

Connor Academy

Charter School

A Safe Harbor for Learning



Parent/Student Handbook

Vision

The vision of The Academy is to provide teachers, parents, and students with innovative, research-based teaching tools and methods. Together, they create a school that will develop competent, confident, productive, and responsible young adults who possess the habits, skills, and attitudes necessary to succeed in postsecondary education, find satisfying employment and succeed in life. A complete education is built on a solid academic foundation and an approach that encourages parental involvement and character development.

All students share an increased opportunity for expanded learning through fine arts, foreign language, physical education, and technology programs.

Mission

The mission of The Academy is to educate students to become capable of pursuing any subject area because they understand how to learn, enjoy the process of learning, and to nurture success with a safe, character-building teaching method.

This is accomplished by implementing a core curriculum of mathematics, reading, writing, science, and social studies and by giving all students an increased opportunity for expanded learning through fine arts, foreign language, physical education, and technology programs.

Parental involvement is an integral component in the educational process of students at The Academy. The Academy works to empower parents to support their child's daily progress.

Philosophy

The philosophy of The Academy is grounded in the belief that when there is low threat and content is highly challenging, accelerated learning takes place.

- Each ***child*** has the right to come to school without fear of taunting, teasing, or violence.
- Each ***parent*** has the right to expect a school to provide a safe, kind environment for his/her child.
- Each ***staff member*** has the right to teach without fear of violence.

We believe that all children are capable of more than we imagine and that we unlock their potential through high expectations, a rigorous, fast-paced curriculum, and dynamic character education. Children must attain not only the knowledge and skills necessary for the 21st century but also, the work habits, communication skills, and problem-solving abilities to contribute to a democratic society.

What is the Harbor Method?

Foundationally, The Academy is built on the Harbor Method, a child-centered educational program built on high expectations for student behavior and academic endeavors. Decisions on every level should be based on the question, “What’s best for kids?” This proactively sets up an environment that allows students to focus on learning while in a safe, secure setting.

Focus on Kindness

The Academy provides a comprehensive plan for character education. The Harbor method has a focus on kindness and intolerance for teasing, taunting, bullying, and negative peer pressure. The Harbor School Method is a proactive solution to the violence that is all too prevalent in schools today. The word “Harbor”, in Harbor School, comes from our commitment to making school a "safe harbor" for children.

Academic Program

The Harbor School Method uses a school-to-work emphasis to make its behavior expectations relevant to the real world. It is built on high expectations for all students. The Academy teachers do not compromise program rigor for fear that some students “are not getting it”. When taught correctly, the Harbor School Method ensures that students will “get it” without the need to slow the entire class down in the process. Direct instruction combined with individual student attention supported by educational assistants, teachers, and parent volunteers) is the key to each student’s success. Classes are not leveled or grouped by ability. The Academy curriculum guide details the specific curriculum prescribed for all grade levels and must be followed with fidelity.

School Administration

The governing board supports the administrator and staff and governs the school consistent with the school’s vision, mission, and philosophy. The board provides the checks and balances needed for financial and legal matters. They set policy and have direct involvement in hiring the administrator.

The administrator is responsible for the educational and day-to-day operations of the school. The administrator does this through daily supervision and the support of teachers to ensure the consistent application of the Harbor School Method. During the instructional period of the day, the administrator spends much of his/her time in the classrooms and student contact areas, not in the office. Administrative paperwork and meetings with parents should be handled outside of class hours to allow the administrator to focus on students and teachers during instructional time. The Harbor School Method defines the administrator’s role in terms of assisting teachers to maximize their lesson planning and instructional time.

Attendance

Idaho state funding presumes a minimum of 96% attendance from students. When students are absent for any reason, the school is deprived of funding for that student on that day. Because of this, our school calendar has been carefully arranged to allow several extended breaks throughout the year so that parents have ample opportunity to set regular doctor, dentist or other appointments without impinging on school resources. *Please make every effort to set these appointments when school is not in session.*

There are natural consequences of not attending school that include, but are not limited to, missing direct instruction time that cannot be made up, the child falling behind, or receiving immediate feedback. Harbor based schools have an attendance policy of 96% and utilize specific strategies to ensure that the attendance goal is met. Those strategies include parental awareness training on the importance of high attendance, student awareness training with a school-to-work emphasis on the importance of attendance, a family-friendly modified year-round schedule, no personal leave days for staff to ensure they model our attendance policy and a grading system that can be positively or adversely affected by attendance.

