

Cedars International Academy Parent Consent Packet 2017-2018



*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

Dear Families,

Welcome to Cedars International Academy! We are glad you have joined us and are looking forward to a great year together.

As you know, communication is crucial to a successful school experience. The principal office has a variety of ways to communicate with you and you with us: our website <http://cedars-academy.org/>, letters, newsletters, phone calls, the Cedars Yahoo group: <http://groups.yahoo.com/group/cedars-academy/>, email, and automatic grade notification.

So lets begin our journey of enrolling your child(ren):

Fill out and return:

1. Application (Make sure you have the appropriate documentation, shot records, report cards, etc.)
2. Cedars Parental Portal Request/ Field Trip Permission Form
3. Electronic Communication/Internet Access Parent Permission
4. Home School Involvement Compact.
5. Release of Information Form

This packet is our way of gathering and sharing important information with you. You will receive a letter in August telling you of our upcoming parent events. We go over Federal funds, Handbooks, and share a great deal of information. We urge you to attend one of the meetings and keep the Important Tips sheet and the Parent Portal Instructions.

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

Sincerely,

The Cedars Staff

Cedars International Academy
2017-2018
Cedars Parent Portal Request

If you want to be automatically notified in case your child(ren)'s grades fall below 70 please fill out this form and return to the office.

Child(s) name _____ Grade _____

Child(s) name _____ Grade _____

Child(s) name _____ Grade _____

Child(s) name _____ Grade _____

Child(s) name _____ Grade _____

My email address is: _____

My name is: (Please Print) _____

Field Trip Permission Form

I hereby grant permission for my child(ren) _____

_____, to make any and all field trips in, or out of, the limits of Cedars International Academy made by his/her grade or section under the auspices and sponsorship of Cedars International Academy. I understand that some of these field trips will be walking ones to points of interest near the school, while others will require bus or automobile transportation with proper insurance required by the laws of the State of Texas for public school transportation. I further understand children will be informed in advance of any proposed trip so that they may inform their parents.

Parent/Guardian Signature _____

Date _____

**Cedars International Academy
2017-2018**

Electronic Communications/Internet Access Parent Permission Form

STUDENT(S)

Print Name(s): _____

Grade(s): _____

I understand Cedars International Academy's electronic communications system policy and administrative regulations (Acceptable Use Policy) and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and/or disciplinary action, as well as appropriate legal action.

Student's Signature: _____

PARENT OR GUARDIAN

I have read Cedars International Academy's electronic communications system policy and administrative guidelines (Acceptable Use Policy). In consideration for the privilege of using the school's electronic communications system, and in consideration for having access to the public networks, I hereby release Cedars International Academy, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the School's policy and administrative regulations. I understand that by **not** signing and returning this agreement, my child will **not** be allowed to access Cedars International Academy Electronic Communications & Data Management System (computers).

Internet Access:

___ I give permission for my child to participate in CIA's access to the internet.

___ I do not give permission for my child to participate in CIA's access to the internet.

Electronic Display of Work:

___ I give permission for my child's work to be electronically displayed and published by CIA.

___ I do not give permission for my child's work to be electronically displayed and published by CIA.

Electronic Display of Photographs:

___ I give permission for photographs of my child to be electronically displayed and published by CIA.

___ I do not give permission for photographs of my child to be electronically displayed and published by CIA.

Use of Student Name Electronically:

___ I give permission for my child's **full name** to be used in association with a photograph or published work.

___ I give permission for my child's **first name only** to be used in association with a photograph or published work.

___ I do not give permission for my child's full name or first name to be used in association with a photograph or published work

(Please check one)

___ I give permission for my child to participate in Cedars International Academy's electronic communications system and certify that the information contained on this form is correct.

___ I do not give permission for my child to participate in Cedars International Academy's electronic communications system.

