

# CARE Elementary School Handbook

## Table of Contents

- I. SCHOOL CALENDAR**
- II. WELCOME, STATEMENT OF PHILOSOPHY, MISSION, AND STATEMENT OF DIVERSITY**
- III. COMMUNICATION**
  - Page 4-5 Attendance, Uniform Dress Code, Health
  - Page 6 Field Trips and Chapel
  - Page 6 Faculty and Staff
  - Page 7 Contacting Teachers and Students, Transportation, Visitation
  - Page 8-9 Objectives, Application and admission
  - Page 9-10 Step Up for Students compliance
- IV. ACADEMICS**
  - Page 10 Academic Program
  - Page 10-11 Evaluating student progress and Grading Scale
  - Page 11 Parental Involvement/Parent teacher cooperation
  - Page 11-12 CARE's Home and School Partnership
- V. STANDARDS**
  - Page 12-13 Level of Offenses and Discipline Responses
  - Page 13 Sexual Harassment
  - Page 14 Network and Internet use
- VI. RELEASE FORMS AND POLICIES**
  - Page 15-16 Dispensing Medications
  - Page 16-17 Hold Harmless
  - Page 17 Sexual Abuse Policy
  - Page 18-19 Anti-Bullying Policy
  - Page 19-20 Special Needs and Curriculum Modification Policy
  - Page 20 Final Word

## **I. SCHOOL CALENDAR**

### **CARE 2016-2017 SCHOOL CALENDAR**

August 15-19, 2016	Teacher planning days; no students in school
August 22	First Day of School; begin first semester
September 5	Labor Day; holiday for students and employees
September 6-9	First Session NWEA MAP Testing
September 14	Open House
September 26-30	DIBELS Testing
September 30	Progress Report
October 3	Teacher planning day; no students in school
October 12	Teacher planning day; no students in school
October 27	End first grading period; first semester
October 27	Teacher planning day; no students in school
October 28	Begin second grading period; first semester
October 31- November 4	LOL Week (Love of Literacy)
November 8	Teacher planning day; no students in school
November 11	Veteran's Day; no students and employees
November 17	Parent Teacher Conference
November 23	Teacher planning day; no students in school
November 24-25	Thanksgiving; holiday for students and employees
December 16	Progress Report
December 20	Christmas Program
December 24-Jan 6	Winter recess for students and all employees
January 9	School resumes
January 16	MLK, Jr.'s Birthday; holiday for students and employees
January 20	End first semester and second grading period
January 23	Teacher planning day; no students in school
January 26	Begin second semester; third grading period
January 24-27	DIBELS Testing
February 6-10	LOL Week (Love of Literacy)
February 20	Presidents' Day; holiday for all students and employees
February 23	Black History Program
February 24	Progress Report
February 21-24	Second Session NWEA Map Testing
March 23	End third grading period; second semester
March 24	Teacher planning day; no students in school
March 27	Begin fourth grading period; second semester
March 30	Parent Teacher Conference
April 3-7	DIBELS Testing
April 10-14	Spring recess for students and all employees
May 1-5	Teacher Appreciation Week
May 2	Teacher Appreciation Day
May 5	Progress Report
May 8-12	Third Session NWEA Map testing
May 26	Teacher planning day; no students in school
May 29	Memorial Day; holiday for students and employees
June 6	Kindergarten Graduation/ End of the Year Show
June 8	Last Day of School; end fourth grading period
June 9	Teacher planning day; no students in school

**NOTE:** Every Wednesday, students at CARE Elementary are released one hour early. Our school dismissal time is at 2:00 P.M. The regular school Hours are 8:00 AM -3:00 PM everyday except Wednesday for early release.

**II. WELCOME to CARE: PHILOSOPHY OF CHRISTIAN EDUCATION,  
MISSION STATEMENT, AND STATEMENT OF DIVERSITY**

It is my pleasure to introduce you to CARE Elementary School. Our school is committed to providing a safe, nurturing and mentoring Christian environment as we prepare our students to achieve success and instill Judeo Christian values to guide their future. Our vision at CARE is to enable and empower students with a foundation for academic excellence. Our faculty and staff will use the tools of dedication, hard work, understanding and love to show what CARE means for each and every student that is part of our school.

**Christopher Simmonds, CARE Elementary School Principal**

**PHILOSOPHY OF CHRISTIAN EDUCATION**

CARE Elementary School will give a superior educational experience to underserved children in a loving Christian environment putting emphasis on literacy, developing God given potential and building confidence and hope through the knowledge that they are special to God.