Financial Management

We believe that our revenues represent a sacred public trust. Every dollar spent must be maximized for student benefit. We believe that one of the most effective ways to do that is to hold our teachers to the highest professional standards and to pay them well. The Academy maintains a high standard of checks and balances for all financial transactions, and undergoes thorough annual audits.

Administration & Governance

Board of Directors

Our ability to carry out our mission depends heavily upon the strength of our governing board. An effective board provides school vision to the administrator and sets school policies. The Board has direct involvement in choosing and nurturing the Administrator who then is responsible for the educational and day to day operations of the school.

The Academy School board is currently composed of eight volunteer seats filled from the community and Academy stakeholders. Board members serve three year terms and are elected or appointed at the Annual Board meeting. Board meetings are held on the 2nd Tuesday of every month. The agenda is posted in the glass case, in the front office, 72 hours prior to each meeting.

School Administration

Parents are encouraged to first *contact the administrator* to clarify facts regarding any issue or concern that arises. At The Academy we attempt to minimize stories or gossip and maximize facts and mutual problem solving. The best ways to contact Mr. Lovstedt is by calling the office @ 232-1447 or by sending an email to: joel.lovstedt@academycharter.net. You should expect a reply within two business days.

The administration's primary responsibility at The Academy is to create and maintain conditions in the school community that support our core practices. The administrator monitors quality instruction and is present at student activities. You will see the administrator every morning as students get dropped off and picked up at the end of the day. Effective administrators are extremely visible to the student population. They are regularly seen in classrooms every day, in hallways, in the lunchroom, and on playgrounds. They use these venues to interact with students and use natural opportunities to teach, model and acknowledge student successes.

Parents can expect the administrators to protect instructional time. Unscheduled interruptions are kept to a minimum. Regardless of the time of day, student instructional time is very valuable at The Academy. Emergencies are an exception. All other communication with the administrators and with teachers should be scheduled to be done before or after school or through email.

Attendance

Students come to school on time, prepared to learn every day.

How compliance looks

- Students arrive between 7:30 and 7:45 a.m. They line up with their class, when the first bell rings. When the second bell rings at 8:00, all items have been put away in their proper place and students are sitting at their desks, ready to work.

Examples of Non-compliance

Tardies

- Students enter the building before 8:00, but are not sitting at their desk at 8:00 ready to work
- The bell rings and they are still putting things away
- Students arrive after the 2nd bell has rung
- Students check out of school early

Absences

- (Excused) Student is sick and does not come to school or attends a funeral
- (Unexcused) Student does not come to school even though healthy or parents do not contact the school within 48 hours of when child is sick at home

Results of Non-compliance

Tardy

- Class/school day is disrupted
- Instructions are missed or need to be repeated
- Homework is not turned in on time
- Warm-up activities are missed
- Multiple tardies turn into unexcused absence

Absence

- Students miss important instructional time
- Students are not prepared for the next day
- Students fall behind
- Students grade may drop because of lack of instruction and learning
- Excessive unexcused absences may be grounds for dismissal from The Academy

Absences

Students missing more than 7 days a year will be out of compliance with our policy and may be referred to the Board of Directors for Expulsion. Parents will be notified upon the 4th unexcused absence. Upon the 8th unexcused absence the administrator will be compelled to refer the student to the Board of directors for *expulsion from Connor Academy. (Please keep in mind that 4 unexcused tardies equals 1 unexcused absence).* At the 6th through 8th grade levels, 3 unexcused absences in a trimester will result in the dropping of one letter grade in each subject area. Students with attendance/punctuality problems do not qualify for Citizen of the Week/Month awards.

An excused absence is one caused by illness, or a death in the family. All other absences are legally defined as unexcused. In order for absences due to illness or bereavement to be excused, oral or written communication from the student's parent/guardian must be received within 48 hours of the last day of the absence.

