



## 2017-18 Student Parent Handbook & Discipline Plan

Charger Expectations	
District Mission Statement	To ensure personal and academic success for each child.
School Mission Statement	To provide students with a strong academic foundation to prepare students for lifelong learning.
RTI <sup>2</sup> -B Purpose Statement	To assist students in achieving academic excellence while supporting balanced social and emotional growth.
School-Wide Expectations	<ul style="list-style-type: none"> <li>• Be respectful.</li> <li>• Be responsible.</li> <li>• Be reliable.</li> </ul>

**Mrs. Shavon Louis, Principal**  
**Mrs. Tiffany Strevel, Assistant Principal**

*Charging Towards Excellence*

1330 Cason Lane, Murfreesboro, TN, 37128  
 (615)-898-7145 \* <http://www.casonlaneacademy.net/>

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*Para la información o la ayuda de la escuela en español, ms Tapia de la llamada 615-653-1170.*

*Si usted necesita informacion adicional o si usted fiene alguna pregunta, por favor lia ☐ me o contacte al director de su escuela.*

مدارس مدينة ميرفيسبورو لا تميز على اساس العمر, العرق, الجنس, اللون, الاصل القومي او العجز في حالة التعيين و التوظيف, القبول فيها , الدخول اليها او ادارة برامجها, خدماتها او انشطتها.

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## **General Information about Cason Lane Academy**

### **Program Highlights**

- SACS Accredited school
- Parent Teacher Organization
- Related Arts: Art, General Music, Physical Education, and Library
- Musical Performances (Grades 3-6), Band (Grade 6), Chorus Grades 3-6, and Grade level Performance Opportunities (K-6), Basketball and Cheerleading (Grades 4-6)
- Celebrations of Learning Each 9 weeks to celebrate student accomplishments
- Positive Behavior Intervention Supports
- Comprehensive, Integrated Three-Tiered Model of Prevention
- OLWEUS Bullying Prevention Program
- After school programs including ESP and school sponsored special tutoring
- Part time School Psychologist, School Social Worker, and Behavior Specialist on staff
- Parent Groups and Family Liaison
- School Counselor: Classroom meetings, guidance classes, small groups, and individual counseling
- Reading and Math Intervention and Enrichment during the school day
- Technology integrated lessons
- Student Progress assessments in reading, writing and math
- Beta Club (4 – 6)
- Farm 2 School
- Run Club (4 – 6)
- Dance Team (Grade 4 – 6)

**Parent Teacher Organization:** The Parent Teacher Organization (PTO) is an organization of parents and caregivers committed to fostering an open and collaborative environment at Cason Lane Academy. PTO meetings are a forum designed for educating parents and influencing issues in an atmosphere of mutual trust and openness. The PTO meets regularly with the school administration and school staff members. PTO Members offer feedback to administrators.

### **Skyward Access: Get your child's grades, attendance and discipline record on-line!**

Be on the look-out for information on how to access your child's grades, behavior, and attendance in Skyward. This year parents will be able to access their child's important school information through Skyward. The information is sent to your home. Be on the lookout! You may call Linda Falana if you need assistance.

### **Academics**

At Cason Lane we use the Response to Instruction and Intervention-Behavior (RTI<sup>2</sup>-B) that is a Multi-Tiered System of Supports (MTSS) that offers a powerful, evidence-based approach for meeting the behavioral and social needs of students in Tennessee schools. RTI<sup>2</sup>-B is designed to empower educators to give every student the opportunity to meet high expectations and the support to reach them. This three-tiered system helps educators differentiate instruction as students need extra help.

Parents and teachers are partners. Folders should contain graded papers, homework and behavior notes. During the school day we work with students in a variety of large group and small groups. We provide reading and math

small group instruction EACH day for students. Your child has a variety of ways to express their understanding of academic standards at Cason Lane.

