. The children of school employees will be allowed into the program if space permits to allow them to complete their after-hours day school and planning duties. After all of the above referrals have been made and if there are still openings in the ACE program, enrollment will be opened up to the whole school and spots will be filled on a first-come, first-served basis.

Please contact LaTerika Wilson at [lwilson@cedars-academy.org](mailto:lwilson@cedars-academy.org) should you have any questions or concerns regarding ACE.

# **Cedars International Academy**

## **Student Code of Conduct**

Dear Parents and Guardians,

As required by state law, Cedars International Academy has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this section of the handbook thoroughly and to discuss it within your family. If you have any questions about the behaviors and consequences, we encourage you to ask for an explanation from the student's teacher or school administrator.

The student and parent must each sign the last page of this handbook in the space provided, and then return the page to Cedars.

Thank you!

Education in the Cedars community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student and family's attitude toward learning and the student's adherence to high standards of behavior. The Student Code of Conduct that follows is Cedars International Academy's specific response to requirements of Chapter 37: Discipline; Law and Order of the Texas education code. The law requires Cedars International Academy to define misconduct that may or must result in a range of specific disciplinary consequences. This Code, adopted by the Cedars Administration and Staff, provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct. In the case of conflict between the Student Code of Conduct and Administration, Staff, or Cedars Policy, the Student Code of Conduct will prevail.

The staff at Cedars shall facilitate establishing and maintaining a learning environment that is safe, conducive to effective learning, and free from unnecessary disruption.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

*All students will progress academically and socially, and will graduate prepared for personal success and to contribute to society.*

**In order to achieve this mission**, all students will demonstrate the aptitude, and skills to lead responsible, fulfilling, and respectful lives; all students will understand the components of a healthy lifestyle. To ensure the students learn in an environment that is safe and free from disruption, **each student is expected to:**

- **respect the rights and privileges of other students, teachers, and all Cedars staff**
- **behave in a courteous and responsible manner**
- **attend all classes regularly and on time**
- **prepare for each class; take appropriate materials and assignments to class**
- **be well-groomed and dress according to the dress code**
- **respect the property of others, including Cedars property and facilities**

- **cooperate with or assist the school staff in maintaining safety, order, and discipline**
- **follow the Student Code of Conduct**

**A student whose behavior shows disrespect for others, including interference with their access to a public education and/or a safe environment, will be subject to disciplinary action. Cedars Staff may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be listed around the campus or posted in the classrooms. See Appendix**

Disciplinary action will be related to, but not limited to, the seriousness of the offense, the student's age and grade level, the frequency of the behavior, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and requirements of law. Because of these factors, discipline for a particular offense may bring into consideration various techniques and responses.

## **CLASSROOM MANAGEMENT TECHNIQUES**

Below are techniques that may be used to ensure a safe and productive learning environment. **Corporal punishment and humiliation are not permitted.**

### **Classroom Management Techniques**

- Verbal correction / Redirect of student's behavior
- Cooling-off time / reflection time
- Seating changes in the classroom
- Counseling by teachers, the counselor, or administrative personnel
- Confiscation of items that disrupt the educational process
- Behavioral contracts
- Assignment to another classroom
- Withdrawing or restricting privileges

## **Pre-Referral Techniques**

**Stage 1: Practice correct behavior**

**Stage 2: Cooling-off time / reflection time**

**Stage 3: Natural Consequences (consequences related to infraction)**

Examples: If a student writes on a desk, that student cleans the desk; if a student calls someone a “name”, that student will give an apology; If 2 or more students have a conflict, they have a session to resolve the conflict which may be mediated by a peer or an adult.

**Stage 4: Lunch/Recess Detention** (Parent will be notified at this stage) during which the student will be expected to complete a form detailing:

- what s/he did
- what s/he should have done
- what s/he will do in a similar situation

## **REFERRALS**

**The following behaviors require a discipline referral:**

- Repeated failure to comply / defiance
- Verbal abuse / Bullying
- Intentional Physical harm to others, e.g., punching, biting, tripping, pulling, grabbing, slapping, shoving
- Sexual harassment
- Theft / Stealing
- Vandalism / Destruction of Property
- Weapon on campus
- Cheating
- Forgery

**Discipline referrals may result in:**

- Detention
- In-school suspension
- Home suspension for up to 3 school days per offense
- Remand to home school/Expulsion (forced withdrawal)

When disciplinary consequences require a conference, Cedars will make a good-faith effort to inform the student and the student’s parent or guardian of the time and place of the conference. Cedars may hold the conference regardless of whether the

student, the student's parent or guardian, or another adult representing the student attends.