Tardies

Students are expected to attend classes regularly. Each time a student enters a class after it has started, or is absent for more than 15 minutes while the class is in session, the student will be charged with an unexcused tardy (UT). **This includes being pulled-out from class by parents during the school day.** Four (4) unexcused tardies are treated as one (1) unexcused class absence (UA). After the 4th tardy, students are given a detention for each new tardy. After the 3rd tardy detention, they will be suspended and put on an attendance contract. Tardies reset after each trimester.

Make-up Work and Tests

Make-up work and make-up tests are only allowed for excused absences and are subject to the limitations imposed by the nature of the assignment and the effects of missing direct instruction.

Attendance Expectations for Parents

Parents assure that their children arrive at school on time and leave on time. They set a family standard of attendance that is equal to or higher than the standard set by The Academy.

Parents do what is necessary to assure that their children arrive between 7:30 and 7:45 a.m. and are picked up at the end of the day, between 2:45 and 3:00. If parents are delayed, they contact the office so that children do not worry.

Behavior Expectations

Behavior Expectations for Students

Our intent is to promote prudent decision-making, self-discipline, and excellent moral character. Kindness and respect are the two foundational social behavior virtues at The Academy. When students and adults are kind and respectful, problems relating to fighting, arguing, name calling and other types of bullying are greatly reduced. At The Academy, we have identified certain specific activities that make children feel excluded or unwanted. These include handing out party invitations during school to only part of the class, sitting in exclusive groups at lunch, being ignored at recess and other similar activities. Students are taught and expected to avoid these activities and to actively reach out to others in friendship.

Background noise is distracting to students and teachers. It can increase stress and reduce concentration. Environments with distracting background noise feel less secure and inhibit learning and comprehension. To reduce background noise and promote a safe, polite learning environment we have four simple rules that apply anywhere at school or wherever students are representing The Academy:

- **No talking** is allowed in the hallways, bathrooms or when entering and exiting assembly programs.
- Students are required to **walk in straight lines** (easier to monitor student hands and what is in those hands).
- Students will say “**please**” and “**thank you**” and in all other ways be respectful to adults and each other.
- There are no “saved seats”. Students are expected to sit at tables in the order in which they enter the lunch room. They are also expected to talk quietly during lunch, and to clean up after themselves.

Discipline

The Academy is committed to having a safe and orderly school and creating an environment that is conducive to accelerated learning. We believe that parents send their children to school expecting that their child will be taken care of physically, emotionally, socially, and academically and we will meet those expectations.

Some student behaviors (harassment, intimidation, fighting, defiance, etc.) are counterproductive to these expectations. They cannot be condoned and require swift intervention and disciplinary action. Disciplinary consequences for misbehavior vary according to the severity and frequency of the violation and range from detentions to suspensions from school or targeted school or class activities. In all cases, consequences of these infractions will correspond with the severity of the offense as determined by the administrator. All students are given an opportunity to repair, undo or fix what was broken as a result of their misbehavior. This can be done through a combination of private or public apologies to those affected or through reparative service projects.

Students in possession of tobacco, drugs, weapons, or other dangerous objects will be automatically suspended and may face an expulsion hearing with the Board of Directors. Students discovering any of the aforementioned objects may turn them in to an administrator without fear of reprisal.

Non-compliance with a behavior plan or additional infractions may result in either extended out-of-school suspension, or a recommendation to The Academy Governing Board for an expulsion hearing pursuant to Idaho Code 33-205.

Behavior Expectations for Parents

Parents are always kind and respectful to children and adults at school and at home. They are expected to put forth their best effort to volunteer on a regular basis. *Parents set a family standard of behavior that is equal to or higher than the standard set by The Academy.* “The Academy parents are actively involved in the culture and academics of the school. We recommend that each family perform two hours of volunteer activities for The Academy each month during the school year.”

Parents Model Kindness & Respect

- Parents always check in at the office and do not enter classrooms unannounced.
- Parents set-up appointments with teachers through email or office staff.
- Parents do not talk in the halls or bathrooms.

- Parents are vocally supportive of school programs in front of children.
- Parents say “please” and “thank you”.
- Parents show caring through kind reminders to their children.
- Parents are dressed appropriately when they come into the school.

