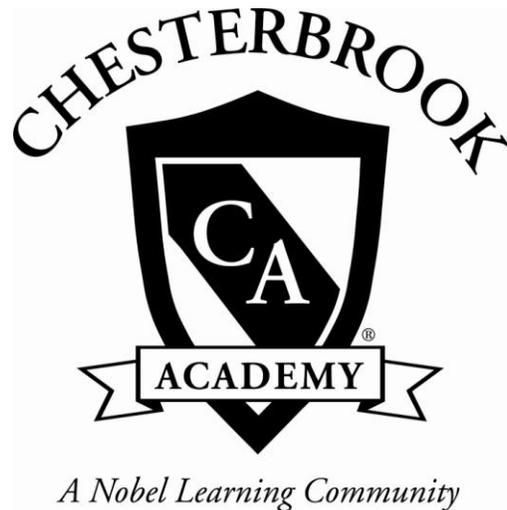


# Chesterbrook Academy<sup>®</sup> Elementary School

## PARENT HANDBOOK



*Revised 5/19/2014*

# Parent Acknowledgement Form

## Elementary School Parent Handbook

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Student Name (Please Print)

Address \_\_\_\_\_

Phone # \_\_\_\_\_

This Parent Handbook was created to promote an understanding of the policies and procedures at Chesterbrook Academy.

The information in this Parent Handbook applies to all activities occurring on school grounds, school buses, and during any school related activity. It is important that parents and students are familiar with these expectations.

Please remove this page, sign it, and return it to the Principal. It will be added to your child's permanent file. Your signature means that you have received this Parent Handbook and understand the policies and procedures of Chesterbrook Academy.

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I have read and understand the policies and procedures in the \_\_\_\_\_  
Parent Handbook. I agree to abide by them as will my child(ren).

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

# Chesterbrook Academy Parent Handbook

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## **VISION**

To be the leading provider of infant to 8<sup>th</sup> grade private education through curriculum based community schools.

## **GOALS**

The major goal of Chesterbrook Academy is to achieve the highest levels of academic achievement within all grades, as well as to:

- Develop an appreciation for education and a desire to achieve.
- Emphasize the fundamentals of how to study, organize material, listen, think, reason, and work independently.
- Teach children to read with understanding.
- Attain strong foundations in English, Mathematics and Science.
- Help children develop an appreciation of creative arts, including visual and performing arts.
- Introduce the importance of self-wellness in addition to underscoring the need to exercise and stay fit.
- Encourage students to use initiative and to develop self-discipline and civic responsibility.
- Develop computer skills and attain technological capability.
- Become effective members of a learning community.

## **CURRICULUM**

The curriculum at Chesterbrook Academy is designed to challenge students as they master the basic academic subjects, thus setting a firm foundation for a well-rounded education.

Chesterbrook Academy emphasizes a skills-based, comprehensive instructional model beginning in Kindergarten. The essential program is enhanced through the use of differential instruction and cooperative learning within multi-faceted and multi-sensory curriculum in all subject areas. The basic curriculum includes language arts (grammar, composition, penmanship and spelling), mathematics, social studies, and science. Spanish, music, computers, wellness education and art are also integral parts of the curriculum.

## **ADMISSION AND FEES**

Chesterbrook Academy is non-sectarian, private, independent and non-discriminatory. We believe in equal education, attention and care for all children without regard to race, color, religion, or ethnic origin.

## **REGISTRATION**

When your child is enrolled, a complete registration form, tuition agreement, emergency card, immunization record, and physician's form must be on file. This information must be kept current throughout your child's enrollment. There is an annual non-refundable, registration fee due at the time of enrollment and renewable each August, or before. Upon enrollment, a deposit of one week's tuition must accompany the application and will remain on account while your child attends school. This deposit may be applied to your final tuition payment with proper notification of withdrawal.

In order to finalize the enrollment process, all required paperwork **MUST** be completed in its entirety and submitted to the school office. This information must be kept current throughout your child's enrollment at Chesterbrook Academy.

## **TUITION POLICY**

The annual tuition includes a non-refundable Registration, Book, Activity, Materials and Insurance Fee. All tuition is due and payable in advance, as noted in the tuition agreement.

Parents with more than one child enrolled at any Nobel Learning Community school may be eligible to receive a discount for each additional child after tuition has been paid at the regular, full-time rate for the youngest child. Consult your Principal for information on this school's discount plan.

