Choice Learning Academy

Parent/Student Handbook


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Choice Learning Academy

Non Profit 501 (c) (3)

ACCREDITED by National Association of Private Schools

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**Parent/Student Handbook**

**Dear Parents/Guardians of all Choice Learning Academy Students:**

**Please Read carefully!  The following content is very important!!**

**Tuition Payments**

Yearly tuition is based on a complete 10-month schedule, where each month is paid in advance.  We do not pro-rate months where we attend partial weeks or partial months.  We do this to keep our cost down; as we are still required to pay monthly expenses.  *Payments are due by the last day of each month* ***(starting in July for students attending a full year*).**

Payments will be consideredlate (incurring a late payment fee) after 5 PM on the 3rd day of the month. This applies to holidays and weekends.  If you are mailing your payment and it arrives on the 6th, it is late.  We do not go by postmarks.  A late payment fee of $35.00 per student will be assessed.  If you have an issue or need an extension, you MUST contact the school administrator 5-7 days prior to the last day of the month.  ***NO EXCEPTIONS.***

All tuition and other payments/fees are Non-Refundable.  If you pay ahead your curriculum fees, and your child is dropped, expelled, transfers, or leaves the school for any reason, any/all monies paid are non-refundable.  Late payments could interrupt your child’s education.

**School Hours**

CHOICE Learning Academy is open from 8:30-3:00 Monday-Thursday.  No arrivals before 8:15 am and all students must be picked up no later than 3:15 pm.  If you are going to be 5-10 minutes late or later, you MUST call or text one of the teachers.  Occasionally a parent may be late, and we totally understand that, but please keep in mind that our teachers have commitments before and after school as well

**Homework**

**Homework is not optional!**  Each child in grades 3-12 will be given an agenda to complete at the beginning of each week.  If your child/student has not completed the day’s assignments in class, they will mark that assignment and have homework.

If your child/student is behind in any subject area, they will have homework.  Any student that is not on grade level in a particular subject has “gaps” in their learning.  The student may have extra work in those subject(s) until all work is at grade level and/or caught up, unless the student is on a modified curriculum.

**Monday/Friday Work**

Monday/Friday work is not optional! This work is part of the weekly curriculum and must be completed before students arrive on Tuesday. Students will be sent home or assigned this work on Thursday before they leave.

**\*If students miss a Thursday, it is the student’s responsibility to get the missed work and have all Thursday, Friday, and Monday work completed by Tuesday.** Work can be picked up on Thursday, Friday, or Monday, as long as it is turned in on Tuesday.

**Missing or Late Work:**  If students choose not to complete their classwork, homework, or missing work and/or complete assignments, **students may be asked to stay late for after school work completion. Work that is still not complete may result in the student receiving a zero for a grade. Continuous missing or late work could result in the student not receiving credit for the assigned class(es).**

**Tardiness and Absences**

**Regular attendance at school is necessary and essential for academic success. Student are allotted a wide window of up to 10 absent days/semester to cover all absence needs. Stu*dents should not miss more than 10 school days per semester. This includes: sick days and planned or unplanned personal or extracurricular days.* *Due to the limited number of required attendance days, ANY missed days over the 10 day limit/semester MUST be made up by the student by attending Monday school.* This DOES include planned absences. If the student already attends Mondays, then the student may be asked to stay after school until the time is made up. If the student is unable to attend Mondays or after school, an extended summer schedule may be necessary. Students may not receive credit for that semester and absences may impact promotion to the next grade if days are not made up.**

**\*\*Absences will not count against the 10 day limit/semester if the student brings a doctors note and missed work is completed in the appropriate time frame.**

**All Choice Learning Academy students are expected to be in attendance from 8:30-3:00 each day of their 3 or 4 day signed school agreement/contract. 3 day students should attend Tue./Wed./Thur. and 4 day students should attend Mon.-Thur.**

**Work Completion Requirements for Absence:**

**Absent Work:** All missed school work/assignments must be completed outside of class time. (See **Homework** guidelines above.)  Student work due to an unexpected absence will be available for pick up at the end of the school day if a parent request is made. Students will be given the same number of days as their absences to complete any missed work, up to 5 absent school days within a 10 day period. Example: If a student is absent 2 days, then he/she will have 2 days to complete the work. If a student has missed over 5 school days within a 10 day period, the student will have only 5 school days to complete and return the work due to the schools fast paced schedule.