### **Absences**

- Always send a note to school to explain your child's absence. A note must accompany your child upon his/her return to school if the absence is to be excused.
- The school will accept **no more than 3 written notes** for illness through the ENTIRE school year without additional doctor notes or health plan.
- **Excused Absences:** student illness, death in the family, religious holidays, or family emergency when student is needed to help with family responsibilities
- **Vacations are unexcused absences.** Teachers may give make-up work. However, with appropriate notice or special circumstances cleared in advance, punitive attendance measures will not be pursued if there is no additional history of unexcused absences.
- **3 absences:** Parent will receive a call from the teacher. Teachers call the parent/guardian to discuss the absences and the need for documentation.
- **5 absences:** The attendance secretary will contact parents.
- **After 5 days:** Attendance secretary will notify either the school social worker or counselor.
- **10 or more unexcused absences:** The school will file for truancy and refer to Murfreesboro Juvenile Court. Tennessee requires compulsory school attendance. Under Tennessee State law any parent, guardian or other person who has control of a child, or children who allows their child to have ten or more unexcused absences from school commits a Class C misdemeanor.

The MCS phone system will call your contact number each day your child is not in attendance.

**Make up Work** – Students with an absence shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. Make up work should be turned in at a mutually agreed time frame between the teacher and the student. The attendance record is not changed when missed work is completed.

### **Tardiness**

The school day officially begins at 7:30 a.m. with morning meetings. Breakfast is available and will be served to all students free of charge at 7:15 a.m. in the classroom. Students should be in their seats and ready to begin work by 7:30 a.m. In the event a student is tardy, **the parent must come in to the office** with the student to ensure that they arrive inside the school safely. To be counted as present for the day, a child must be here at least three and one half hours of the school day.

### **Early Dismissal**

Early dismissals are discouraged and they count as tardies. Early dismissals end at 2:00. You will have to wait until regular dismissal if you arrive after 2:00PM. Teachers use every minute of the instructional day and early releases create a disruption for students. Exclusions to this policy include religious training, doctor/dentist visits, counseling sessions, or other activities approved by the principal. Children will not be dismissed from their classrooms except on special occasions. All parents and visitors must come to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification.

**Arrival**

School begins at 7:30 a.m. School doors open at 7:15 a.m. and students will have breakfast in their classrooms. ALL students may eat breakfast in the classroom without an additional charge. **Children who arrive before 7:10 a.m. are not under school supervision and must be enrolled in ESP.** All students will be allowed to go to classrooms at 7:15 a.m.

We want our students to become independent. Parents can help in this growing up process by allowing their child to come into the building alone. We will have personnel along their route to their classrooms to insure safety. Students must be seated and ready to begin the instructional day when announcements begin at 7:30 a.m.

**Students arriving after 7:30 a.m. are tardy and must be signed in by an adult in the office.**

**Birthday Parties**

**Birthday parties are not allowed during school hours.** If parents wish, they may send in a special treat to be eaten at a time convenient for the teacher. Outside treats and snacks can no longer be served in the cafeteria and must be arranged with the child's homeroom teacher. Invitations may not be given out at school unless there is an invitation for every child in the classroom. All invitations must include the child's name on them. No student personal information can be given from the office.

**Before and After School Care ESP**

The school system provides ESP (Extended School Program) for families needing before and after school care on campus. You may reach them at 898-7145. Leslie Honeyman is the ESP site director. She is available to answer any questions you may have. It is vital that our students are safe. ESP does provide tuition assistance as needed.

**Bullying**

Cason Lane Academy strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. According to the Olweus Bullying Prevention Program, "Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." Intimidation or bullying should be reported to any staff member, who is directed to report the incident to the principal. The principal will take prompt action to prevent future harm. If incidents continue, report the incident to the child's teacher or to the principal IMMEDIATELY. We teach the students to tell their parents when they are feeling bullied. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior. Bullying will not be tolerated. This includes cyber bullying and threats conveyed through social media, such as, SnapChat, Insta-gram or Facebook, where students bring the attention to peers at school. Any tweets or postings are public and can impact the school environment.

**Cason Lane Academy School-wide Bullying Prevention Rules**

We will not bully others.
We will try to help students who are bullied.
We will try to include students who are left out.
If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## **Buses**

Student procedures:

- Use kind words toward the bus driver and others.
- Listen to and follow the bus driver's rules.
- Keep hands, feet, and objects to self.
- Monitor voice levels for safety of all.
- Maintain a bully free zone.
- Report any problems to your bus driver.
- Stay clear of the roadway or any moving bus.
- Be on time for the bus pickup.
- Keep backpack in lap.
- Keep feet out of aisles.
- Remain seated after entering the bus.
- Exhibit self-control (hands and feet to self).
- Make sure you have all belongings with you (backpacks, homework, coats, etc.).