## **ADDRESSES AND TELEPHONE NUMBERS**

It is *very important* that all students' emergency cards are up-to-date at all times. If you have moved or have changed your home or work telephone number, please *notify the office immediately* about the changes. Also, please inform us if there are changes in the emergency telephone numbers of people to contact if you are not available.

## **WITHDRAWAL FROM SCHOOL**

Students are registered automatically on a month-to-month basis from the first day of school until the last day of the school year. Parents who wish to withdraw their child from school prior to the last day of the school year must give one month's written notice in order to be excused from paying tuition for periods following the withdrawal date (see the Tuition Agreement for details).

## **SCHOOL DAY**

Chesterbrook Academy is open and supervised during the stated hours of business, excluding the holidays observed during the year. Refer to your school calendar and/or fee schedule for days when school is closed. A late fee (see the Tuition Agreement) is charged to your account if a child is left after the regular close of the business day.

The Extended Day program provides an opportunity for students to participate in a number of supervised activities after the instructional day ends. (e.g. sports, chorus, study hall, arts and crafts, gymnastics, band, piano lessons, ballet, etc).

Some after school enrichment programs are arranged through outside vendors. Enrollment in these programs, and payment of fees for these programs, are to take place through Chesterbrook Academy. A listing of the activities provided and associated fees are available from the Principal.

## **WEATHER EMERGENCY POLICY**

Chesterbrook Academy will close for any weather emergency as determined by the federal, state or local government that only allows emergency service personnel to drive. If there is a delayed opening, Before School care will NOT be provided and the academic day will begin at 10:00 a.m. Delayed opening and school closing information will be communicated through local television emergency closing announcements. An announcement will also be placed on the school answering machine.

In the event that the weather is such that a majority of students do not attend, we will hold a “Day of Review” for all students. On those days, the teachers will not be presenting new information and students will *not* be penalized for absence. However, the day *will* be academic in nature and students in attendance will participate in accordance with the daily academic schedule.

In the event of severe weather or other emergencies during the school day, it may be necessary to close school early. Whenever possible, an announcement will be placed on the television. Parents will be called and requested to have their child picked up before the designated emergency closing time.

An emergency contact form containing contact information for parents and designated persons to pick up your child in case of emergencies must be on file and up-to-date at all times.

This policy cannot cover every possible situation. In an emergency, immediate decisions must be made. We will make every attempt to contact you, authorized family members, or specified friends. If you are going to be out of town, please notify whoever will be in charge of your child as to these policies and be sure that we will know whom to contact, and how to reach that person, should an emergency arise. Students will ONLY be released to those persons listed on the emergency contact form, and then only after presenting valid photo identification to a school representative.

Where applicable, bus/van services will make independent decisions regarding inclement weather procedures. Parents or authorized responsible persons will be informed of these decisions.

## **TRANSPORTATION POLICY**

Please review, and stress the importance of the following bus rules and regulations with your child:

- Passengers will remain seated at all times facing the front of the vehicle and wearing seat belts.
- No eating or drinking is permitted on the bus.
- Excess loud, noisy or distracting behavior is not permitted.
- The use of obscene language or gestures will not be permitted.
- Fighting or pushing of any kind is forbidden.

- Parents will be held responsible for their child’s behavior on the bus.
- Students will, at all times, obey and respect the bus driver.
- Dangerous objects of any kind will not be allowed on a bus.
- Each student is responsible for his or her belongings on a bus.
- The driver must be notified if a child suffers from motion sickness, and parents may be asked to supply plastic bags if necessary.

## **RULES FOR VEHICLES WHILE ON SCHOOL GROUNDS**

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on campus:

- All vehicles must obey the 5 miles per hour speed limit at all times while on school property.
- While on school grounds, pedestrians always have the right of way.
- Vehicles ignitions **MUST** be turned off, and the keys removed, while parked on school grounds.
- Children may **NOT** be left unattended in a vehicle at any time or for any reason.
- Violations of these rules may result in a warning. If a violation is serious, or violations continue, school personnel are authorized to take a tag number for a report to the local police.