Parents are Examples of Effort & Participation

- Parents make sure that their children eat a good breakfast before going to school and have a good lunch prepared before lunch time.
- Parents monitor their children’s academic progress and communicate regularly with teachers for support or clarification.
- Parents regularly volunteer in the classroom or other parts of the school.
- Parents support classes as chaperones/drivers for field trips.
- Parents encourage their children to complete and turn in their homework in a timely manner and in their best effort.

Parents are Examples of Positive Attitude

Choosing a positive attitude affects both the social and academic learning of the student, the teachers, and their environment. Parents will model a positive attitude and help students know how to work through challenging social and academic situations with kindness and respect.

Communications

School Website- www.academycharter.net

- The tab ***For Academy Parents*** has links to the following: School Calendars, handouts, The Announcer (our bi-monthly school newsletter), PowerSchool access, PTO updates, back-to-school and registration forms.
- The Volunteer tab has a link to the Reporting Volunteer Hours Form so you can record outside volunteer time for the school. When you volunteer at the school during a school day you will sign in/out and your hours will be recorded for you.
- Please communicate with your child's teacher if you have questions or concerns. All faculty email links are on our website under the tab Faculty & Board.
- Frequent, clear communication between children, parents, teachers, administrators, and board members is vital. Communications reflect the values that we profess and should be grounded on *The 4 Agreements*, by Don Miguel Ruiz (The Four Agreements are: Be Impeccable With Your Word, Don't Take Anything Personally, Don't Make Assumptions, Always Do Your Best).
- Parent group communications should be positive, informative and begin on the first day of school. The parents should feel comfortable to contact a teacher with any concerns.
- Teachers respond to the parent communications in a timely manner.
 - An email should be replied to within 24-36 hours
 - A text or phone call should be replied to within 1-4 hours if received during business hours
- Clarity & Precision- All communications should be clear and without confusion. It is important to clarify unfamiliar ideas and use language correctly, without grammatical or spelling errors.
- To Children- All communications with children should be positive and professional. Teachers should implement best practices for every child and search out classroom management strategies that will build up and encourage positive interactions.
- To Parents - Teachers should share many different aspects of the school day with parents including but not limited to:
 - Schedule (Art, Field Trips, special events, etc.)
 - Important curriculum that is being taught or tested
 - Needs of supplies or volunteer opportunities

- Grades or learning in danger
- Positive behaviors or growth events
- Thank you for your

All emails should be B.C.C. to parents and include administration, special education, and others who may need the information. Communications that include areas of concern should always be addressed in a private email or phone call.

- To Faculty and Staff- The communication between staff members should be positive and void of gossip. We need to model with each other, so that children can learn proper communication skills and see that we are all friends.
- To the Administration- Teachers should be problem solvers and approach the administration with solutions to issues. Administrators are on the teacher's team and together they should work together to make decisions that are beneficial to the classroom.
- To the Board- Teachers have the right and privilege to speak to any board member, in an effort to help with continuity throughout all parts of the school.
- Social Media- Teachers should refrain from being friends with students on social media platforms and gaming platforms. It is at the teacher's discretion to become social media friends with parents.

PowerSchool Parent Portal

The Powers School parent portal can be used to monitor student attendance and academic progress. Access to this portal is through the **For Academy Parents** Portal as well. You will find links to the Parent Portal login and guides. We encourage you to use this tool to monitor your child's daily progress. Your username and password will be given to each parent during parent teacher conferences. You may also call the school office to receive this information. Those of you who have used Parent Portal in the past, your username and password remain the same. Remember that Kindergarten progress/grades are not on PowerSchool. Their progress is tracked differently and reported on an individual progress report card and a parent copy given at the end of each trimester. Please call the school office to change your address, phone numbers and emails. Please do not change via the portal as noted in the guide due to strict power school and power announcement formatting criteria.

Power Announcement

Power Announcement is our phone call and text messaging service. It is used to communicate school closures, emergency situations, class field trips and school event reminders. Part of the school registration packet included the choice of opting in or out of the Everyone opted in/out of text messaging system. You may call the school office to change your status and opt in or out of the text announcement service. Some cell phone carriers have 5 digit numbers blocked (you may have requested this as well). This can be fixed by calling your cell phone provider and removing the block on spam text. It is important to do this in order to receive school text announcements.