While curriculum will be aligned with common core standards, students will attend weekly chapel, be taught Christian principles with Bible verses and exposed to the love and grace of Jesus Christ. Prayer will be part of the CARE experience.

**MISSION STATEMENT**

The **Mission** of CARE Elementary School is to provide a nurturing Christian environment where children from the Overtown community receive the best opportunity for academic success and character development.

CARE Elementary School is committed to quality instruction by certified teachers, small classes, engaging common core curriculum and ongoing support of volunteers.

**STATEMENT OF DIVERSITY**

CARE Elementary School values the rich multicultural nature of our community and will strive to include individuals from diverse backgrounds, embracing the exposure and opportunity it provides our students to learn understanding and acceptance of different ethnicities. We will provide a caring, respectful, and safe environment in which to prepare confident, lifelong learners and responsible citizens.

## **II. COMMUNICATION**

### **ATTENDANCE**

Prompt attendance at all classes, worship and assemblies is expected. National and State law require a minimum of 180 school days. Any student with more than 10 unexcused absences for the year (15% of 180) is liable to fail the school year.

Absences are excused only for illness, death in the family, or extreme emergencies. Parents should send a written explanation upon student's return to school. If no excuse is received by the end of the second day, the tardy or absence will be recorded as unexcused. Any student with 5 or more unexcused absences per quarter must appear with parent for a special conference with the principal.

### **TARDINESS**

School begins at 8:00 a.m. Every student is expected to be on time for school and classes. If a student arrives at school after 8:15 a.m. he/she will be marked tardy. After 9:30 a.m. the student will be marked absent. If the student is tardy, the Parent/Guardian must obtain a tardy form from the school office in order for the student to enter class.

### **UNIFORM**

It is our desire that students develop an appreciation for neat dress standards and grooming habits. This is particularly necessary in today's world where dress standards are extremely lax. Our dress code will be effective only as parents and students work together. CARE will expect students to observe the following standards in their dress:

Uniform is the only appropriate dress for school. For the boys the uniforms will consist of 1 navy blue polo shirt and 1 sky blue polo shirt to go with 1 pair of khaki shorts and 1 pair of navy blue shorts. For the girls the uniforms specified by CARE will consist of 1 navy blue polo shirt and 1 sky blue polo shirt to go with 1 Khaki pair of shorts or skirt and 1 navy blue pair of shorts or skirt. Any additional uniforms are the responsibility of the parent and the uniform MUST be in line with CARE's specified uniform. Students who do not wear the correct uniform will miss lunch recess and a notification will be sent home to the parent. For every 3 uniform notices per quarter the student will miss lunch recess, serve an "in school" detention, and a meeting with the parent will be scheduled between the parent and school principal. No decoration (additional badges, pins, brooches, etc.) may be worn without permission from the principal.

## **UNIFORM (Continued)**

1. Shirts and (for both boys and girls) must be worn tucked in.
2. Boys will wear their pants on their waistline.
3. Shoes with nonskid soles are required for both boys and girls. Shoes can be either running shoes or dress shoes. Slippers and sandals are not to be worn with the uniform except in the case of injury.
4. Girls must wear plain, white ankle socks only. Boys must wear plain, black socks only.
5. Boys hair is to be neatly groomed.
6. Girls' hairstyles are to be neat, plain and simple. Hair accessories are to be moderate.
7. No make-up is allowed. Girls are permitted to wear small earrings. Watches and wrist beads are acceptable. No other Jewelry will be permitted.
8. Jackets or sweaters with khaki or navy pants are permitted on cold days. These must be worn properly i.e. not around the waist or draped on the shoulders. Warmers for girls are permitted on cold days but should match the uniform. These must be skin tone, black, white, or blue and should be worn under their uniforms.

## **HEALTH**

### **MEDICATIONS**

School Administration is only allowed to administer medications to students on the signed authorization of parents. Medical Authorization forms may be obtained at the school office. All medication given must be logged.

### **STUDENT ILLNESS**

When a student complains of not feeling well or has a temperature of 99.5 degrees F. or more, school personnel will call the student's parent/guardian, the designated person, or doctor, if the parent/guardian cannot be reached. In the case of emergency or If student illness/injury is severe, CARE will immediately call 911 and will seek the appropriate medical treatment. CARE administrative staff will continue to make every attempt to contact the student's parents to notify them of the emergency.