## **FIELD TRIPS**

All field trips are planned by the teaching staff and are coordinated within academic units and lessons in the classroom. Parents will receive ample notice of field trips, and a Field Trip Authorization must be present in your child’s file in order for him/her to leave the campus. Some field trips require an adequate number of parent chaperones, and if appropriate coverage is not available, a class may not be able to attend.

While on field trips, students will be required to wear appropriate school attire (e.g. field trip t-shirt) from the time of departure from school until the return to school.

All students will be required to follow the school rules and regulations with regard to transportation and bus service.

## **STUDENT ARRIVAL AND DEPARTURE**

All children must be signed in and signed out daily when arriving and departing from school. Parents can sign in and out on the daily attendance log located in the entrance of each building. Additional persons authorized to pick up your child must also sign him/her in and out.

## **DISCIPLINE POLICY**

Each classroom will have classroom management plans. These plans are available for your review in the classroom and will be discussed at Back to School Night. Although these plans may differ somewhat from classroom to classroom, the underlying philosophy of positive discipline remains consistent throughout the building. Our school code of conduct is shared throughout the building as well, and it is expected that the students will abide by the code at all times.

If discipline problems continue to arise, parents will be informed by means of written communication or a phone call, and a plan will be designed to work collaboratively in reaching a solution. If the problem cannot be resolved, or (*in our sole discretion*) if the problem is serious, we reserve the right to dismiss or suspend a child for unsatisfactory behavior in order to insure the health and safety of all children. We may also suspend or dismiss a child (*in our sole discretion*) for lack of parental assistance in efforts to work with a difficult child and/or violations of our policies.

## **QUIET TIME**

Every afternoon, a rest time is provided for Kindergarten students. This time is provided so that the children are able to have a break from the day's activities. We ask that you provide your child with a rest mat for this time of the day. Students who do not nap, will participate in quiet activities so that their counterparts may rest.

## **ATTENDANCE**

Regular attendance is essential to the satisfactory completion of the school year's work. Students are required to attend a specified number of school days in order to be promoted to the next grade level. Failure to meet this standard can result in retention of a grade. We urge parents to send their children to school regularly and to limit absences to serious illness. Parents are requested not to ask that a student be excused from school except in the case of illness or family emergency. Medical and dental appointments should be scheduled during vacation, before or after school, or whenever possible.

Vacations and holidays are listed on the school calendar. Permission for earlier dismissal or later return, as well as other extraordinary vacation time, is discouraged.

Punctuality is stressed. Any student who is not present at the beginning of the school day is considered tardy. He/she should report to the office before proceeding to class.

So that we may properly supervise your child, a parent or an authorized representative must sign the "in and out" record when bringing and picking up children. No child will be released to anyone other than his/her parent without prior written authorization from the parent. Phone calls will be accepted on this matter in an emergency, but only when followed by facsimile transmission of authorization.

## ABSENCE PROCEDURES

Parents are encouraged to call the school office before 9:00 a.m. if a child will be absent from the school that day. Any request that a student be excused from school during the day should be presented to the office in writing before the school day begins. Homework and assignments for students who are absent may be obtained by calling the school office.

## GRADING CRITERIA

Teachers carefully assess student progress based on multiple factors (e.g. class participation, quizzes, tests, projects, presentations, etc.). The following represent grading scales by grade levels:

### *Academic Achievement Indicators*

#### **Grades K, 1 & 2**

<b>Performance Ratings</b>	<b>Needs Improvement (0 Points)</b>	<b>Satisfactory (1 Point)</b>	<b>Good (2 Points)</b>	<b>Excellent (3 Points)</b>
<b>Criteria</b>	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments less than 70% of the time	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at least 70% of the time	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at least 80% of the time	Accurately performs grade/age level content specific tasks, to include classroom assignments/tasks, projects and assessments at least 90% of the time

The key for defining performance ratings is:

**“E” (Excellent)** – This mark indicates consistently outstanding development of that particular skill.

**“G” (Good)** - This mark indicates that the student is developing skills at slightly above the expected rate for a student at that grade level.

**“S” (Satisfactory)** – This mark indicates that the student is developing skills at the usual rate expected for a student at that grade level.

**“N” (Improvement needed)** – This mark indicates that the student is performing below the level expected for that particular skill, and improvement is necessary.

**“NI” (Skill not yet introduced)** – This mark indicates that there has not been adequate opportunity to develop the skill for grading purposes.