A bus driver's job is an EXTREMELY difficult task. The school makes every effort to support the drivers in their efforts to be effective, responsible, and safe. Riding a school bus is a privilege. Improper conduct on the bus is dangerous to other students and cannot be allowed. Bus discipline is handled using progressive discipline. Should a driver bring a child into the office and file a formal complaint, the student is given a warning. Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students can lose the privilege of bus transportation for the remainder of the school year. Please be sure to read MCS rules for riding the bus with your child, sign, and return the appropriate copy to school.

Each bus at Cason Lane Academy has a picture and number assigned to help students remember what bus they ride. Staff members are also assigned to assist students. Bus routes may be accessed through the school system's web site, <http://www.cityschools.net/> or <http://www.cityschools.net/transportation/> Cason Lane Academy personnel cannot call buses. If you call requesting bus information, please use the bus route number.

## **Cafeteria: Breakfast and lunch service**

Breakfast and lunch is served daily to all students in the classroom without charge.

\*ALL (regardless of ability to pay) parents will be asked to complete a demographic/income statement at the beginning of the year for federal accountability for the school food program.

Students are welcome to bring their own lunches and snacks. Healthy snacks are available for students to purchase in addition to school lunch. **Money may be added to your child's account in the cafeteria any morning before classes begin. Put all money and checks in sealed envelopes with the child's name, teacher's name, and the purpose of the money on the outside of the envelope. Students WILL NOT be allowed to charge extra snacks.**

All children are expected to eat lunch; unless the child has a religious exemption. Students may not bring glass bottles to school as part of their lunch. Please do not send carbonated beverages in any form to school. This includes *Lunchables* with cans of cola in them. Commercial / fast food can't be brought into the cafeteria by students or parents.

Parents are invited to eat lunch with their children. We have a number of community LUNCH BUDDIES who also eat with our children. Teachers are not free for conferences during the students' lunchtime. That is also their lunchtime.

### **Cafeteria Behavior Plan**

Students should obey and respect the assistants in the cafeteria. Students are expected to conduct themselves in an orderly fashion in line and during lunch. Cups are on each table which signal to students what noise level is expected. Cup colors: green-students can talk, yellow-students need to lower voice, and red-voices are off and at level zero. Below are the procedures to be followed while in the cafeteria.



Respectful	Responsible	Reliable
<ul style="list-style-type: none"> <li>• Use Manners:               <ul style="list-style-type: none"> <li>-Chew with your mouth closed</li> <li>-Use your utensils</li> <li>-Use kind words</li> </ul> </li> <li>• Only talk to others close to you</li> <li>• Follow directions first time given</li> <li>• Raise hand if you have a question or need help</li> </ul>	<ul style="list-style-type: none"> <li>• Get tray and utensils then go to assigned seat</li> <li>• Hold tray with both hands</li> <li>• Keep food to self without sharing</li> <li>• When standing in line, voices are at a level zero</li> <li>• Walking feet at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Know your lunch number</li> <li>• Be aware of voice level according to cup color on table</li> <li>• Clean up after yourself</li> </ul>

## Cafeteria Expectations

### **Cell Phones**

Students may possess a cell phone on school property or buses provided that they remain off and are concealed in a purse, backpack or locker. They should never be visible during the school day or on the bus unless there is a 911 emergency. The complete policy was included in the packet sent to parents. It is available at <http://www.cityschools.net/>. To keep phones safe, they can be collected by the teacher and returned at the end of the day or they can be stored in the office. If a phone is used inappropriately, we will contact parents. If violations occur repeatedly, the phone will be kept until a parent comes for the phone.

Please be aware and make sure that you advise your child, any cellphone communication or text in reference to a school peer, or staff member that causes interruption to the school day, can lead to disciplinary consequences at school or if it is threat be investigated by the School Safety and Education Officer (SSEO).