Printed name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date _____

**Cedars International Academy
Home/ School Involvement
Compact 2017-2018**

Parent / Caregiver:

My children are very important to me. I will participate in my child's education and will help my child achieve. Therefore, I will:

- . Check assignments with him/her
- . Provide my child a quiet place to study
- . Make sure my child gets enough sleep each night
- . Get my child to school on time
- . Spend time each day reading with my child
- . Make certain that my child sees me reading and writing for pleasure

Parent/Caregiver Signature

Date

Student(s)

Education is important to me, because it will help me become a better person. My Parents want to help me, but I am the only who has to do the work. Therefore, I agree to do the following:

- . Arrive at school on time
- . Pay attention and do my work
- . Take responsibility for my own behavior
- . Complete and return all homework
- . Bring finished work home and be sure to have weekly folder signed

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Educators:

I understand the importance of the school experience to every student and my role as a teacher and model. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- . Create a caring, learning-centered classroom where all children are nurtured
- . Teach necessary concepts
- . Be aware of individual needs
- . Inform parents on child's progress
- . Communicate with the parents about positive, as well as negative concerns.

Teacher Signature

Date

Teacher Signature

Date

Teacher Signature

Date

Teacher Signature

Date

**Cedars International Academy
2017-2018
Release of Information Form**

According to **Family Educational Rights and Privacy Act (FERPA)** parents have certain rights with respect to their children's education records. The FERPA website indicates:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as **a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance**. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

With this form I am notifying your rights under FERPA.

I **give** permission for Cedars to release without my consent directory information

I **do not** permission for Cedars to release without my consent directory information

Parent/Guardian Signature _____

Date _____

TECHNOLOGY

Acceptable Use Policy

August 2016

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.



Important Tips

Please keep the following information close by. It will help you and your child(ren) have a successful year:

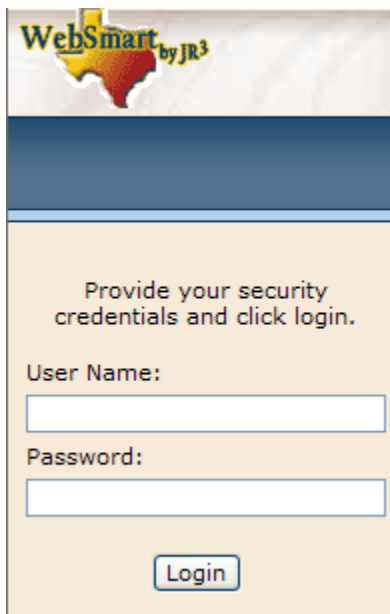
1. Every Thursday teachers send home a **Packet** with school work, newsletters, and other information. Be sure to look for the folder.
2. Our **website**: <http://cedars-academy.org/> has a slew of information on it as well. It lists all the staff; their phone numbers; the parent newsletters; online grade system; and a lot more.
3. 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.
4. Join the **cedars yahoo group**. Go to: <http://groups.yahoo.com/group/cedars-academy/> and sign up.
5. We urge you to show up at one of the **Parent meetings** to be held in August.
6. Go to the public library and get a **library card** for your child. We have library applications for you at the office.
7. Be sure you are signed up for the **Parent Portal**. You will receive an email each time your child receives a grade below 70.

To utilize the Parent Portal system you need a current email address.

- a. Please fill out the Cedars Parent Portal form and return to the office.
- b. The office will enter you in the system and you will receive an email from “JR3” that will have your user name and password listed.
- c. You then go to the url: <https://cedars.websmartsolutions.org/webapp/websmart.aspx> and follow the attached Cedars Parent Portal Instructions. You can access the online grade system as well by going to our website.

Cedars Parent Portal Instructions

- Go to the URL provided by the District: <https://cedars.websmartsolutions.org/webapp/websmart.aspx>
- Login using the User Name and Password provided via email



WebSmart by JR3

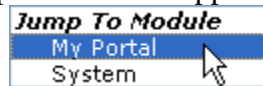
Provide your security credentials and click login.