Email Communication

The majority of our written communication is via email to our school parents. We will attach website links to The Announcer, school/class handouts, PTO events, etc .

Facebook

Another way to keep up on school events is to check out our Facebook page. We will use our school Facebook page to post school and class events, field trips, etc. Please note that this page is not intended to be used as a sounding board for public issues or discourse. If you have a concern or question about the school, please contact the school or school administrator directly.

Contact Information

Parents are entirely responsible to notify the school when any contact information changes. If the school can not contact a responsible party because contact information is outdated, the school may be forced to call the police department to help find a responsible adult. Parents are required to notify the school whenever emergency contact information changes.

Directory Information & Photo Release

Directory information consent forms were filled out during student registration. Connor Academy may disclose, without additional consent, directory information such as the following: • *Student Name and Grade*

- *Student Home Phone Number*
- *Student Photograph*

Dress Code

The Academy has adopted a dress code in order to provide a safe school environment with minimal distractions. All students are required to adhere to the following dress code:

Uniform Guidelines

School clothing colors are burgundy, navy blue, white and khaki

Bottoms - All bottoms must be worn at the waist, no hip huggers, blue denim or sweat pants. Shorts and Capri pants cannot be worn between fall and spring break. Bottoms may be burgundy, navy blue, or khaki, but not white.

Tops - Shirts must be plain solid colors with no words or pictures except for The Academy logo. Shirts must be modest, meaning that brief garments such as undershirts, halter-tops, tube tops, net tops, tank tops, spaghetti straps, midriff shirts, sleeveless shirts or plunging necklines (front or back) will not be allowed.

Shoes – non-marking, sturdy shoes for daily P.E. are required and can be kept in the student's cubby if they choose to wear other types of shoes to school. Sandals and flip-flops cannot be worn between fall and spring break. No shoes with heels greater than 1 inch shall be worn. Tights & socks can only be in school colors.

Coats & Jackets - winter coats or jackets that are worn outside can be any color. Jackets or sweatshirts that the students wish to wear in the classroom must be plain, solid school colors with no words or pictures except for The Academy logo.

Hats & Scarves - baseball caps, knit hats, and scarves may be worn outside, but not in the building. Hats with brims must be worn with the brim straight over the face. Any symbol, print, or logo must be appropriate and meet The Academy's standards.

Makeup – appropriate lipstick, gloss, blush, eye makeup, or foundation are allowed in the 7th and 8th grade. Cover-up for acne is allowed when needed.

Additional Guidelines

Neatness & Modesty Standards - Student clothing and footwear should fit appropriately. All articles of clothing should be modest and worn as originally intended, be clean, and in good repair. Any articles of

clothing or accessories which distract from the educational environment or draw unwarranted attention are unacceptable. Extremes in clothing or hairstyles are also unacceptable. Any article of clothing, or accessories judged by administration as inappropriate for school or a school activity is prohibited.

Hairstyles and Color: Hair styles must be neat, clean, modest and well-groomed. Student Hair color must be a natural color (Auburn, blonde, brunette, etc.). If students come to school with an inappropriate or unacceptable hairstyle or color, at the discretion of the administrator, they will be sent home until they meet the school guidelines.

Crazy hair day - not more than one crazy hair or dress day per trimester may be approved each year at the discretion of the administration. These days must be identified at least one month in advance and modesty guidelines shall apply

Special Dress days— occasionally, Connor Academy will have a “crazy hair/hat” or dress day at the discretion of the administration. These days will be announced at least one week in advance. and modesty guidelines shall apply.

Promotional Clothing – Clothing (such as t-shirts, hats, bracelets, etc.) sponsored by approved school clubs, teams or school support organizations may be worn on a limited basis with prior administrative approval. The articles must conform to school neatness and modesty standards.

Casual Friday

Casual Fridays may be earned each week, by class, by excellent class behavior throughout the week as demonstrated by specific class goals set by the teacher, as well as overall effort and participation.