### **Conferences**

**To protect the instructional time of our students, please call and arrange a convenient time to meet with your child's teacher. The beginning of the day while the teacher is helping with breakfast is not a good time for a conference.** Cason Lane staff members are ready to discuss any concerns you might have about your child and his/her experiences at our school. If you want to meet with a teacher, please schedule an appointment through the teacher's e-mail or through the school office. Please do not expect teachers to meet with you in the hallway or without an appointment. We want to keep any concerns private for the sake of your child and for the other children in the classroom. We are glad to meet with our parent partners any time an appointment is scheduled.

Parent teacher conferences will be scheduled twice a year. Please see the MCS schedule. These conferences will be student-led conferences.

### **Checks to the School**

The school will accept checks when parents need to send money to school. If a check is returned for any reason, no future checks will be accepted from that person. A significant fee will also be charged by our check collection agency. **Put all money and checks in sealed envelopes with the child's name, teacher's name, and the purpose of the money on the outside of the envelope.**

### **Custody issues**

Custodial parents MUST provide the school with all current and relevant legal documentation showing any restrictions to a natural parent's visitation. If documentation is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve a visit at school or even the possible release of the student if we have not received documents proving otherwise.

### **Arrival Dismissal Activities**

**Car Riders:** The safety of all children is our concern at Cason Lane Academy. In the past we have had a number of parents park their vehicles in no parking areas, drive against posted signage, back up in the line, or park in restricted areas. When students arrive, drop them off at the sidewalk. If you need to come into the school for a visit, park in the assigned area.

**\*The school principal is authorized to report to the police, vehicles that are not following posted signage.**

**During dismissal parents need to remain in their cars. Parents will be given car rider signs so that we can assure that students are being dismissed to the appropriate caregiver(s).** We will dismiss your child to you in your car. If your family has multiple family members picking up your child, we will be glad to provide a number of signs. If you don't have a car rider sign you will have to park and enter the building and show your driver's license. No exceptions.

**You must have your driver license in order to pick your child up from the front office. There will be no exceptions to this rule.**

### **Emergency Information**

The Student Emergency Information card is EXTREMELY IMPORTANT. Please return it as soon as possible. Telephone numbers, cell phones, work phone, pagers, and emergency contacts are especially important in the event of illness or emergency. **Should these numbers change during the school year, please notify the**

**school office immediately, so that we may update our records. You will also be able to change contact information in the parent portal on Skyward.**

**Fees:** On occasion, parents may be asked to pay for field trips, donate items used for special activities, or class snacks.

### **Field Trips**

Field trips are directly related to the curriculum. Often parents are invited to accompany students and teachers on trips to assist in the supervision and transportation of small groups of children. Volunteers who accompany students on school-sponsored trips are required to refrain from the use of tobacco. **Volunteers must not bring additional children on trips.** Volunteers must submit a picture ID before accompanying students on outings and volunteers may be subjected to background checks. Students must have written parental/guardian permission to participate in trips away from school. No exceptions are made to this policy. **The principal may deny allowing a student to attend an off-campus trip if a child's behavior is not acceptable at school.** Parents will be informed and money will be refunded if a child is not allowed to attend a field trip. **No child is excluded from any school-sponsored trip due to lack of financial resources.** However, the school does not have unlimited financial resources for trips and often has to limit the number and frequency of fieldtrips, especially longer trips, due to lack of financial resources. We ask parents to pay what they can so that we can take more frequent trips. Older students often have the opportunity to earn money through community service projects to help raise money for longer trips.

### **Homework Policy and Take Home Folders**

Homework is an extension of classroom learning.

### **Illness**

Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with a temperature must be kept at home **a full 24 hours without symptoms** before returning to school.

**Communicable Disease** – If a child develops chickenpox, mumps, measles, strep throat, or “pink eye”, your child must have a doctor's statement stating the child is not contagious and may return to school. Students diagnosed with strep should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.

If your child should become infested with head lice, it is the policy of the district that he/she may return to school after treatment.

Should your child become ill at school, you will be called to come and take him/her home. Please make sure we have correct telephone numbers where you can be reached in case of illness or accident. Parents should designate someone who can pick up a sick child, if they are unable to be reached. If your child is injured at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers that are listed on the student's location card. When emergency medical attention is needed we will call 911.