## **DISCIPLINARY AUTHORITY**

School rules and the authority of Cedars to administer discipline apply whenever the interest of the school is involved on or off school grounds.

In addition to disciplinary consequences, misdemeanor and felony offenses committed on or off campus while a student is under school supervision will be reported to and handled by the appropriate law enforcement agency.

## **GENERAL VIOLATIONS OF RULES**

- Repeatedly violating communicated campus or classroom standards of behavior
- Failing to comply with directives given by school personnel
- Behaving in any way that disrupts the school environment or educational process
- Disobeying rules of conduct at school sponsored events
- Leaving school grounds or school-sponsored events without permission
- Cheating or copying the work of another
- Not adhering to the Cedars dress code
- Inappropriate and/or illegal use of Cedars electronic communication systems, including the Internet
- Defacing or vandalizing property including textbooks, lockers, furniture, and other equipment with graffiti or by other means
- Falsification of records, passes, or other school related documents, including paper records and computer records
- Engaging in conduct that constitutes criminal mischief
- Stealing, theft, robbery
- Engaging in any misbehavior that gives school staff reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- Inappropriate discharge of a fire extinguisher or fire alarm
- Violating safety rules
- Violating any local, state, or federal laws

## **INAPPROPRIATE PHYSICAL OR VERBAL CONDUCT**

- Hazing
- Cyber Bullying



- Committing extortion, coercion, blackmail, or forcing an individual to act through the use of force or threat of force
- Use of profanity, vulgar language or obscene gestures
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors
- Name calling, ethnic or racial slurs, or derogatory statements
- Bullying, defined as written or oral expression or physical conduct that Cedars personnel determines:
  1. to have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of physical harm or of damage to the student's property
  2. to be sufficiently severe, persistent, or pervasive so as to create an intimidating, threatening, or abusive educational environment for a student
- Harassment, defined as conduct that threatens to cause bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint or maliciously and substantially harms another student's physical or emotional health or safety
- Throwing objects that can cause bodily injury or property damage
- Fighting
- Making false accusations or hoaxes regarding school safety
- Aggressive individual or group demonstration that substantially disrupts with school activities
- Engaging in inappropriate physical or sexual contact
- Engaging in threatening behavior toward another student or Cedars employee or property, including the creation of a hit list, defined as a list of people targeted to be harmed using a firearm, a knife, or any other object with the intent to cause bodily harm

## PROHIBITED ITEMS AND BEHAVIORS

- Elementary and middle school students may not use a **paging device or cellular telephone** while on school property or while attending school-sponsored or school-related activities, except in case of emergency or with permission by a Cedars staff member
- Possession or use of **matches or lighters**
- Possession, smoking, or use of **tobacco products**
- Possession or distribution of **pornographic materials**
- Possession of published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety
- Use of e-mail or Web sites at school to encourage **illegal behavior**, or to **threaten school safety**

- Possession of glue, aerosol cans, or volatile chemicals with the intent of using them illegally
- Selling, giving, delivering, possessing, using, or being under the influences of an **alcoholic beverage**; committing a serious act or offense while under the influence of alcohol
- **Possession, sale, use, or distribution of medicines** that are available without a prescription in a manner that is not consistent either with the medicine's intended use as indicated on the manufacturer's labeling or with Cedars policy concerning the handling of such medicines
- Violation of Cedar's policy on taking **prescription drugs** or over-the-counter drugs at school
- Abuse of the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug
- Possession of **drug paraphernalia**
- Possession or selling of look-alike drugs or items attempted to be passed off as drugs and contraband
- Selling, giving, delivering, possessing, using or being under the influence of marijuana, a controlled substance, or a dangerous drug
- Possession or use of any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists
- Possession of a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person
- Possession of knives, bladed instruments, air guns, chemical-dispensing devices, mace or pepper spray, fireworks, replica firearms, electronic stunning devices, ammunition, and other dangerous items
- Use, exhibition, or possession of the following: a firearm, an illegal knife, hand instrument designed to cut or stab another by being thrown; or a prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, or zip gun

Students who engage in general misconduct as defined above will be disciplined. The school administration will make a good faith effort to contact the parent/guardian concerning any violation of the Student Code of Conduct within a reasonable amount of time.