### **BREAKFAST & LUNCH PROVISIONS**

We believe that healthy bodies lead to healthy minds, and healthy minds make it easier to keep a clear mind ready for learning. A healthy diet is encouraged at home and school. For students who need to bring their lunches, please ensure lunches are nutritious and are ready to eat as a microwave to warm-up is not available. Drinks must not be sent in glass bottles. (This also includes school activities.)

## **BREAKFAST (Continued.)**

CARE will provide breakfast and Lunch for students who need it. Breakfast will be served between 7:30-7:50a.m. Students must finish their breakfast by 8:00a.m. And must be eaten in the designated area.

CARE will provide lunch for all students. Each classroom will eat at a specific time depending on grade level between 10:30 a.m.-12:50 p.m. in the designated lunch area. Each lunch period will be 20 min to eat followed by a 30 min recess in the gym.

## **FIELD TRIPS**

Field trips are invaluable teaching aids. They provide direct experiences for learning and are extensions of what is being taught in the classrooms. A signed permission slip is to be turned in on the date indicated on the field trip Form. Failure to comply will prevent your child/children from going on the trip. All Field trip costs will be covered by CARE with no cost to the parent. General Field Trip Dress: CARE T-shirt and jeans (shorts are not allowed). Any change will be indicated on Field Trip Form.

## **CHAPEL SERVICE**

CARE will conduct a weekly chapel service in the gym for students every Wednesday from 8:30 a.m. - 9:00 a.m. Parents are welcome to join. All students are expected to participate and attendance is mandatory.

## **THE STAFF OF CARE ELEMENTARY SCHOOL**

Christopher Simmonds	Principal	CS@CAREelementary.org
Shamira Cordero	Administrative Assistant	SCordero@CAREelementary.org
Carolina Goncalves	Kindergarten	Goncalves@CAREelementary.org
Yolanda Camilus	1 <sup>st</sup> Grade	Camilus@CAREelementary.org
Mishala Pennyamon	2 <sup>nd</sup> Grade	Pennyamon@CAREelementary.org
Melissa Davis	3 <sup>rd</sup> Grade & Lead Teacher	Davis@CAREelementary.org
Patrice Smith	Assistant Principal & 4 <sup>th</sup> Grade teacher	<a href="mailto:Smith@CAREelementary.org">Smith@CAREelementary.org</a>
Lynette Martinez	Teacher Aide Kindergarten	Martinez@CAREelementary.org
Aline Desir	Teacher Aide 1st Grade	Desir@CAREelementary.org
Michael Carlin	Teacher Aide 2nd Grade	
Ella Slaton	Teacher Aide 3rd Grade	Slaton@CAREelementary.org
Jeremy Anderson	Teacher Aide 4th Grade	Anderson@CAREelementary.org
Bethuel Fletcher	P.E. teacher & Administrative Dean	Fletcher@CAREelementary.org

## **CONTACTING TEACHERS AND STUDENTS**

### **EMAIL**

You may contact CARE administration via email at [scordero@careelementary.org](mailto:scordero@careelementary.org) or [cs@careelementary.org](mailto:cs@careelementary.org). For individual classroom teachers email addresses, please contact teacher directly.

### **GRIEVANCE PROCEDURES**

In the event of an unresolved concern, the parent(s) and student(s) may request a conference with the teacher first. If the problem cannot be resolved please and the principal. If the matter in question is not satisfactorily resolved, an appeal can be made to the school board. The decision of the school board will be final and binding.

### **TELEPHONE OPERATOR/RECEPTION DESK**

**Shamira Cordero (Reception Desk) 305-571-2273 ext. 2256**

**Christopher Simmonds (Principal's Office) 305-572-2072**

The School reception desk is staffed from 8 a.m. to 3 p.m. while School is in session Monday through Friday. You may contact the school's reception desk during these hours for any reason via phone. Visitation to the reception desk to address questions or concerns will be available between 8am and 10am Monday-Friday. Otherwise please make an appointment to speak with school administrative assistant. All meetings with School Principal are by appointment only and must be scheduled in advance. Students will not be allowed to use the telephone except for an emergency after given administrative permission. The teacher or school office will take care of emergencies. If you need to speak with a teacher, please call before or after school hours except in case of emergency.

### **TRANSPORTATION**

Transportation to school is the responsibility of the parents. The Miami Rescue Mission will provide home drop off via school bus for students within a 3-mile radius of CARE. Authorized parents and guardians are welcome to "pick-up" students. Student(s) must be signed out. The school office must be informed in writing of any change in transportation or "pick-up" arrangement. Student "walk home" is NOT permitted.