**\*If students miss a Thursday, it is the student’s responsibility to get the missed work and have all Thursday, Friday, and Monday work completed by Tuesday.** Work can be picked up on Thursday, Friday, or Monday, as long as it is turned in on Tuesday.

**Planned Absences:** Requests for planned absences should be made in writing **5 days in advance** in order for teachers to prepare lessons and materials.

\*\***ALL WORK ASSIGNED OR GIVEN BY THE TEACHER PRIOR TO A PLANNED ABSENCE, IS DUE ON THE DAY THE STUDENT IS TO RETURN TO SCHOOL. NOT HAVING WORK COMPLETED NOT ONLY PUTS THE STUDENT BEHIND BUT AFFECTS THE CLASSROOM PROGRESS AS WELL. Working ahead, whether on Mondays or after school with a teacher is encouraged if a student knows they will be out for a planned absence.**

**Tardies: *3 Tardies =1 unexcused absence***.  **Students are considered tardy after 8:40.**

Excused Absences: must have a note from the parent/doctor or have pre-approval from their teacher or school administrator.

**Illnesses**

CHOICE Learning Academy is a small classroom community so illnesses can spread quickly.  If your child has a fever (anything above 100°) please do not send them to school.  Likewise, if they are vomiting, have diarrhea, massive headaches, any type of virus, or any other ailment you think might be contagious, ***PLEASE DO NOT SEND THEM*** to school!  As long as you send a note, the absence will not go against the 10-day absence limit.

**School Calendars**

School calendars are supplied to every family.  Please read it and put it somewhere prominent where you can look over each month’s events.  CLA will adhere to most of the Pilot Point ISD calendar regarding holidays and breaks.

**Inclement Weather/School Closings**

In case of bad weather, CLA will also follow Pilot Point ISD for school closings.  If Pilot Point ISD is closed due to weather conditions, so will CLA.

**\*\*Lunches\*\***

Lunch services will not be provided or available for students. They will need to bring their lunch daily.  We will not be allowed to provide students with anything pertaining to lunch other than water to drink.  If students need forks, plates, bowls, etc, they will need to bring them.  Microwaves and a refrigerator are available for all to use.

**Dress Code**

*Clothing:* CHOICE Learning Academy holds high standards for the appearance of their students. With this in mind, all students should wear neat, clean, and modest attire. Clothing should be sized to fit neatly; not be tight fitting, sloppy, or baggy. A student’s dress and personal grooming should not distract from instruction or classroom decorum.  Uniforms are not required and casual dress is appropriate.

Inappropriate clothing is as follows:

Skulls

Gang symbols or gang-specific clothing

See through items

Big holes in shirts or pants especially in inappropriate places

T’s with slang/drugs/alcohol/offensive language or suggestions

Tank tops/shirts that raise to see the stomach area/sleeveless shirts that show sides or undergarments

Short shorts/skirts/dresses-must be above the fingertips when arms are held at student’s side

We ask that students dress appropriately for the season of the year.

 ***Hair:***

Must be clean and neatly groomed. Boys’ hair should remain above shoulders.

Must remain out of student’s eyes

Style or color must not be a distraction to other students

***Piercings/Tattoos:***

No facial piercings, pins, or gauges (nose, eyebrow, cheek, lip, tongue, etc) can be worn in school other than earrings. Clear holders may be worn during school hours. No tattoos on students or staff should be visible. If so, they should be covered by clothing, band aids, or other reasonable method.

\*It is recommended that school t-shirts be worn for field trips.

**Phones**

Phones are allowed at school, however, **they must remain in lockers during the school day unless approved by a CLA administrator or a teacher**. If parents need to contact students throughout the day, we ask that they send a message to the teachers first and teachers may allow students to use/check their phones or messages. Phones may be used by the student at lunch, however, they may not be shared with other students or used to show items such as videos, movies, etc. to other students. If smartphones are used for the internet, students/parents will need to read and agree to the guidelines and rules of the “Bring Your Own Device Plan” (attached). **STUDENTS SHOULD NOT POST OTHER STUDENTS PICTURES TO SOCIAL MEDIA WITHOUT APPROVAL FROM THE SCHOOL. OTHER POSTS FROM STUDENTS TO SOCIAL MEDIA SHOULD NOT OCCUR DURING SCHOOL HOURS.**

**Field Trips**

Field Trips to points of interest such as museums, community service, libraries, shows, colleges, festivals, etc. will be conducted through the school year.  Travel to these events will be through personal vehicles from staff or parents and specific guidelines will be discussed and sent home.

