**CROSS CHRISTIAN ACADEMY POLICIES AND GUIDELINES**

**Welcome**

Mission Statement--------------------------------- 2

Vision Statement----------------------------------- 2

Core Values----------------------------------------- 2

School Policy Statement ------------------------- 2

Declaration of faith---------------------------------2

Code of conduct------------------------------------2

Communication ------------------------------------ 4

Volunteers ------------------------------------------- 4

Crisis and Emergency Management------------- 4

**Health Services**

Immunizations ------------------------------------- 4

Head Lice ------------------------------------------- 5

Emergency First Aid/Illness ---------------------- 5

Returning to School After Prolonged Illness, Injury, Surgery and/or Hospitalization ---------- 5

Emergency Information --------------------------- 5

**Other School Services**

Special Education Services ----------------------- 5

FERPA ----------------------------------------------- 6

Student Photographs ------------------------------- 6

Library Media Services --------------------------- 7

**Academic**

Report Cards ---------------------------------------- 7

Homework Guidelines ---------------------------- 7

Promotion and Retention-------------------------- 7

School Recognition Programs ------------------- 7

**Student Conduct**

Behavior Standards--------------------------------- 7

Student Conduct in the Classroom -------------- 8

Student Dress --------------------------------------- 8

Athletic Competition Expectations------------- 9

Detention of Students----------------------------- 9

Corporal Punishment ---------------------------- 9

Student Hazing ----------------------------------- 9

**Attendance/General Information**

Student Absences and Excuses ----------------- 10

Absence Notification ---------------------------- 10

Early Release from School---------------------- 10

Unclaimed Student After School --------------- 11

Withdrawals --------------------------------------- 11

Field Trips ----------------------------------------- 12

Change of Address/Phone Number--------------12

Animals in School -------------------------------- 12

Visitors to School--------------------------------- 12

**Student and Parent Rights**

Objectionable Materials-------------------------- 12

Public Concerns and Complaints --------------- 13

Custody--------------------------------------------- 13

Police Interrogations and Arrests --------------- 13

Parents’ Bill of Rights---------------------------- 13

**Appendix**

Discipline Policy ---------------------------------- 3

Legend of Action Categories -------------------- 3

Discipline Action Chart --------------------------3

Student Concerns/Complaints/Grievances ----4

Student Harassment--------------------------------4

Violence/Harassment/Intimidation/Bullying----4

Truancy ------------------------------------------ 5

Closed Campus -------------------------------- 5

Searches/Seizures/Warrants ------------------ 5

Drug-Free policy ------------------------------- 6

Education Goals -------------------------------- 7

Grade placement/scale ------------------------ 7

Lunches -------------------------------------------- 7

Report cards --------------------------------------- 8

Hours ----------------------------------------------- 8

Withdrawal/ Dismissal ---------------------------- 8

Payments ------------------------------------------- 8

Rules ------------------------------------------------ 8

Dress code --------------------------------------- 10

**Policy Manual**

The information on the following pages is a summary of policies, procedures and practice. These policies and procedures are revised periodically. If you have questions regarding the school’s official policies or regulations or would like a copy of a policy or regulation, the complete policy manual can be printed or emailed, please stop into the office. Welcome to the Cross Christian Academy!

**Mission statement**

The mission of the Cross Christian Academy is to provide superior, Christian education consistent with biblical principles. A dedicated, professional facility presents God as the source of all life and truth within a secure, loving environment students will discern their individual gifts and develop spiritually, socially, and intellectually. We strongly believe that the union of our school and its families will equip our students for a life pursuing excellence and integrity.

**Vision statement**

Our vision at the Cross Christian Academy is building Christ centered foundations for service to God and academic excellence.

**Core Values**

The Cross Christian Academy has developed the following core values to provide a firm foundation for our school:

* All programs, academic, and sports, will exhibit Christ centered leadership.
* High academic standards are maintained.
* The environment is supportive and nurturing for students, families and staff.
* The process of the integration of faith and learning will be maintained.
* Organizational practices such as business, development, marketing, and personnel are all Christ-centered.
* All processes at the Cross Christian Academy will reflect a Christ like sensitivity.

**School Policy Statement**

The Cross Christian Academy is not affiliated with any outside church. The policies of the cross Christian Academy are determined by the school board directors.