### **PARENT OR GUARDIAN VISITATION**

It is hoped that parents would visit the school. If parents wish to visit during school hours, they must make arrangements with the teacher at least 24 hours in advance.

All visitors to the school must first check with the school office and obtain a Visitor's Pass. This is necessary for the protection and safety of the students. All unauthorized individuals will be asked to leave and if uncooperative reported to the police.

## **OBJECTIVES, APPLICATION AND ADMISSION**

### **OBJECTIVES**

CARE Elementary School is committed to help each student to:

1. Know God and develop a Christian philosophy of life.
2. Be surrounded with a Christian influence in the classroom, at study, and at play.
3. Understand how to begin and maintain relationship with God through daily devotional exercises.
4. Learn respect and appreciation for self and others.
5. Develop habits of punctuality, accuracy, neatness, and sound judgment in decision-making.
6. Develop sound habits of healthful living and physical fitness.
7. Develop attitudes and values, which will result in the improvement of the student and the community.
8. Incorporate Christian values and achieve excellence in:  
Academic Skills;  
Language Arts, Mathematics, Social Studies, Science, Spanish, Art, Music and Computer Education. Physical Education & Sports, Communication and leadership skills to include Public Speaking & Drama.

### **APPLICATION AND ADMISSION**

While CARE Elementary School accepts applications from students of all cultural and religious backgrounds, they must be willing to conform to the policies and ideals of the school. Provisions are not currently available for students with documented special educational needs.

### **APPLICATION PROCEDURE**

CARE Admissions Committee will consider students for admission when the following items have been received:

1. An Application Form completely filled out including the signatures of both parent/s.
2. Approved Step up for Students scholarship application with award letter.
3. A copy of his/her complete school history including the most recent report cards and previous testing where applicable.
4. A signed Parent Permission Form for release of any and all psycho educational evaluations.
5. An original current immunization record and a physical examination record. These must be on file in the office. The physical is renewable every year.
6. Copies of student's birth certificate and Social Security card. These must be on file.
7. Signed Parent/Student Handbook Consent form and Parent Contract.
8. Signed Release, Hold Harmless and Indemnification agreement



## **ELEMENTARY ADMISSION**

The entrance age for Kindergarten is five years by September 1 of the current school year. The age for admission into First Grade is six years by September 1 of the current school year.

All students enrolled at CARE will be quarterly reviewed and evaluated by the Admissions Committee and School Board for the sole purpose of monitoring student's conduct and academic standing. CARE will help all students in every way we can to help build students conduct and academic standing. If it is judged that he/she is unwilling to follow the evaluated plan to meet the standards of the school, he/she may be asked to withdraw. Each case will be reviewed independently.

## **WITHDRAWAL/TRANSFER PROCEDURE**

At least five working days notice must be given to the school office for all transfer records/documents.

## **RE-APPLICATION**

The School reserves the right, upon review of a student's academic/behavior record, not to re-accept the student for the ensuing year.

## **STEP UP FOR STUDENTS COMPLIANCE AND RECIPIENT OBLIGATIONS STUDENT ATTENDANCE**

Students must abide by the attendance policy of the participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship. Should extenuating circumstances exist that cause a student to be absent for an excessive amount of days, during which the school is providing no education to the student, the school should submit an Exit Confirmation Form (ECF) for this student. Once the student has returned to the participating private school, a School Commitment Form (SCF) should be submitted to reactivate scholarship funding. If the circumstances surrounding the student's absence are unique, please contact an Enrollment Specialist for additional guidance.

## **DISCIPLINE**

Students and families must abide by the behavioral and disciplinary policies of the participating private school in which the student is enrolled. Failure to do so may result in loss of scholarship. A participating private school reserves the right to suspend or expel students if its published policies are not followed. If a student, over the course of his/her academic career as a Step Up For Students Scholarship recipient, is expelled from a participating private school three (3) times, s/he will lose the scholarship permanently; with no option to renew. (This will not affect the scholarship of any siblings). For any specific questions, please contact an Enrollment Specialist.

## **STEP UP FOR STUDENTS SCHOLARSHIP PAYMENTS**

Checks are distributed to the participating private school in four (4) installments throughout the academic year. The parent or guardian listed on the check must endorse the check upon notification by the participating private school that the check is available. Failure to endorse a scholarship check in a timely manner could result in the loss of scholarship and/or an outstanding balance at the participating private school.