## SUSPENSION

Students may be suspended for any behavior listed in the *Student Code of Conduct* as a general misconduct violation, or expellable offense. In addition, suspensions

may be used for students who have committed a removal or suspension offense and for whom a conference is pending. State allows a student to be suspended from school for up to three school days per offense, with no limit on the number of times a student may be suspended in a semester or school year. The duration of a student's suspension, which cannot exceed three school days, will be determined by the principal or other appropriate administrator. The parent/guardian will be notified.

## **MANDATORY SUSPENSION AND POSSIBLE EXPULSION/REMAND**

A student must be suspended and may be expelled or remanded if s/he commits any of the following offenses on school property or within 300 feet of the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Fighting
- Engaging in conduct punishable as a felony
- Committing an assault with injury
- Selling, giving, delivering, possessing, using or being under the influence of marijuana, a controlled substance, or a dangerous drug
- Possessing, using, or being under the influence of an alcoholic beverage
- Abusing glue, aerosol paint, or volatile chemicals
- Public lewdness
- Indecent exposure
- Engaging in conduct that contains the elements of the offense of retaliation against any school employee, regardless of where or when the conduct occurs
- Making a terrorist threat; false alarm or report (bomb threats)
- Use, exhibition, or possession of a firearm, illegal knife; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear
- Use, exhibition, or possession of a club
- A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; armor-piercing ammunition; or a zip gun
- Sexual assault
- Arson
- Indecency with a child
- Kidnapping
- Robbery
- Murder, capital murder, or criminal attempt to commit murder or capital murder; manslaughter; or criminally negligent homicide

# APPENDIX TECHNOLOGY

## *Acceptable Use Policy*

*August 2015*

The Internet is a vast, global network, linking computers at universities, public, charter, and private schools, science labs, libraries, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many files are available for downloading on the Internet, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. The Internet expands resources dramatically by making many resources from all over the world available to CEDARS students, employees, parents, and visitors, including original source materials. It brings information, data, images, and even computer software into the workplace from places otherwise impossible to reach, and it does this almost instantly. Access to these resources can yield individual and group projects, collaboration, curriculum materials, and idea sharing not found in schools or educational organizations without Internet access.

Internet access and computer use is a **privilege, not a right**. Cedars administration is responsible for securing the network, e-mail, Intranet, and Internet service against unauthorized access and/or abuse, while maintaining accessibility for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the consequences for not adhering to them. Any attempt to violate the provisions of this policy could result in actions to curtail future access, regardless of the success or failure of the attempt. Permanent revocations can result from actions taken to investigate CEDARS system abuses. The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws by the network may result in litigation against the offender. If such an event should occur, Cedars will fully comply with the authorities to provide any information necessary for the litigation.

### ***Network & Internet Services***

- Although Internet access is filtered, it is possible that users may encounter areas of adult content and/or material that might be found objectionable. CEDARS will make every effort to educate and guide all CEDARS network users in the proper use of the Internet; however, it is impossible to control all materials on the global network. Therefore, it is imperative that the user be held accountable for the appropriate utilization of the technology.

- CEDARS makes no warranties of any kind, whether expressed or implied, for the network service it is providing. The District's system is provided on an "as is, as available" basis. CEDARS will not be responsible for damages incurred while on this system.
- CEDARS shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and/or costs incurred by users. CEDARS shall not be responsible for ensuring the accuracy, age appropriateness, and/or usability of any information obtained through its electronic services.

### ***Guidelines***

- The account belongs to the person to whom it is issued and only that person is authorized to use it.
- The account is provided solely for educational purposes.
- The CEDARS network and Internet services are not private. Data and/or users may be monitored by CEDARS administrators.
- Your account associates you with CEDARS; accounts may not be used in a manner inconsistent with the policies of CEDARS.
- CEDARS retains the right to withdraw account privileges at any time.