### **Liability for Textbooks**

It is the responsibility of the school principal to protect school properties including textbooks. The principal or principals' designee may refuse issuing additional textbooks or withhold grade cards if students lose or damage textbooks until restitution is made. A payment invoice will be issued for payment from the District Offices of Murfreesboro City Schools.



### Lost and Found

Please label each garment with your child's name. Several times a year we donate many coats, jackets, hats, and gloves to charity because no one claims these garments. Those items with names in them are returned to the proper student.

### Media Permission

Throughout the school year, television, radio and print reporters may cover activities or performances at our school. Identified students may only be taped, interviewed, or photographed with parental permission. The permission form will be available in the opening day packet and needs to be returned.

### Medication

A student may not take medication at school without WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR. MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER. Permission slips are available in the office or through the school nurse. We discourage bringing antibiotics to school. Most can be given conveniently before a child comes to school and then immediately after getting home in the afternoon. Let the school know about any special health problems your child may have such as allergies, seizures, conditions requiring medication or frequent need for restroom facilities.

### Money

Please do not allow your child to bring money to school for anything other than food, field trips, or school-sponsored or PTO fundraisers. When sending money to school, please secure it in a sealed envelope with the (a) child's name, (b) teacher's name, (c) amount enclosed and (d) the purpose for sending the money. Encourage your child to let an adult know if another child tries to threaten them or bully them to get their money or property.

**School Visitors and Volunteers** We welcome visitors to our school! Please report directly to the office, sign in, show a photo id, and obtain a visitor's badge. Visitors are always welcome when the teachers know you are coming or appointments have been made in advance. Let teachers know when you are planning to visit or observe so that they can prepare for your visit. **If you would like a conference concerning your child, please make an appointment so that the teacher can devote his/her full attention to your concerns.** Faculty and staff members are to challenge anyone who does not have a visitor's pass when in the hallways.

Parents are welcome to visit and volunteer in classrooms. **If you are planning to work or volunteer in a classroom, younger children are not permitted while other students are present.** Parents are often used as chaperones to accompany students on fieldtrips away from the school campus. Parents may not bring any additional children with them on these trips. Your help is vital. However, we must protect instructional time. Set up times to work with the teachers so that they have specific activities planned for you to do.

### Snacks

If the teacher states that additional snacks may be brought to school, limit those snacks to crackers, fruit, cheese, chips, candy, and sugary drinks are not needed during the school day. Snacks can be eaten when and if the teacher gives permission. **Please do not bring snacks to the front office to be delivered to the classroom.** The front office staff cannot deliver these snacks. Snack time will be a working snack time and we will not disrupt the instructional day to deliver snacks.

**Toys/electronics**


Toys, games, trading cards (of any kind), CD players, MP3 players, IPODS, PSP's or Nintendo DS, headphones, and other like items, should not be brought to school unless requested by a teacher IN WRITING for special purposes. Please be reminded that students should never bring toy guns or replicas to school. Telephones must not be used during the school day and should be turned off and secured in a backpack or purse. If an item of this nature is brought without the teacher's permission, the item will be held at school until picked up by a parent. At the end of the school year, all unclaimed items will be discarded.

**Cason Lane Academy Discipline Plan**

Children need parents and teachers who set ***firm, consistent, positive structure while providing warmth and support for students'*** practice of appropriate behaviors. Students must know exactly what is expected of them and be given the opportunity to practice these skills. Cason Lane Academy will implement a School-wide Discipline Plan based on Positive Behavior Supports.

At Cason Lane Academy we expect all learners to follow the Charger Expectation Matrix below. This matrix outlines specific expectations we have for students in all areas on the school grounds. These expectations will help make Cason Lane Academy a safe place to learn. There are many benefits to following these expectations.

- You will be respected by others.
- You will be given more privileges-opportunities to extend your learning beyond your classroom.
- You will learn that cooperating with others has many benefits.
- Others will value your thoughts and ideas.
- You will be recognized and rewards for your hard work.