The participating private school or any entity related to it may not be assigned as a Power of Attorney (POA) for any purpose related to a Step Up For Students Scholarship. However, Step Up For Students may accept a properly executed Power of Attorney for the purposes of signing scholarship checks, after submission of the document by the applicant to Step Up For Students for approval.

Should there be an emergency (i.e. illness, death, etc.) and another parent/guardian needs to sign a scholarship check, please contact an Enrollment Specialist for further instructions.

## **IV. ACADEMICS**

CARE Elementary School seeks to develop student's abilities in key areas. Students attending CARE are challenged:

- To learn deeply and think critically.
- To be resilient and resourceful.
- To be creative problem solvers with an understanding of the importance of inquiry.
- To develop intellectual self-confidence and curiosity.
- To communicate and listen effectively.
- To operate with integrity and honesty.
- To develop the necessary skills to live in our diverse community and global world.
- To develop healthy habits of mind, body, and spirit.

## **EVALUATING STUDENT PROGRESS**

Report cards are issued every nine weeks (four times per year) to keep parents informed of their child's progress. Parent/Teacher Conferences are scheduled twice per year (after the First and Third quarters). Interim Progress Reports are generally sent on the last Friday of each month. Parents may request additional conferences with the teacher at any other time. Teachers welcome your interest and suggestions and will gladly discuss your child's progress.

## **GRADING SCALE**

### Grades K-2

- E- Excellent progress
- S- Satisfactory progress
- N- Needs improvement

### Grades 3-5

- A- Superior work (92-100%)
- B- Above average work (82-86%)
- C- Average work (72-76%)
- D- Below average work (62-66%)
- F-Failing work (0-59%)
- I- Incomplete

For Grades 3-5 A student scoring an "A" average with no more than one "B" and no less than an "S" in behavior will be on the Principal's Honor Roll.

A student with a "B" average, with no more than one "C", and no less than "S" in behavior will be on the Honor Roll.

## **PARENTAL INVOLVEMENT/ PARENT-TEACHER COOPERATION**

Parents or guardians can help the teachers by:

1. Giving wholehearted support and cooperation in upholding the standards of the school.
2. Developing a friendly rapport with the teachers.
3. Letting their children know that at all times they have confidence in the teachers.
4. Discussing their concerns directly with the teacher rather than with others.
5. Actively participating in the Home & School Association/VIP Group.
6. Making sure that their child/ren attends/attend school regularly and on time.
7. Sign and return agendas, then follow through to ensure homework has been completed and turned in on time.
8. Attending parent-teacher conferences.
9. Remembering that a child's perception and account of an incident may be quite different from what actually happens at school.
10. Encouraging children to take home all notices, newsletters, calendars and other handouts.
11. Responding promptly to messages received.
12. Volunteering time at school.

## **CARE HOME AND SCHOOL PARTNERSHIP**

CARE Home and School Partnership VIP Group (Very Important Parent) has been organized to enhance our school program and support our parents. Some of its functions are:

1. To provide a Christian school community for all school-age children.
2. To have monthly meetings for parents.

### **HOME AND SCHOOL PARTNERSHIP (Continued)**

3. To help provide time, input, and support that will help the school to carry out its programs.
4. To provide prayer for all families, and special prayer time for families with prayer requests.
5. To hold activities and events that will help build and develop stronger parent/student relationships.

### **DISCIPLINE**

Discipline is an important part of a child's upbringing. CARE's discipline procedure will assist and align to CARE's commitment to excellence, and keeping the standards that we have set for all students enrolled at our school.

### **LEVEL 1 OFFENSES (EXAMPLES OF LEVEL 1 OFFENSES)**

1. Minor disruptions of class, assembly, and chapel
2. Gum chewing
3. Undermining religious ideals
4. Dress code violation
5. Personal grooming outside the bathroom
6. Running in the hall
7. Wrestling and horse-playing

### **DISCIPLINARY STEPS FOR LEVEL 1 OFFENSES**

1. Appropriate discipline administered by teacher.
2. A written notice of the violation, and the disciplinary measure will be given to the student will be sent home to the parents to be signed and returned to school. If necessary, a telephone conference will be held.
3. Detention (If the student cannot serve date of detention and alternative will be given)

### **LEVEL 2 OFFENSES (EXAMPLES OF LEVEL 2 OFFENSES)**

1. Major disruption of classes/chapel
2. Fighting/assault with or without injury
3. Leaving the school or class without permission
4. Inappropriate public display of affection (PDA)
5. Teasing with or without name calling
6. Provocative/obscene language or possession of obscene materials
7. Disrespect to and defiance of school personnel
8. Throwing objects and endangering or injuring
9. Violation of Bullying policy
10. Inappropriate use of the Internet

## **DISCIPLINARY STEPS FOR LEVEL 2 OFFENSES**

1st Offense – Two-day suspension–student, parent, teacher and principal conference

2nd Offense – Four-day suspension–student, parent, teacher and principal conference.