**Declaration of faith**

The main goal of the Cross Christian Academy is to raise up a generation of disciples for Christ. followers of Jesus who will seek to live their lives as he lived his. Young people who will allow him to transform them through his word and correction. None of us will ever reach perfection, but we encourage our students to make becoming Christ like a journey they will continue on their entire lives.

What we believe

* We believe there is only one true God. We believe God exists in three persons: father, son, and Holy Spirit.
* We believe Jesus Christ is the son of God. We believe he was a virgin born and lived a sinless life.
* We believe Jesus Christ shed his precious blood on Calvary’s cross for the remission of our sins, He was resurrected, and now sits at the right hand of the Father.
* We believe salvation is a gift that is available to everyone, who seeks forgiveness of their sins.

We do not believe in “once saved always saved”. We believe this way of thinking promotes the idea that an individual can behave however they choose to, as long as they have accepted Jesus Christ as their savior. Once we accept the gift of Salvation we cannot go on living like the world, in open rebellious sin and still be saved.

Romans 8:28-39 reminds us that God’s love for us is unconditional, but salvation is conditional. That’s why sin is not included in the list of things which are unable to separate us from the love of God.

Hebrews 10:26 states “for if we sin willfully after we have received knowledge of the truth, there remains no more sacrifice for sin”.

**Code of Conduct & Principles**

The Cross Christian Academy emphasizes a strong code of conduct that promotes respect for self and others and positive reinforcement of rules in a safe, secure environment. An important part of the students education is the right to make decisions and the responsibility to accept the results of those choices. All staff and students at the Cross Christian Academy have a right to work in a pleasant and caring environment in which discipline and welfare are essentially related. Students have the right to learn and teachers have the right to teach and an atmosphere of order, cooperation, and mutual respect. Therefore, students are expected to adhere to this code of conduct and to accept their share of responsibility for maintaining A productive and civil civilized educational environment. Parents have an obligation to support the school in its efforts to implement this code of conduct. The board of directors and staff have an obligation to implement this code of conduct in a fair and consistent manner.

The student code of conduct at the Cross Christian Academy is based upon the following principles:

* All individuals are to be valued and treated with respect
* Students have a right to learn in a secure environment without intimidation where they are able to develop
* parents should expect that their children will be educated in a secure environment in which care, care courtesy, and respect for the rights and property of others are encouraged
* Parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment
* Positive relationships among students are to be encouraged

**Communication**

Communication among parents, students, community members, and school and staff is key to student achievement. The Cross Christian Academy (CCA) is committed to communicating with families and the community on a consistent and timely basis. By doing this, CCA is able to share its vision, mission, values, progress, and needs in an accurate manner. The following communication tools are utilized:

 School newsletters

 Individual teacher/classroom newsletters

 School marquees

 Informational outdials, e-mails and/or texts using Alma Notifications, an automated notification system, in the event of a crisis or to communicate school information

 Governing Board regular and special meetings

 School Web sites

 Social Media – on Facebook, Instagram

**Volunteers**

The CCA values the service and contributions of school and volunteers. The varied talents and expertise of parent and community volunteers greatly enhance the educational process. If you are interested in volunteering, contact the school office.

**Crisis and Emergency Management**

CCA has crisis management guidelines and comprehensive plans designed to inform staff and students of what to do in the event of a crisis or an emergency. The plans are based on the state’s Crisis Manual and contain vital information necessary to assist in any emergency situation. In addition, we have Crisis Response Teams that are mobilized in the event of an emergency to assist in providing information to students, staff, families and community. Fire and lockdown drills are practiced regularly at each site to ensure that safety procedures are well established and familiar to all. Parents/guardians can expect effective and efficient information communicated in a timely manner regarding school-related situations that may occur. In the event of a school or local District emergency, you may be notified by your school administrator by receiving phone, and e-mail and/or text notifications and updates using our Alma Notification system – it is important that we have a working personal phone number to call/text or a working email address.