### **What should I avoid doing?**

- Giving out my password
- Sharing my account
- Using someone else's network account or password
- Using my account for commercial or personal purposes
- Using my account to access inappropriate material
- Seeking unauthorized access to any resource
- Revealing personal addresses or phone numbers
- Illegal activities, copyright infringement, and software piracy
- Any unauthorized, deliberate action which damages or disrupts a computing system or causes it to malfunction
- Forgery (or attempted forgery) of electronic mail messages.
- Attempts to read, delete, copy, or modify the electronic mail of other users
- Attempting to send harassing, obscene and/or other threatening email
- Attempts to send unsolicited junk email, "for profit" messages or chain letters
- The use of copyrighted software or other media without the express written permission of the owner

- The willful introduction of computer viruses, spyware, or other disruptive/destructive programs
- Using any instant messaging system or chat rooms
- Bypass any school Internet filtering system
- Changing any of the settings on school's computers
- Destruction or tampering of CEDARS computers or related equipment
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading, uploading, or using copyrighted information without permission from the copyright holder. This includes any photos, videos, text, or any other tangible medium.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

### **What can happen if I do not use the system appropriately?**

- Restricted network access
- Losing my network account
- Disciplinary or legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws

### **What can I do?**

- Practice courtesy
- Use the Internet as a resource tool for learning
- Avoid inappropriate language including vulgarities, sexist, and racial remarks
- Delete unwanted messages immediately since they take up disc space
- Use the Internet to allow for making the most of the learning opportunity

Students will be provided a school account to store their work. To ensure smooth system operations, the systems administrators will monitor accounts to support the efficiency of the system. Every effort will be made to maintain privacy and security in this purpose. System administrators that need to access your account for maintenance or to correct problems will have full access to your account.

CEDARS provides tools to increase the safety of Internet use by employees and visitors. These tools block visual depictions and content which are considered obscene, child pornography or material that may be harmful to minors. In addition, users under the age of 18 are prohibited from using chat rooms or other forms of direct communications such as instant messaging. Users under 18 are also prohibited from using any resource that discloses any personal identification information.

In addition, CEDARS takes no responsibility for any information or materials that are transferred through the Internet. All data and information should be considered on its own merits on an as-is basis. CEDARS has no control over the inherent quality of information and files found on the Internet. CEDARS makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither CEDARS, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.

### ***MONITORED USE***

The CEDARS School reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations. Furthermore, the CEDARS School reserves the right to use electronic means to track and monitor use. Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated School staff to ensure appropriate use for educational or administrative purposes.

The Principal or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

### ***COPYRIGHT***

The CEDARS School strongly condemns the illegal distribution of software, otherwise known as pirating. Any students or employees caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. All users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

All federal copyright laws apply to materials located or transferred on the Internet or other online resources.

### ***DISCLAIMER***

Cedars shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. Cedars shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. This Acceptable Use Policy can be modified as needed.

### ***GUIDELINES FOR EMAIL USE***

Once transmitted, email is irrevocable. It is required that all users assume responsibility for the content and dissemination of their messages. Users should use caution when sending email messages that include sensitive or confidential information. Users should assume that their communications will be retained for a period of time. Consequently, messages should be accurate, courteous and sent to those with a need to know. Abusive, harassing, obscene, bigoted, and profane messages are strictly prohibited.

The CEDARS School has provided access to electronic mail services through the Internet. This capability is intended for CEDARS business use and is subject to the guidelines above. These communications clearly reflect upon the reputation of the CEDARS School and must not harm or hinder the CEDARS's work product.

CEDARS administration reserves the right to change these rules at any time without notice.

### ***AVAILABILITY OF ACCESS***

Access to Cedars electronic communications system, including the Internet, shall be made available to students and employees exclusively for the instructional and administrative purposes and in accordance with administrative regulations.

Access to Cedars electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with School policies. [See DH, FNC, FNCJ, FO, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by Cedars.

### ***ACCEPTABLE USE***

The Principal or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of Cedars and with law and policy governing copyright.

### ***MONITORED USE***

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated CEDARS staff to ensure appropriate use for educational or administrative purposes.

### ***INTERNET USE***

The governing body ("Board") of CEDARS INTERNATIONAL ACADEMY adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

#### ***Computer System Access***

Access to all of CEDARS INTERNATIONAL ACADEMY computers, computer networks, electronic mail, and the Internet is for educational and administrative purposes. The Superintendent or designee, shall require all users to agree in writing to comply with CEDARS INTERNATIONAL ACADEMY 's policies and procedures in regards to such



access. Failure to comply may result in disciplinary action.