		Respectful	Responsible	Reliable
<b>Charger Expectation Matrix</b>	Hallway	<ul style="list-style-type: none"> <li>• Keep voices at level zero</li> <li>• Keep hands and objects to self</li> <li>• Do not disturb other classes</li> <li>• Pick up trash if you see it</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow directions</li> <li>• Keep hands off the wall</li> <li>• Pay attention to where you are going</li> <li>• Walk and face forward</li> </ul>	<ul style="list-style-type: none"> <li>• Go straight to assigned area</li> <li>• Stay in line</li> <li>• Walk on the right side of the hall (one foot on red, one foot on white)</li> </ul>
	Classroom	<ul style="list-style-type: none"> <li>• Listen to teachers and staff</li> <li>• Follow directions first time given</li> <li>• Use kind words and actions</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Be prepared</li> <li>• Use time wisely</li> <li>• Use supplies as intended</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Get permission before leaving the classroom</li> <li>• Complete work to your best effort</li> <li>• Actively engaged</li> <li>• Take care of property</li> </ul>
	Cafeteria	<ul style="list-style-type: none"> <li>• Use manners: chew with your mouth closed, use your utensils, use kind words</li> <li>• Only talk to others close to you</li> <li>• Follow directions first time given</li> <li>• Raise your hand if you have a question or need help</li> </ul>	<ul style="list-style-type: none"> <li>• Get tray and utensils and go to assigned seat</li> <li>• Hold tray with both hands</li> <li>• Keep food to self without sharing</li> <li>• When standing in line, voices are at level zero</li> <li>• Walking feet at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Know your lunch number</li> <li>• Be aware of voice level according to cup color on table</li> <li>• Clean up after yourself</li> </ul>
	Restroom	<ul style="list-style-type: none"> <li>• Knock before entering bathroom stall</li> <li>• Honor privacy</li> <li>• Flush</li> </ul>	<ul style="list-style-type: none"> <li>• Hands to yourself</li> <li>• Keep the restroom clean and dry</li> <li>• Conserve toilet paper, paper towels, &amp; water</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Wash your hands with soap and water</li> <li>• Dry your hands</li> <li>• Throw away paper towels</li> <li>• Use facilities quickly then leave</li> </ul>
	Assembly	<ul style="list-style-type: none"> <li>• Look at speaker or performer</li> <li>• Keep hands and feet to self</li> <li>• Clap at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>• In the bleachers remain seat with quiet feet</li> <li>• If sitting on the floor, stay seated</li> <li>• Raise hand if you need help</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly</li> <li>• Listen actively</li> <li>• Stay with your class</li> </ul>
	Playground	<ul style="list-style-type: none"> <li>• Play fairly</li> <li>• Keep your hands and feet to yourself</li> <li>• Use kind words and actions</li> <li>• Line up when signaled by teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment as intended</li> <li>• Stay in assigned area</li> <li>• Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns with equipment</li> <li>• Bring in all items taken out</li> <li>• Report problems or unsafe behavior to teacher</li> </ul>

Cason Lane Academy strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to the principal. The principal must take prompt action to prevent future harm. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior. The school implements a school wide bullying prevention program this year through our Positive Behavior Support systems. Parents and the community are an important part of the program.

### Positive Reinforcement and Celebrations of Learning

Students will receive certificates and/or ribbons for their academic achievement, behavior, excellent attendance and coming to school on time each day. Our Celebrations of Learning recognize academic and behavior achievement and improvements. Our goal is for students to be recognized each 9 weeks for a significant accomplishment. Each grade level will have a special assembly to celebrate these achievements. Parents are encouraged to attend Celebrations of Learning each 9 weeks.

### Classroom General Procedures

School-wide each classroom will follow the classroom expectations below. However, each classroom teacher will establish general procedures, negative consequences and positive reinforcement for the classroom that is specific to their grade level and class. These rules and procedures will be sent home at the beginning of the year.