**Immunizations**

As stated in Delaware Administrative Code, immunization against each of the following diseases is required for attendance of a child in any school:

 Diphtheria;

 Tetanus;

 Pertussis;

 Hepatitis B;

 Poliomyelitis;

 Measles (rubeola);

 Mumps;

 Rubella (German measles);

 Varicella;

 Meningococcal;

 Haemophilus influenza type b (Hib) for a child 2-59 months of age in a day care program; and

 Hepatitis A, for a child one (1) through five (5) years of age in a day care program.

A child is in compliance with the requirements if he or she has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting criteria as evidenced by having one (1) dose of each of the required immunizations and has established a schedule for completion the required immunizations. If the schedule is not adhered to, a student may be suspended.

Upon enrollment, schools shall forbid attendance or (suspend) a student not meeting the requirements for immunization or exemption from immunization.

**Head Lice (Pediculosis) Procedure**

Pediculosis is a common problem among school-aged students.

Lice are tiny insects that live on the human scalp. They lay eggs called nits that attach firmly to the hair shaft. Lice are transmitted directly from one person to another, or by contact with articles that have come into contact with an infected person (combs, brushes, hats, bedding, and upholstery). Students with lice will be excluded from school until treatment with a pediculocide shampoo has been initiated and the vast majority of nits have been removed. Students must be checked by the nurse or health technician prior to returning to class.

**Emergency First Aid/Illness**

The nurse, health technician, teacher, or a member of the staff may give first aid. If the student is seriously injured and needs medical attention, every attempt will be made to contact the parent or guardian. If the parent or guardian cannot be reached, the school will exercise its legal option to act in the place of the parent or guardian and secure emergency treatment.

When a student becomes ill at school, he or she should report to the health office. If it is determined that the student needs to go home, the parent or guardian will be contacted. Students may not leave campus without an adult.

Parents and guardians are urged to keep students at home if they suspect that they are ill. Early treatment may shorten the course of the illness, and the health of the other students and staff is protected.

**Returning to School Following Serious or Prolonged Illness, Injury, Surgery or Hospitalization**

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), should provide written permission by a licensed medical provider to attend school, including any recommendations regarding physical activity/restrictions or limitations related to the school setting.

**Emergency Information**

It is important to keep the student emergency information updated. The following information is required:

• Current home address and phone number

• Cell phone numbers

• Place of employment and phone number

• Name and phone number of person(s) responsible for the student in the event parents or guardian(s) cannot be reached in an emergency situation. Conditions such as diabetes, epilepsy, cardiac disease, asthma and allergies should be noted on the health record and be brought to the attention of the nurse or health technician.

**Other Services**

Special Education Services

The CCA has specific responsibilities under the Individuals with Disabilities Education Act, and under Section 504 of the Rehabilitation Act of 1973 to identify, evaluate and provide, appropriate education for qualified children with disabilities. These laws define a child with a disability as any child who:

• Has a mental, emotional or physical disability

• Because of the disability, needs special education and related services.

In order to fulfill its obligation under Section 504, CCA recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. Discrimination against any person with a disability will not knowingly be permitted in any of the programs and practices in the school system.

**FERPA (Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Board has established written policies regarding the collection, storage, retrieval, release, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy.

Student education records are collected and maintained to help in the instruction, guidance and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs and for legitimate educational research. The students' records maintained by the school may include, but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations and verified reports of serious or recurrent behavior patterns.

The records are maintained under the supervision of the school administrator and are available only to teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child within 45 days of the day the school receives a request for access, including a listing of persons or organizations that have reviewed or have received copies of the information. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practical for you to inspect and review the records at the school.

**Student Photographs**

The following procedures govern student photographs:

1. At the start of each school year or upon initial enrollment the school will provide parents with a Parent/Student Handbook that will include a form giving parents the opportunity to opt-out of the use of a student’s photograph in any videotape, television, or still photograph that will be used by the school for educational purposes (see Opt Out form in the Appendix). If a parent opts out of using a student’s photograph, that student’s photograph will not be used in publications or videos for educational purposes or in promotions, such as advertisements.

2. The school will provide all schools with a list of qualified vendors to provide student photography services. Vendors that the school selects must agree to comply with the school’s student photography policy and regulation and must demonstrate, to the school’s satisfaction, the vendor’s internal safety measures that are used to protect student photographic images from inappropriate or unauthorized use. Additionally, selected vendors must agree to indemnify the school against liability resulting from the vendor’s noncompliance with the school’s photography policy and regulation or the vendor’s own internal procedures.