Field Trip Guidelines

At different times during the school year, your child may have the opportunity to take educational field trips away from the school under the supervision of school personnel and other parents. These field trips are supplemental to the regular curriculum and generally serve as a capstone or extracurricular experience. Students not participating in a given school approved field trip will be able to attend the other grade level class or will be given alternative coursework to complete at home.

A permission slip is required for all field trips. Permission slips will contain a notice of time, place and method of transportation and will be sent home at least one week prior to each field trip.

The following are some guidelines for field trips:

- *Drivers will need to have a valid driver's license and current proof of insurance at the time of the field trip.*
- *Parent Chaperones-As a chaperone, your first concern is the safety of our students. Therefore, your other (younger) children should not accompany you so that you can devote your full attention to the students on the field trip.*
- *Drivers are expected to abide by all child safety laws. As a general rule of thumb, never place a child under 13 years of age in front of an airbag. Children ages 4-8 who weigh 40-80 lbs and are shorter than 4 ft. 9 in, should sit in a forward facing booster seat. If your child requires a child safety seat or a booster seat, please be prepared to provide one.*
- *Make sure that footwear (for you and your student/s participating in the field trip) is sturdy and suitable for the activity.*

Homework

At Connor Academy, we consider homework to be synonymous with “practice”. Research has shown that, regardless of a student’s ethnic background or family income level, the most successful students are those with regularly structured homework/practice time, where students practice *beyond* the point of mastery.

At Connor Academy we believe that regular, meaningful homework develops lifelong habits that will benefit students as they progress towards post-secondary education and the workplace. The purpose of homework assignments is to support, review and amplify what has been taught and learned in the classroom.

We do *not* expect parents to help their children by *teaching* them how to do their homework, but to support them with a structured environment, conducive to learning and review, where homework can be completed. Parent involvement involves setting a home work time, encouraging children to do their best, helping them understand directions (as needed), and ensuring their homework is completed and *turned in to the teacher on time*. Where possible, we encourage parents to sit at the table with their children while

they are doing homework and that extraneous distractors such as music, television or loud conversations be at a minimum. (zero).

Some homework assignments require active participation from parents. These parent assisted practices serve a dual purpose: they give students extra practice time with an adult to reinforce and advance the skills taught in school and give parents a chance to interact with their children academically to build self-value and memories.

Students that come to school unprepared will receive consequences according to their classroom policy that will vary according to the grade level and maturity of the student. These consequences range from missing a particular daily activity (such as recess, or special classes) to detention or parent conference with an administrator. The first 3 instances of not completing homework are taken care of in the classroom. The 4th instance

will result in an early morning detention with the administrator. After the 7th homework detention, the parents and student will meet with the administrator and the student will be placed on an academic probation contract.

Students are to bring their completed homework to school *and turn it in*, on the day it is due. Expectations for daily homework commitment can vary on a day-to-day basis but generally fall within the parameters of the Daily Homework Expectations (See table). Please contact the teacher or Mr. Lovstedt if the time your child takes is consistently going over the recommended homework times.

Homework Expectations for Parents

- Parents set a family standard of quality that is equal to or higher than the standard set by the Academy.
- Parents always ask children how their day went, what is due tomorrow and what materials are needed.
- Parents check student planners daily.
- Parents verify that homework has been completed and is placed in backpack.

Daily Homework	
Expectations	Grade
Minutes/day	
Kindergarten 20-30	
1 st – 3 rd	30-40
4 th – 5 th	40-60
6 th – 8 th	60-90

- When children consistently take too long to complete homework or show a pattern of misunderstanding principles, parents communicate with teacher.
- Parents are aware of teacher comments on returned homework.

Internet & Technology

Website

The school website url is **www.academycharter.net**. It contains public compliance documents, the school calendar, various parent forms and information for those wishing for general information about The Academy Charter School Program.

School Newsletter

The school produces a bi-weekly newsletter. This newsletter is emailed to parents who have signed up for the newsletter.

School App

The Connor School App is a free app for parents that can be downloaded from the Apple or Google stores. Through the app, parents can report student absences, access the school calendar and receive notifications.

Consent Form

All students must have a signed Internet Consent form on record before they can access the internet at school. Cell phones provide a useful function; however, they are a strong distraction to students and are not to be used during the school day without permission from the administrator (unless an emergency condition exists). Obviously the same policy applies to music players and game machines. E-book readers are allowed at the discretion of the teacher.