## Grades 3, 4 and 5

Performance Ratings	F (0 Points)	D (1 Point)	C (2 Points)	B (3 Points)	A (4 Points)
Criteria	Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments less than 60% of the time	Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments 60% to 69% of the time	Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments 70% to 79% of the time	Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments 80% to 89% of the time	Accurately performs grade/age level content specific tasks, to include but not limited to classroom tasks, projects and assessments 90% to 100% of the time

### *Effort Indicators*

For areas where a grade or performance rating are not appropriate, “effort” indicators are provided as noted below.

Performance Ratings	Needs Improvement	Satisfactory
Criteria	Age/grade level appropriate participation less than 75% of the time	Age/grade level appropriate participation 75% of the time or greater

## STUDENT PROGRESS

Student academic progress, citizenship, and effort are evaluated throughout each academic quarter in grades Kindergarten through 5<sup>th</sup> Grade. Report cards are issued at the end of each quarter.

Parents are requested to review the report card, sign, and return it to the classroom teacher within one week after receiving it, except after the 4<sup>th</sup> quarter. Parents are encouraged to contact the teacher for a conference if further explanation of the report card is desired or if the parent wants to discuss his/her child’s work. Conferences will automatically be available following the first and third quarters.

Interim Progress Reports are used to notify parents of student progress between report card grading periods.

An Interim Progress Report may also be issued any time the teacher wants to inform parents of student progress, effort, conduct and/or grade average. Interim Progress Reports do not necessarily mean failing work. These forms are also used for positive reports and for noting particular aspects of a student’s work.

## HONOR ROLL

Chesterbrook Academy adheres to high academic standards. Scholarship is recognized and encouraged through an academic honor roll compiled at the close of each quarter in grades three

through five. Gold honors are awarded for students achieving an ‘A’ average and silver honors for a ‘B’ average.

## **STANDARDIZED TESTING**

Chesterbrook Academy will utilize the Stanford-10 Achievement Test (SAT). The SAT 10 is a norm-referenced test designed to measure academic achievement. This test is utilized to provide a general estimate as to how an individual student is progressing in the areas of mathematics, language, reading, and spelling in grades one through five. In Kindergarten, students are assessed in listening skills. Students receive performance scores in each of the categories tested as follows: Advanced, Proficient, Basic, and Below Basic. This assessment is given in the spring of each year.

## **HOMEWORK**

Homework is an integral part of each student’s educational program. Students must plan for study time in addition to class instruction in order to earn satisfactory grades. By planning ahead, students can schedule study time to complete an assignment before it is due.

In each grade, the time required for the homework preparation is an individual matter dependent upon many factors. In order for students to put their best effort toward assignments, it is necessary that they have a suitable study environment, away from interruptions, and with ample time in which to complete the assignments.

All homework assignments are expected to be completed on time. The same standards required for the students’ daily work apply to all homework assignments.

## **BIRTHDAYS**

Birthdays are important to children and they enjoy sharing them with their friends. We normally celebrate children’s birthdays at snack time. Parents are welcome to attend these celebrations. Please notify your child’s teacher or Principal if you plan to bring a snack for your child’s special day. Parents may bring only commercially prepared foods for birthday or holiday celebrations.

Teaching staff is not responsible for distributing party invitations. We urge you to distribute them outside school to avoid the hurt feelings among the uninvited.

A popular way to celebrate birthdays at is with a new book donation to the school library. A bookplate is placed in the donated book with the child’s name and birth date, and the book is put into circulation for all students to enjoy. Your Principal may suggest titles for donations, if you desire.

## **DRESS CODE**

Students are required to wear uniforms or seasonal school appropriate clothing. Students should be neatly and appropriately dressed for school. We believe that a student's appearance reflects upon the manner in which he/she approaches the daily work in the classroom. For safety reasons, clogs, thongs, high heels and slick soled shoes should not be worn at school. In physical education class, students are encouraged to wear athletic shoes and to be dressed appropriately for physical activity.

## **LOCKERS/STORAGE AREAS**

Each student is assigned a storage area for books, lunches and clothing. It is the student's responsibility to see that this area is in order at all times and is cleaned weekly. Parents are asked to check these areas on a daily basis, as important information, notices and messages from your child's teacher, will often be posted there.