**Library Media Services**

The purpose of a school library is to support our students’ education as lifelong learners and readers by putting resources in the hands of students, encouraging students to read, teaching students the skills necessary to evaluate information, and encouraging student responsibility. All students are eligible, within school guidelines, to check out resources for home use.

**Academics**

**Report Cards**

The school year consists of two approximately 18-week semesters divided into four nine-week reporting periods. Students receive a report card at the end of each reporting period. Report cards will be provided to parents or guardians for examination. Parents are to sign the report card before it is returned to school. Parents are urged to contact the teacher at any time with questions regarding their student’s progress.

**Homework Guidelines**

Homework is an integral part of the total CCA instructional program. Parents and staff should view it as an important adjunct to the school day. The following guidelines will clarify for students, parents and staff the purposes of homework assignments:

1. Homework should be used to reinforce skills already taught, to work on research (independent study), to complete projects and to complete assignments, such as reading chapters in social studies and literature books. In essence, homework should be at the practice and application level where the student is able to perform the work at a high rate of success.

2. It is recognized that each student has individual needs and that these needs can be met through additional study. Meaningful homework assignments are desirable in the development of responsibility and academic growth.

3. The time that is required to complete a homework assignment should be carefully considered. Usually, this is determined by grade level, but the student’s abilities generally will dictate the best procedure to follow. Teachers in departmental settings should coordinate homework assignments.

4. Parents are requested to help students by establishing homework guidelines in the home. These include a quiet place to study and cooperating with the teacher in seeing that the assignments are completed. If parents have a question regarding homework, they should discuss it with the child’s teacher and, if necessary, the school principal.

**Promotion and Retention**

If a parent chooses not to accept a decision of a teacher to promote or retain their student to or in a specific grade level, the parent may request in writing that the Board review the teacher's decision. This written request should be sent to the Superintendent's office for processing.

**School Recognition Programs**

Academic recognition programs such as Honor Roll and Pineapple have criteria established by each school. Contact the school office for specific information.

**Student Conduct**

**Behavior Standards**

Students shall not engage in improper behavior, including but not limited to the following:

• Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.

• Threatening an educational institution by interference with or disruption of the school

• Physical abuse of or threat of harm to any person on school-owned or controlled property or at school sponsored or supervised functions.

• Damage or threat of damage to property of the school, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on school -controlled premises.

• Forceful or unauthorized entry to or occupation of school facilities, including both buildings and grounds.

• Unlawful use, possession, distribution, or sale of tobacco, (including tobacco substitutes, electronic cigarettes, other chemical inhalation devices or vapor products), alcohol, or drugs or other illegal contraband on school property or at school-sponsored functions.

• Conduct or speech that violates commonly accepted standards of the school and that, under the circumstances, has no redeeming social value.

• Failure to comply with the lawful directions of school officials or any other law enforcement officers acting in performance of their duties, and/or failure to identify themselves to such officials or officers when lawfully requested to do so.

• Knowingly committing a violation of school rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.

• Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.

• Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. For further details, see the Appendix.

**Student Conduct in the Classroom**

It is CCA’s obligation to provide maximum instructional time for students. If a student becomes unruly, every attempt will be made to remove that student from the classroom. Depending on the circumstance, and at the discretion of school administration, it may be necessary to remove other students from the classroom in addition to, or instead of, the unruly student. If this occurs, students will reassemble in another area of the school, and instruction will resume as quickly as possible. Parents will be notified if a disruption such as this occurs.

**Student Dress**

Student dress, personal appearance or conduct shall not disrupt nor distract from instructional procedures, school-sanctioned social functions or the disciplinary control of the teachers.

Accordingly, school administration will not interfere with the prerogative of students and their parents to make decisions regarding appearance and dress except when their choices affect the educational program of the schools or the health and safety of others. Parents and students are encouraged to adopt a style of dress and grooming that is appropriate to the age and size of the child, without extremes that become disturbing influences in the classrooms.

Policy: Therefore, District dress standards shall not interfere with individual choice regarding dress and grooming, except as follows:

 Dress and grooming shall not present a risk to the health, safety or general welfare of students or others in the school.