Student Lunches

The Connor Academy is not equipped with a licensed kitchen. At the time of this printing, there are no professional kitchens willing or able to produce a hot student lunch that conforms to the new government nutritional standards at the current reimbursement price. Academy parents are expected to make sure that their children are provided with a nutritious lunch each day. The school does sell milk for 35 cents. Microwave ovens are available for students to heat their food, although we ask that student lunches not use microwave ovens every day to reduce crowding.

Parents are challenged and encouraged to have lunch with their children once/month at school. Your child *-even the 8th grader who won't admit it-* will enjoy the surprise and the behavior of their classmates in the immediate area around you will improve. Lunch is 20 minutes long. After lunch with your child, you are welcome to spend an additional 10-20 minutes supervising recess outside or helping the cafeteria staff. This is a time when you can have a significant impact on the success of the rest of the school day.

Medication & Insurance

Whenever possible, medications should be taken at home. If medication must be taken at school, it must be personally delivered by the parent and accompanied by a Connor Academy Medication Request and Release Form from the parent/guardian that includes the name of the medication and the instructions for its administration (time and dosage). Teachers should be aware of even non-prescription medicines

brought to school.

It is important for parents to understand that even with Connor Academy taking the greatest of precautions and having close supervision, accidents unfortunately can, do, and will happen at our school. Connor Academy is not liable for accidental student injuries sustained during the regular course of the day and only carries liability insurance. It is the parents responsibility to be prepared for possible medical expenses that may arise should their child be involved in an accident.

Parental Involvement

Our school success depends on the support and engagement of parents. We actively work to earn your trust and confidence to provide a safe and productive learning environment. We believe that, to support their child here at Connor Academy, parents should have a sound understanding of the school mission and philosophy before enrolling their children, a thorough orientation before the first day of school, and ongoing opportunities to experience the method through classroom service.

Research shows that parental involvement improves student attitude towards school and increases student achievement. When children see you modeling good citizenship, and taking time to enhance their education, it reinforces what we are teaching and increases our effectiveness. We encourage parents to support their children in their homework and to reinforce personal responsibility in your child.

Connor Academy suggests a minimum of 3 hours of volunteer service a month/family or 30 hours for the school year. These service hours can be accomplished in a variety of ways including:

- *Grading student papers & tests*
- *Observing classes*
- *Chaperoning class field trips*
- *Helping assemble/prepare lesson projects*
- *Supervising at lunch/recess/special activities*
- *Attending board and committee meetings*

School Closure or Evacuation

Snow or Inclement Weather Days

The decision to close school is based on road conditions and will generally follow District 25's decisions. School closure will be announced on television, radio stations, mass texts and Email.

Emergency Evacuation

The school conducts monthly emergency drills. In the event of an emergency such as an earthquake, fire, severe weather, etc., students may be evacuated to another site. Information will be provided to television, radio stations and by Email.

Contact Information

If you prefer to receive your information through email, or through text messages contact the office and make sure there is a current email address to send you information such as the Announcer and classroom information.

Student Celebrations

Hall of Fame

Students in each grade level class (1st through 8th grade) practice timed mastery of math and geography facts. Those who reach a predetermined level of proficiency in one minute (according to grade level) have their names displayed in a prominent place in the classroom.

Citizen of the Week

This award is given to students who exhibit an extra measure of kindness, responsibility, and helpfulness at school during a given week. These students are recognized in the classroom by the administrator.

Citizen of the Month

Citizens of the month are chosen from those students who have earned *Citizen of the Week*. These students are honored at an assembly each month. Parents are invited to attend if their child will be receiving an award. Citizens of the Month are treated to a free lunch with the administrator or assistant administrator at Pizza Pie Cafe or another local restaurant. Parents are welcome to come to lunch as well but are expected to pay for their own meal.

Scholar of the Month

This award is given to students who exhibit an extra measure of academic growth or proficiency during the previous month. They are recognized with a certificate during a monthly assembly.