Respectful	Responsible	Reliable
<ul style="list-style-type: none"> <li>• Listen to teachers and staff</li> <li>• Follow directions first time given</li> <li>• Use kinds words and actions</li> <li>• Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on task</li> <li>• Be prepared</li> <li>• Use time wisely</li> <li>• Use supplies as intended</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Get permission before leaving the classroom</li> <li>• Complete work to your best effort</li> <li>• Actively engaged</li> <li>• Take care of property</li> </ul>

## Classroom Expectations

Students who break school rules may receive the following consequences for their behavior:

1. A verbal warning
2. A reminder to maintain proper behavior (name on board, pull a card, lose a point or not gain a point etc.)
3. Time out in the classroom or in a different teacher's classroom (usually 10-15 minutes)
4. A letter sent home for parent signature.

5. Phone call to parent
6. A call or note from the principal
7. A day or part of a day spent in isolation in another classroom.
8. Home visits
9. Parent conferences
10. **Out of school suspension**

**Cason Lane Academy  
Parent Involvement Policy  
2017-2018**

### **COMMUNICATION WITH PARENTS**

- Parents will receive communication through the student agenda; take home folders, the school/teacher website, through calling the school at (615)-898-7145, through the call system, and through regular newsletters on peach jar.
- The Cason Lane Website <http://www.casonlaneacademy.net/> provides support and updated communication
- Parents are contacted by telephone regarding student behaviors, positive and negative. Phone logs record these verbal communications. Parents and students will have daily work folders which are signed by teachers and parents DAILY.
- Parent Surveys are used to gather suggestions on improving the school and the Title I Program.
- Cason Lane Academy provides opportunities for group and individual parent-teacher meetings.
- Cason Lane Academy provides communications to the home in the language that is used at home as often as possible. For Spanish, Call 653-1170 for Ms. Tapia
- A Parent-School Compact is signed by parents, teachers and students.
- Parents are given a description and explanation of the school's curriculum.
- School and student test scores are available and explained to parents.

### **MEETING WITH PARENTS**

- An Annual Meeting of Title I and Open House will be held in the fall each school year. Cason Lane Academy will provide information about the school and the Title I Program.
- Parent Conferences are held in October where parents will be involved in the joint development and review of the parent involvement policy and the parent-school compact.
- Parents will be involved in identifying ways to increase parent participation.
- Parents may set up a conference with the teacher or principal at mutually agreed upon times.

### **ACTIVE PARENT PARTICIPATION**

- Cason Lane Academy will provide parent involvement programs to promote parent participation in order to improve the school wide program.
- Parents are encouraged to attend classroom activities, field trips, school wide programs, and volunteer with school wide activities.
- Parents are involved in writing the Parent Involvement Policy, the Parent-School Compact, and the School Improvement Plan.

### **Cason Lane Academy School Compact**

\*\*\*Sign and return to your child's teacher\*\*\*

**The Cason Lane Academy staff, parents, and students will work as partners to foster a positive learning environment. This compact has been developed and describes school and family responsibilities. Our signatures indicate agreement to fulfill this compact to the best of our abilities.**

As a staff we pledge to:

- Provide instruction for each student at his/her own pace to meet grade level expectations.
- Provide a safe school environment that promotes learning.
- Provide additional intervention programs during the school day and provide a variety of after school intervention/enrichment programs.
- Provide instruction through the arts to enhance learning outcomes.
- Show respect with our words and actions for each child and his/her family.
- Provide appropriate homework to reinforce the skills that have been taught at school.
- Communicate with parents regularly about their child's progress.
- Schedule an annual parent-teacher conference to discuss academic and behavior progress.
- Come to school on time prepared to teach the approved state and local curriculum.

**Teacher's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

As a parent/guardian I (we) will:

- Read to my child or have my child read to me every day.
- I have reviewed the Student Parent Handbook with my child
- Show respect with my words and actions for my child, other children and their families, the teachers, and the school.
- Check my child's take home folder and or agenda EACH day
- Provide a place for homework and check to see that all work is completed.
- Ask my child about schoolwork and activities every day.
- Communicate and work with the school to encourage my child's learning and positive behavior.
- See that my child attends school regularly and on time.
- Communicate with the school about any changes in address or phone numbers

**Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**As a student, I will:**

**Be responsible for my actions and behavior each day. I will listen, do my work and learn. I will respect the feeling, property, and rights of others. I will be a good citizen by doing what is right because it is the right thing to do for others and myself.**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*Please tear off and return to your child's teacher\*\*\*