3rd Offense – Referral to Disciplinary Committee

## **LEVEL 3 OFFENSES (EXAMPLE OF LEVEL 3 OFFENSES)**

1. Arson, tampering with fire extinguisher, fire-alarm, or security system.
2. Theft, vandalism, robbery, burglary or any destruction of school property.  
(Students may be held responsible for repair or the cost thereof.)
3. Gambling/extortion – obtaining anything by force
4. Possession/use of illegal contraband items and drugs (tobacco and other harmful substances). Possession of any type of explosive, firearms, or other weapons
5. Sex violation to include sexual harassment/assault (See Harassment Policy below)
6. Threats of physical bodily harm to teachers, students, auxiliary workers, or self
7. Assault with injury

## **DISCIPLINARY STEPS FOR LEVEL 3 OFFENSES**

1. Referral to the Disciplinary Committee
2. Dismissal from school

## **SEXUAL HARASSMENT POLICY**

It is important that CARE maintains a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. Sexual harassment should never be a part of that environment. It should be noted that sexual harassment constitutes illegal educational discrimination under Federal and State Statutes, the 14th Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972.

**Definition:** Sexual harassment constitutes unwelcome sexual advances, sexual comments of any kind, or physical contact of a sexual nature.

### **Examples:**

1. Making threats of a sexual nature
2. Touching in a sexual manner
3. Sexual advances, gestures, contact, comments, or jokes
4. Displaying suggestive comments about a person's anatomy.

**NOTE:** Sexual harassment constitutes an infraction of CARE policies and becomes grounds for disciplinary action including five or more days suspension or dismissal depending on the seriousness of the situation as determined by CARE administration.

## NETWORK AND INTERNET ACCEPTABLE USE POLICY

CARE Elementary School will provide iPad's for classes and/or research. Each school iPad will have controlled internet access (protected by Mobicip) on the school's secure server and will be monitored daily by CARE administration. This will ensure that students have a safe viewing/user experience. To take advantage of this educational opportunity, this agreement must be understood by the student and the parent or guardian.

At CARE, student access to, and use of the network will be under teacher or staff direction and will be monitored. Access is a privilege not a right. Access entails responsibility. In addition, CARE offers Internet access for student use. Use of the internet has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, curriculum content, and limited light-quality self-discovery activities. The internet access has not been established as a public access service or public forum. CARE has the right to place reasonable restrictions on the material the student accesses or posts through the system. All students are expected to follow the rules as set forth below.

1. I will not give personal information such as my address, telephone number, and parents' work address or telephone number or the name and location of my school without my teacher's permission.
2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online.
4. I will never send a person my picture or anything else without first checking with my teacher and parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teacher and parents right away.
6. I will not give any password to anyone (even my best friend) except my parents or teacher.
7. I will be a good citizen and not do anything that can hurt other people or is against the law.
8. I will only be online when my teacher has given me permission.
9. I will always log off when I leave the computer.

CARE makes no warranties of any kind for the network service it provides. CARE will not be responsible for any damages suffered including loss of data. CARE will not be responsible for the accuracy or quality of information obtained through the network connection.

**TO THE STUDENT:** When you are using the CARE Internet connection and network, you may feel like you can easily break a rule and not get caught. This is not really true because wherever you go on the network you leave "electronic footprints." Even if you don't get caught, there is always at least one person who will know whether you have done wrong-that person is you. Your use of the Internet and network can be a mirror that will show what kind of person you are.

## **RELEASE FORMS**

### **MEDICATION ADMINISTRATION TO STUDENTS DURING REGULAR SCHOOL HOURS**

Parents whose student that is prescribed to take any particular medication throughout the day during regular school hours, must sign a consent release form. The school must retain a copy. If the prescription is expired the school will notify the parent, and the school will not administer the medication. This policy is adopted for the protection of the student involved and the safety of the other students.

“Medication” may include, but is not limited to over-the-counter remedies, nutritional supplements, herbal remedies topical creams and any substances dispensed by prescription. Please review the following information so that any use of medication by your child at school complies with school policy.