User Name:

Password:

Login

- Select My Portal from the drop menu in the upper right of your screen



- Click on  Student
 - If you have multiple students, you will have a drop menu in the upper right of the screen to allow you to select which you are looking at.
- It will default to the Grades tab. This will allow you to view a digital report card. This will show the student's full schedule and the current average in each course.

Grades Attendance

Parent Portal Student: [REDACTED]

Course	Term 1						Term 2						Exam	Grade	Credit
	Teacher	C1	C2	C3	Exam	Grade	Teacher	C4	C5	C6	Exam	Grade			
Attendance	[REDACTED]						[REDACTED]								
Science - 7	[REDACTED]	80				80	[REDACTED]							80	
Math - 7	[REDACTED]	89				89	[REDACTED]							89	
ELA - 7	[REDACTED]	83				83	[REDACTED]							83	
Social Studies - 7	[REDACTED]	100				100	[REDACTED]							100	
Athletics	[REDACTED]	100				100	[REDACTED]							100	
Conduct	[REDACTED]	90				90	[REDACTED]							90	


- Clicking on the grades will show all assignments within the course along with notes from the teacher. Failing grades will be displayed in **red**.

Grades Attendance

Parent Portal Student: Banda, William Robert

Grade Details for 03060700 - Science - 7 / 07A [Return to Grade Summary](#)




Name	Description	Assignment Date	Due Date	Grading Category	Weight	Grade	Comments
HW- 9/14	Atoms		9/14/2012	Homework 10	1.0		
Foldable- Nonliving Particles	Atom, Elements, & Compounds		9/12/2012	Daily 50	1.0	90	
BW- Periodic Table			9/12/2012	Daily 50	1.0	70	
BW- Elements into Atoms			9/11/2012	Daily 50	1.0	100	
BW- Making Atoms	Periodic Table		9/10/2012	Daily 50	1.0	88	
HW- 9/7	Periodic Table		9/7/2012	Homework 10	1.0	75	
Planner	Complete planner and get signed.		8/31/2012	Homework 10	1.0		
Lab Safety Quiz			8/31/2012	Test 40	1.0	64	

- Use the  Return to Grade Summary button to return to the main grade screen.
- For Attendance, click on the Attendance tab. Attendance is reported Absences/Tardies.

Grades Attendance

Parent Portal Student: [REDACTED]

Course	Term 1				Term 2			
	Teacher	C1	C2	Overall	Teacher	C3	C4	Overall
Touch System Data Entry	[REDACTED]	1 / 0		1 / 0	[REDACTED]			0 / 0
BUSIM1	[REDACTED]	1 / 0		1 / 0	[REDACTED]			0 / 0
ENG II	[REDACTED]	1 / 0		1 / 0	[REDACTED]			0 / 0
GEOM	[REDACTED]	1 / 0		1 / 0	[REDACTED]			0 / 0
BIOLOGY	[REDACTED]	1 / 0		1 / 0	[REDACTED]			0 / 0
WRLD HIST	[REDACTED]	1 / 0		1 / 0	[REDACTED]			0 / 0
SPANISH II	[REDACTED]	1 / 0		1 / 0	[REDACTED]			0 / 0

- You can edit your email address and change your password by clicking on  MyAccount in the upper right corner of the screen.
- You will then click on  **Edit Account Details** and make the necessary changes.
- You will click  Save to retain the changes.



The screenshot shows a web interface for managing a user account. At the top, there are three tabs: "Identity", "Privileges", and "Signature". The "Identity" tab is selected. Below the tabs is a header "My Account" and a sub-header "Account Details". The form contains the following fields:

- Login ID**: jdoe123
- Description**: John Doe
- Email Address***: test@test.com
- Start Page**: [[Default]]
- Password***: [Redacted]
- Confirm Password***: [Redacted]

At the bottom of the form, there are two buttons: "Save" and "Cancel".

- When you are finished, be sure to  Logout