 Dress and grooming shall not interfere with or disrupt the educational environment or process. Dress and grooming shall not be contrary to curriculum goals and/or education objectives; e.g., advertising, promoting or picturing drugs or illegal substances, sexual in nature.

 Clothing and jewelry shall not display lewd, vulgar, obscene, plainly offensive language or symbols.

 Hats, caps and bandannas shall not be worn in chapel.

 Pajamas and slippers are not allowed, except on designated days.

**Athletic Competition Expectations**

CCA is committed to maintaining and improving high standards of conduct during athletic competitions.

All spectators, coaches, and players, no matter their personal feelings of loyalty, should reflect an attitude of sportsmanship.

To that effect, we ask everyone to support the best these athletes have to offer, and not to provide distractions or disruptions, with the intent to influence in a negative way, the efforts of these developing athletes.

Spectators Code of Ethical Behavior

• I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or event.

• I understand that if I have an issue, I must speak with the coach in a private, appropriate, and timely manner and that I am not to speak to officials about the game.

• I will place the emotional and physical well-being of my child and team ahead of the personal desire to win.

• I will be supportive of my child, the team, and the coaching staff throughout the entire season by offering encouragement, displaying a positive attitude, and using language appropriate for the school setting.

• I will remember that the game is for the students – not for adults.

• I will, through my own actions, teach my student how to treat other players, coaches, fans, and officials with respect regardless of the other person’s ability.

• I will do my very best to make youth sports fun for my athlete and will help my athlete to enjoy the season.

**Detention of Students**

Reasonable detention during break-time, lunchtime, or at the close of the school day is permitted, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating. Detention should not exceed one (1) hour per day.

**Corporal Punishment**

The use of corporal punishment is prohibited in CCA.

**Student Hazing**

There shall be no hazing, solicitation to engage in hazing or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to school schools within 12 calendar months. For further details, see the Appendix.

**Attendance/General Information**

**Student Absences and Excuses**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school and students should be in their seats at the designated start time; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, doctor appointments, other family emergencies and observance of major religious holidays of the family's faith, and out-of-school suspensions not to exceed 10% of the instructional days for the school year.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office.

When Absent from School State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. All absences not verified on or before the day of the absence by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note, email, or text will be accepted for verification purposes.

For absences greater than one day in length, the school should be notified each day of the absence unless the school receives prior notification for consecutive absences.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly with regard to the following:

 The scheduling of medical and dental appointments after school hours except in cases of emergency.

 The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

The school will record a tardy for students arriving late in the morning (but not enough time to be counted as an absence) and an early out for leaving early (but not enough time to be counted as an absence).

**Early Release from School**

Student Dismissal Precautions

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as agreed by the parent. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the principal or designee, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

**Student Release Requirements**

 At the time of school admission, the principal or designee must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

 Before releasing a student during the school day, the principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

 If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal or designee shall require satisfactory identification before such release. If there is a doubt, release may not be granted.

 In the case of a written or verbal authorization by a lawful custodian of record, the principal or designee shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

 If an unauthorized person refuses to honor the decision of the principal or designee, the principal shall call the local police authority.

 If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal or designee, such change shall be entered immediately on the student's permanent record.

 If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

**Unclaimed Student After School**

The principal/principal’s designee and one other employee will supervise any unclaimed student remaining after school dismissal

Notification of the parent(s) and those persons designated as emergency contacts will be attempted.

If the student is claimed within one hour of the student's dismissal time the principal or principal's designee will:

 Review dismissal time for the student with the person claiming the student.

 Review the procedure for students left unclaimed after school.

 Request an update of parent contact information, if necessary.

If the student has not been claimed within one hour of the student's dismissal time, the principal or principal's designee will contact Seaford Police Department and make a report of child neglect followed by a call to the Department of Child Safety (DCS) to make a similar report. Both calls will request the child be placed in protective custody. Both calls will be documented.

The principal or designee and one other employee will wait with the student until the police or DCS representative arrives.

All the student's pertinent personal information —address, parent's name(s), contact information, etc., will be given to the officer/DCS worker who arrives to provide protective custody.

The officer/DCS worker who provides protective custody will supply the school personnel with such information as name, badge/identification number, and location where the student will be relocated. This information will be recorded on the Unclaimed Student After School form.