### **ALL MEDICATION**

All medication, including prescription and over-the-counter require written physician and written parent consent. The physician instructions must include the child's name, date of birth, name of the medication, correct dosage, maximum dosage, time interval between dosages, method of administration, reason for administration and side effects.

Any special storage requirements, such as refrigeration, must also be included. Physician’s instructions must be renewed each school year. All medications including prescription, non-prescription, and emergency medication must be personally delivered to the school office by the child’s parent, guardian or authorized designee.

In order for the appropriate school staff to assist with medications at school, parents must provide all necessary supplies and equipment. Parents may not send medication through students. Children with medical conditions that require them to carry medication must obtain appropriate authorization under the School policy prior to bringing any medication into the school. (Please see the section below under Self-Authorization Medications)

Students parent or guardian must personally pick up outdated or unused prescriptions or medications that is no longer used due to change in prescription. School personnel will not send medication home with student.

### **PRESCRIPTION MEDICATION**

All prescription medication must be labeled by a licensed pharmacist and in a manner that is consistent with the treating physician written statement. All prescription medication must be original container with a separate label container for each medication. This requirement enables the designated school personnel to properly identify the medication and ensure appropriate administration.

## **NON-PRESCRIPTION MEDICATION**

Any over the counter medication shall only be administered during school hours with previous parent or guardian written consent. Again, medication must be properly labeled and in the original manufacturer's container.

Parents must administer medication to children at home, before and after school hours, whenever possible.

## **SELF-ADMINISTERED MEDICATION EMERGENCY MEDICATION**

Natural emergencies may arise during a school year so it is wise to be prepared. The office requires that you supply the school with at least a 72 hour supply of medication if your children is taking any. Again, this medication must be properly labeled and in the original container and the physician's instructions and parents consent form must accompany the medication.

Please do not send any medications to school with your child. We ask that you follow our policy and procedures for the safety and protection of your children.

## **HOLD HARMLESS AGREEMENT**

### **RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

In consideration of attending CARE Elementary, I hereby agree to release and discharge from liability arising from negligence CARE Elementary and it owners, directors, officers employees, agents, volunteers, participants, and all other persons or entities acting for them on behalf of myself and my children, parents, heirs, assigns, personal representatives and estate, and also agree as follows;

1. I acknowledge that physical education involve known and unanticipated risks, which could result in physical or emotional injury, paralysis or permanent disability, death and property damage. Risks include, but are not limited to, blindness, bruises or other injuries caused by mergers; injuries caused by falls or collisions with objects, other participants, or uneven surfaces; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. I expressly accept and assume all of the risks inherent in this activity or that may occur. My children participation in is purely voluntary and I elect for them to participate despite the risks. In addition, if at any time I believe that conditions are unsafe or that my children am unable to participate due to physical or medical conditions, then I will immediately discontinue them from participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless CARE Elementary from any and all claims, losses, expenses, demands, or causes of action, which are in any way connected with my children participation in CARE Elementary activities, including without limitation reasonable attorneys' fees, brought against or suffered by the School



## **HOLD HARMLESS AGREEMENT (Continued)**

District due to any injury or loss in connection with my, or my child's, participation in the event or arising out of a claim directly or indirectly related to such use brought by any other person and arising out of my and/or my child's acts or omissions.

4. I represent that I will cover any injury or damage that my children may suffer while my children participate in CARE Elementary school activities. I agree to bear the costs of such injury or damage myself. I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by any such condition.
5. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns, and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant Not to Sue CARE Elementary School.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

In reading / signing this release, I acknowledge and represent that:

1. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed.
2. I am and/or my children is fully competent and of sufficient health and physical fit to perform physical exercise.
3. I fully understand that when my children are participating in any physical education or recreational activities, there is the possibility of physical injury and property damages.
4. I am and my children is voluntarily participating in recreational activities and physical education activities and assumes all risk of injury.
5. I have read and understood this document and I execute this Release for full, adequate, and complete consideration fully intending to be bound by it.

## **CARE ELEMENTARY SCHOOL SEXUAL ABUSE POLICY**

CARE Elementary School prohibits and does not tolerate sexual abuse in the workplace or in any organization related activity. CARE provides procedures for all employees and volunteers to report sexual abuse (Refer to Sexual policy school agreement)

CARE Elementary has a Zero-Tolerance policy for any sexual abuse committed by an employee or volunteer. Following any report of potential abuse CARE Elementary will immediately call the abuse hotline.