## **TEXTBOOKS**

Chesterbrook Academy provides the use of textbooks to its elementary students. Reasonable wear and tear is expected as a result of daily use. However, unreasonable damage to textbooks must be paid for at the time of damage or loss. Books and instructional materials are regularly reviewed and updated as needed; these selections are reflected in the materials fees.

## **STUDENT VALUABLES**

Students are requested not to bring money, jewelry, radios, cameras, toys or other valuables to school. If it is necessary to bring money or valuables, the student should leave them in the office for safe keeping. Students should never leave valuables in their storage areas.

## **PERSONAL BELONGINGS AND LOST AND FOUND**

Clothing articles are frequently left at school and many are never claimed. Please place your child's name on coats, sweaters, lunch boxes, and other personal belongings so that items can be returned. Students who find lost items are asked to leave them with the office.

## **HEALTH AND SAFETY**

Staff members are trained in First Aid and CPR. If a child has an accident or incident during the day requiring medical attention, a report form must be filed and sent home for his or her parent's notice.

For any serious accident or incident, we will attempt to notify parents by a telephone call at the time of the event.

In the event of a serious emergency, the school will secure immediate medical attention as described on the “authorization for medical treatment” on the child’s enrollment form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends during such emergencies.

We reserve the right to refuse admittance to any student who shows a sign of illness. A student who becomes ill at school will be made comfortable until his/her parent can be notified and the student is picked up from school. **You authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child’s physician, if, in our judgment, there is insufficient time first to contact your child’s physician. You authorize us to make the decision of when an emergency exists.**

## MEDICAL POLICIES

All students are required to have an updated physical form on file. All physical forms should be submitted prior to the start of school.

Chesterbrook Academy will follow the rules and regulations provided by the State with regard to handling children’s illnesses. We will *not* administer medications of any kind (including over-the-counter medication), unless the following items are presented:

1. If the medication is a prescription: The original prescription label must be present on the container along with the child’s name, specific dosage instructions, and a current date.

Note: In circumstances requiring specific skills or prior medical training to administer medications, or use certain medical procedures, the school will not be able to accommodate the administration of these prescription medications or procedures, unless approved by the ADA Compliance Officer and made part of a modification plan.

2. If the medication is **NOT** a prescription: Any type of medication which does not bear a prescription label will **NOT** be administered without a doctor’s written note. This includes cough drops, eye drops, medicated ointments, etc.
3. A Medication Authorization form must be filled out completely and accompany the medication.

Only after these requirements are met will a member of our staff administer medication.

The annual registration fee includes the cost of student accident insurance. If an accident occurs at school and medical treatment is necessary, please see your Principal for information regarding the process of submitting a claim to the insurance company.

If a child becomes ill while at school, parents will be notified and requested to pick up the child at the earliest convenience. Children who have a fever of 100 degrees or higher, are vomiting, have diarrhea,

or show signs of a communicable disease will be removed from the classroom to a quiet area, parents will be called, and pick up should immediately follow. Children will not be able to return to school until the symptoms have disappeared and the child is fever free (without the use of a fever-reducing medication) for 24 hours. Children showing any sign of a communicable disease will not be allowed to return to school until a physician has treated the symptoms and a physician's notice is given to return to school.

## **FIRE AND OTHER SAFETY DRILLS**

As requested by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take the time to review and discuss the importance of such drills with your child and to be sure that he or she knows the safety routines.

## **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences will be scheduled three times during the school year. Because the teacher's hours of availability are limited, it is advised that parents schedule these meetings as soon as they have been notified of such a conference. Appointments will be scheduled on a first-come, first-serve basis. The parent, teacher, or an administrator may request the participation of administration at such meetings.

Parents may schedule a conference with an administrator at any time during the school year.

Chesterbrook Academy welcomes maximum parent involvement. Any vocation, hobbies, or special interests you have and would like to share with our students is greatly appreciated. Throughout the year we have scheduled events, with respect to which we encourage parents to attend and participate.

## **DRUG FREE POLICY**

Our school is a drug free zone. Cigarette smoking, alcohol possession or consumption, the use of over-the-counter or prescription drugs by a student for whom not prescribed or for other than their legally intended use, or the possession or use of other controlled dangerous substances as defined by law enforcement is strictly prohibited on the school campus. Any violations of this rule will result in possible suspension or dismissal, and, if appropriate, notification to the local police.