In a situation where protective custody is relinquished to an outside agency the parent or legal guardian will be sent a certified letter explaining the school procedure, including a

copy of the Unclaimed Student After School form and a request for updated contact information.

**Withdrawals**

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school.

The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

 Parents or legal guardians moving from the District or to an area served by another school within the District.

 Parents requesting the withdrawal of students who have passed their sixteenth birthday.

 Expulsion or long-term suspension by the Governing Board.

Upon withdrawal, the student shall return all books and other school property.

**Field Trips**

Field trips, student activities and extracurricular programs are an integral part of the instructional program of the Washington Elementary School District. They relate to approved courses of study and enrich learning opportunities for students. They must be appropriate for the age level, grade and curriculum, but are not considered to be a part of the curriculum, and students will not be graded or tested on the activity.

Students going on a field trip must have a permission slip signed by their parent or guardian prior to the field trip. Individuals other than a parent or guardian who are chaperoning the field trip must follow District procedures.

**Change of Address**

If your address changes, it is imperative that you report to the school office to complete an

**Change of Phone Number**

If your phone number changes, it is imperative that you notify the school immediately so that the school has current information in order to communicate with you in case of an emergency.

**Animals in School**

After receiving the principal’s prior permission, a parent may bring a pet into the classroom for educational purposes. Parents are required to take the pet home. Prior to bringing the pet into the classroom, the school will determine whether any students in the class are allergic to that particular animal. Pets that are poisonous, may inflict injury, or pose a risk of injury will not be allowed at school.

**Visitors to School**

Parents are encouraged to visit the schools. All visitors to any school must sign in at the school office upon arrival.

For those who wish to visit a classroom during the school day, it is preferable that the teacher and the principal be contacted in advance to arrange a day and time for such a visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher’s first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises who has not received prior approval by the principal.

Anyone who is not a student or staff member of the school, and is in violation of this policy, may be asked to leave the property of the school. Failure to comply with the lawful directions of school officials or of school safety/mentoring or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be in violation of school’s regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

**Student and Parent Rights**

Objectionable Materials

CCA respects the rights of parents to make decisions regarding the literature their children read. Therefore, if, at any time, parents have a concern and wish to request that their child(ren) not read a specific selection, parents should place that request in writing and submit it to their child(ren)’s classroom teacher and/or library staff, and the request will be honored.

**Public Concerns and Complaints**

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school for investigation according to Board Policy.

The Board will consider hearing citizen complaints when they have not been resolved by the administration.

Matters referred to the Board as a whole must be in writing, should clearly identify the problem and specifically state the desired action. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

**Custodial/Noncustodial Parental Rights and Responsibilities**

The school honors all current court orders or decrees pertaining to custody situations. It is the responsibility of adults having custody of a student to submit to the school a current certified copy of the effective court order or decree.

In sole custody situations, the custodial parent has the right to determine the student’s education unless the custody decree provides otherwise. Where parents share joint legal custody, neither parent’s rights are superior with regard to determining the child’s education unless specified otherwise by the court or parents in the final judgment or order.

Custody is irrelevant to a parent’s rights to see their child’s educational records. Such records are available to any parent unless the school has been provided a court order, state statute, or legally binding document that specifically terminates a parent’s rights to see the child’s educational records. The school shall not act merely on the desire of one parent to prevent the other parent from seeing the student.

**Police Interrogations and Arrests**

The Board recognizes that compulsory attendance laws impose on the Board the custodianship of the public school children of the school while they are present in the schools (in loco parentis). Because of this responsibility, when a Department of Child Safety (DCS) worker or peace officer interviews a student, specific procedures are followed.

**Parents’ Bill of Rights**

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right.

This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

Parents’ Bill of Rights; definition

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

• The right to direct the education of the minor child.

• The right to direct the upbringing of the minor child.

• The right to direct the moral or religious training of the minor child.

• The right to make health care decisions for the minor child

• The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.

• The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school district, and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely address as student disciplinary matters by the school.

• The right to obtain information about a child protective services investigation

This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law.

Any attempt to encourage or coerce a minor child to withhold information from the child’s parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for the law enforcement personnel.

Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.

For the purposes of this section, “parent” means the natural or adoptive parent or legal guardian of a minor child.