Birthday Celebrations

Classes hold an end of the month party, during the last half hour of the last Friday of each month, to recognize all those who had a birthday during that month. This regularly scheduled activity helps reduce the interruptions that might otherwise occur during the month. Please contact your child's teacher for more information, especially if there is a student with a known food allergy in the class. To reduce class distraction during the school day, party snacks should be labeled with your student's name and grade and kept in the office conference room until it is time for the party.

Student Discipline

The number one goal of Connor Academy is to maintain a safe and orderly school by creating an environment conducive to learning. All parents send their children to school expecting that their child will be taken care of physically, emotionally, socially, and academically and Connor Academy will meet those expectations. When students misbehave, corrective action is necessary. At Connor Academy we believe in a progressive discipline policy where repeated or escalating misbehavior receives stronger corrective actions. These actions may include: warnings, counseling, temporary loss of free time or special classes, service projects, early morning detention, in school suspension, off-site suspension, parent conferences, dismissal and expulsion. Students are also given an opportunity to rectify what was "undone" by their misbehavior. This may be accomplished in a number of ways including community service, and apologizing to those affected by their actions.

School Donations

Donations to Connor Academy are eligible for a 50% tax credit - a reduction in the actual tax you owe. If you

itemize your taxes, a donation Connor Academy will enable you to get income tax deductions on both your state and federal returns, plus a 50% Idaho income tax credit.

(See Idaho Statute 63-3029A. INCOME TAX CREDIT FOR CHARITABLE CONTRIBUTIONS)

Grievance Process

The Administration shall review any grievances, and notify the concerned individual in writing within 72 hours that the grievance has been received, and that the grievance shall be acted upon within one week. Parents may be confident that their concerns will be acknowledged immediately and acted upon in a timely manner. The administration has the duty to attempt to resolve any such matter in the time period stated. Upon appeal to the Administration a hearing will be held within 10 business days, inviting all parties involved. The Administration will communicate a decision within one week of the hearing, along with a notice of rights to appeal.

If the matter is not resolved before the next meeting of the Board of Directors, the Administration will report the grievance to the Board, within 72 hours of the meeting. The parent is notified in writing of any Board ac

Recess Standards

Recess is a regularly scheduled period in the school day for physical activity and play that is monitored by trained staff. During recess, students are encouraged to be physically active and engaged with their peers in activities of their choice, at all grade levels, kindergarten through 8th grade. - CDC Healthy schools

Per Guidelines from Shape America:

All students shall have a minimum of 30 minutes per day, except in times of inclement weather, of developmentally appropriate daily physical activity, through recess, active classroom lessons, in-class and physical activity breaks.

The following staffing structure is used for recess:

- During lunchtime, the school provides two staff members monitoring students outside.
- Additional recess time before or after lunch will be supervised by the student's teacher or educational assistant.

In addition to a ten minute lunch recess, students will receive the following recess times each day:

- K-3rd grade a minimum of 30 minutes of unstructured recess per day
- 4-5th grade a minimum of 25 minutes of unstructured recess per day
- 6-8th grade a minimum of 20 minutes of unstructured recess per day

Daily School Pledges & Poems

<i>Pledge of Allegiance</i>	<i>School Pledge</i>
<i>I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands: one Nation under God, indivisible, With Liberty and Justice for all.</i>	<i>I will act in such a way, That I will be proud of myself, And others will be too. I came to school to learn, and I will learn.</i> <i>I will have a great day!</i>
<p>THE BOTTOM LINE</p> <p>FACE IT, nobody owes you a living. What you achieve, or fail to achieve in your lifetime Is directly related to what you do or fail to do. No one chooses his parent or childhood, But you can choose your own direction. Everyone has problems and obstacles to overcome, But that too is relative to each individual.</p> <p>NOTHING IS CARVED IN STONE!</p> <p>You can change anything in your life If you want to badly enough.</p> <p>Excuses are for losers! Those who take responsibility for their actions Are the real winners in life. Winners meet life challenges head on Knowing there are no guarantees, and give it all they've got And never think it's too late or too early to begin.</p> <p>Time plays no favorites And will pass whether you act or not. Take control of your LIFE Dare to Dream. Take risks.</p>	

Compete!

If you aren't willing to work for your goals

Don't expect others to.

BELIEVE IN YOURSELF!

by Keith Kennedy