### ***Protection Measure***

The Superintendent or designee, shall ensure that CEDARS INTERNATIONAL ACADEMY utilizes a filtering device or software that prevents any CEDARS INTERNATIONAL ACADEMY computer, and prevents CEDARS INTERNATIONAL ACADEMY Internet service, from accessing material that is obscene, child pornography, or harmful to minors.

### ***Internet Safety***

The Superintendent or designee, shall implement a safety plan that ensures:

- a. Online activities of minors are monitored at the discretion of the Superintendent or designee,
- b. Students' Internet access to inappropriate material is controlled;
- c. Students' safety is ensured when using electronic communication, including, but not limited to electronic mail, social networking sites, and chat rooms;
- d. The prevention of unauthorized access, including hacking, and other unlawful activities;
- e. The prevention of the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- f. Students are educated about cyber-bullying awareness and response and about appropriate online behavior.

### ***SECTION 4. Monitored Computer Use***

The use of CEDARS INTERNATIONAL ACADEMY computers and/or Internet system is not confidential and may be monitored by designated CEDARS INTERNATIONAL ACADEMY personnel to ensure appropriate use.

Before students in grades 6 – 8 are allowed to take home technology equipment including but not limited to cameras, tablets, laptops parents must read and sign the **District Technology Student Property Checkout Agreement**.

**Suggestions for consequences:** loss of recess time, sad note home, nothing from treasure box, detention

**Suggestions for rewards:** Stickers, pencils, extra time on computer on Friday, treasure box, happy note home, help the principal, Star Paw Award, award coupons, BAAC, SOM

# CEDARS INTERNATIONAL ACADEMY DISCIPLINE MATRIX

2015 – 2016

## Be Safe, Be Respectful, Be Responsible

**1<sup>st</sup> - 2<sup>nd</sup> Offense**  
Student Conference  
Cool-Off Time  
Practice correct behavior

Document Interventions Used

Use Parent Communication Log to document

Not Following 3 B's  
Refer to 3 B's Handout

**3<sup>rd</sup> Offense**  
Continues negative behavior  
Phone call and/or conference with parent

Corrects Behavior  
Star Paw Award  
Helper

**4<sup>th</sup> Offense**  
Detention

Positive Phone Call to Parent

**5<sup>th</sup> Offense**  
In or Out-of-School Suspension (Referral)

Continue to monitor student behavior

**6<sup>th</sup> Offense**  
Office Referral

**7<sup>th</sup> Offense**  
If student receives 2 office referrals, the student will be required to attend Saturday School.  
Parent Conference

- IMMEDIATE REFERRAL:**
- Fight
  - Physical contact to another student
  - Intentional injury to another student
  - Aggressive with the teacher
  - Abusive language to the teacher or student
  - Student leaves without permission
  - Repeated disruption

- IMMEDIATE REFERRAL:**
- Brings weapon to school
  - Bullying
  - Taunting
  - Sexual harassment
  - Major destruction of property
  - Rude and Discourteous
- AN ADMINISTRATIVE MEETING WILL BE HELD WHEN A STUDENT RECEIVES AN IMMEDIATE REFERRAL.**

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Cedars International Academy receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent, or eligible student, believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Cedars International Academy to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another

school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

The following is directory information: (1) student's name, (2) address, (3) telephone number, (4) date and place of birth, (5) photograph, (6) electronic mail address, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) awards received, (11) the most recent school attended by the student, (12) grade level, (13) enrollment status, (14) and other similar information.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

# RECEIPT OF THE STUDENT CODE OF CONDUCT & HANDBOOK

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ (Grades PK-8)

Grade \_\_\_\_\_

## **Parent, Guardian, or Person Responsible**

I acknowledge receipt of the Cedars Student Code of Conduct and have attended a Cedars International Academy meeting reviewing the Student Handbook and Code of Conduct. I have explained the contents of the Student Code of Conduct with my child in a manner appropriate for my child's age and developmental level and agree to help my child abide by it.

Parent/Guardian/Person Responsible Name:

\_\_\_\_\_

Parent/Guardian/Person Responsible Signature:

\_\_\_\_\_

Date \_\_\_\_\_

Note: Failure to sign and return this receipt does not exempt the child or parent from having to abide by the contents of the Student Code of Conduct.