## **ANTI-BULLYING POLICY**

### **RATIONALE**

CARE is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All members of CARE Elementary have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

CARE actively promotes positive interpersonal relations between all members of the school community.

1. Pupils have a right to learn free from intimidation and fear.
2. The needs of the victim are paramount.
3. CARE will not tolerate bullying behavior.
4. Bullied pupils will be listened to.
5. Reported incidents will be taken seriously and thoroughly investigated.

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organized, or it may be unintentional. It may be perpetrated by individuals or by groups of pupils.

### **FORMS OF BULLYING**

- Physical violence such as hitting, pushing or spitting at another pupil.
- Interfering with another pupil's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another pupil.
- Teasing or spreading rumors about another pupil or his/her family.
- Belittling another pupil's abilities and achievements.
- Writing offensive notes or graffiti about another pupil.
- Excluding another pupil from a group activity.
- Ridiculing another pupil's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet or mobiles) to hurt or humiliate another person.

### **PREVENTATIVE MEASURES FROM PARENTS**

1. Attend awareness raising programs (Curriculum & parent information evenings)  
Complete survey/questionnaires distributed to pupils, parents and whole school staff.
2. Advising their children to report any bullying to a faculty and staff member of CARE and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils.
3. Advising their children not to retaliate violently to any forms of bullying.
4. Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken
5. Keep a written record of any reported instances of bullying

## **PREVENTATIVE MEASURES BY CARE FACULTY AND STAFF**

The Responsibilities of Staff Our staff will:

1. Foster in our pupil's self-esteem, self-respect and respect for others.
2. Demonstrate by example the high standards of personal and social behavior we expect of our pupils.
3. Discuss bullying with all classes, so that every pupil learns about the damage it causes to both the child who is bullied and to the bully and the importance of telling a teacher about bullying when it happens.
4. Be alert to signs of distress and other possible indications of bullying.
5. Listen to children who have been bullied, take what they say seriously and act to support and protect them.
6. Report suspected cases of bullying to any teacher or CARE administrator.
7. Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
8. Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

## **PREVENTATIVE MEASURES BY STUDENTS**

We will expect our students to:

1. Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
2. Intervene to protect the pupil who is being bullied, unless it is unsafe to do so.
3. Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should:

1. Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.
2. Watching for signs of distress or unusual behavior in their children, which might be evidence of bullying.

## **SPECIAL NEEDS AND CURRICULUM MODIFICATION POLICY**

In keeping with the philosophy and mission of the school, we recognize that some students require special learning accommodations within the regular school classroom. CARE will reserve the right to accept or deny any student that may have documented special needs in the form of an IEP/504 plan. CARE wants what's best for every student either enrolled or not enrolled in our school. CARE cannot and will not be able to accommodate students whose IEP/504 plan have a need for a special education or resource classroom. In order to have school admission consideration, the student's IEP/504 plan must read "80%-100% general education classroom."

## **SPECIAL NEEDS AND CURRICULUM MODIFICATION POLICY (continued)**

If that requirement is met then parents can have an initial evaluation with the school to evaluate and review the IEP/504 plan. If it is determined that the school is unable to meet the needs of the student, the family will be advised to seek alternate placement in the best interest of the student.

For a student already enrolled at CARE without an IEP/504 plan and who has never been tested but seem to need curriculum modifications, in order to provide educationally sound and academically appropriate curriculum modifications for these students, the following procedures shall be followed;

1. The student must be formally evaluated by an outside testing agency of the parent's choice.
2. The results of the evaluation must be made available to the school.
3. A meeting between parent and school will be held.
4. If after review of the plan, minor modifications are prescribed and it is determined that CARE can continue to accommodate the student, a plan will be formulated and evaluated on a regular basis to insure its effectiveness.
5. Students on a modified curriculum will have their report card duly noted for any subject(s) in which modifications are being made.
6. If after CARE's best efforts, it is determined that CARE is unable to meet the needs of the student, the family will be asked to seek alternate placement for the student.

## **A FINAL WORD**

The bible admonishes parents in Proverbs 22:6 to "Train up a child in the way he should go, and when he is old he will not depart from it." CARE will use this verse to remember that every child belongs to God, and they are His instruments designed to be used for his purpose. CARE faculty and staff will take very seriously the opportunity given to us to impart the knowledge required so every student is successful. More importantly we will help develop a character that treats others with love, kindness, and respect.