**Prayer/Pledges**

Prayer and Pledges to the U.S., Texas, and Christian flags will be done daily. It is requested that all students participate.

**Grading Guidelines**

All Students grades 1st-12th will be graded using the following scale:

90-100=A

80-89=B

70-79=C

69 and below=D

All Pre-K and Kindergarten students will use a skills inventory system instead of numeric or letter grades.

**Report Cards**

Students will receive report cards each 6 weeks. Cards will go out the week after the 6 weeks ends.

**Promotion/Retention of Students**

Determination of a student’s promotion or retention will be based on academic achievement, performance, and mastery of the curriculum, especially in the core academics of math, reading, and language arts. **The criteria for promotion or retention shall include consideration of the following:**

\*Demonstration of grade level curriculum through average yearly grade of 70 or higher in each subject

\*Demonstration of grade level curriculum through yearly assessments done throughout the school year

\*Instructional level of core subjects of math, reading, and language arts- \*If a student’s main instructional level is not on the grade level to which they are enrolled, the student may be marked as having modified curriculum on their report cards and will not be considered as demonstrating grade level curriculum

\*Compliance of CLA attendance policy

Student academic performance will be discussed throughout the year at parent conferences or other meetings with parents and teachers. **If a student does not meet the above criteria, the student may be retained.** Although parent input is considered, final placement will be determined by the staff and administrator of Choice Learning Academy.

**Parent Conferences/Involvement**

Beginning, middle, and end of the year conferences will be held to discuss academic testing and progress for all students.  Valuable information will be shared and parents are encouraged to attend.

All high school students and parents must also attend a meeting at the beginning or end of each school year to plan courses for the upcoming year and make sure the student is on track to graduate.

Success in school is often the result of close teamwork between the parent and teacher.  You can help your child by asking to see homework each night, providing a quiet place to work, and reading with your child each night.  We welcome your input, help, and participation in your child’s academics, class parties, field trips, and any other school related events!

**Health Services**

Health forms will be provided to each family to complete and return.  All students must have up to date immunization records or affidavit of exemption on file at the school before they are allowed to attend. **Students will not be allowed to attend until these are not on file.**  If medications are needed at school, parents will sign a separate consent form.

**Emergency Response Plan “ERP”**

An “ERP” plan provides an effective means of communicating contingency and emergency plan responses and evacuation procedures for CLA in the event of natural, man-made, or other disasters and potential emergencies. The plan is kept on file and reviewed and practiced by all students and staff at least twice a year.

**Contact Information**

Please keep your contact information updated!  If there is an emergency, it’s impossible to contact you if your information has changed.  Please help your child memorize your phone numbers and address if possible.

**Student Drivers**

All student drivers who attend CLA will be required to follow state driving laws. Any accident that occurs on school property, as a result of the students driving, will be the responsibility of the student or the student’s family. All vehicles parked on school property are under the jurisdiction of the school and may be searched at any time if there is probable cause determined by school staff, without student permission.

We look forward to a wonderful educational experience for your child!  Let the adventure begin!

Sincerely,

Kelley Skelton

Administrator-CHOICE Learning Academy

**Choice Learning Academy Conduct and Behavior Standards**

CHOICE Learning Academy (CLA) believes in having high expectations for behavior and conduct. All students, staff, and parents are expected to behave in a way that reflects respect, responsibility, and Christian Values when they are on school grounds or attending school functions on or off campus .

**Parents: Please read the following statements carefully and discuss with your child/children.**

1. Arrive on time to school and be prepared with appropriate materials needed for class.
2. Comply with all classroom rules set by the teacher (posted in the classroom).
3. Be polite and kind to adults and students with regards to speech, action, and manners.
4. Work without disturbing others.
5. Behave in a manner that does not harm another person-verbally or physically.  Assaulting another person is a cause for suspension or expulsion. \*
6. Care for personal and school property as well as other student’s property. Do not damage or vandalize property. \*
7. Remain only in the areas of the school designated for student use. \*

Calvary Baptist Church is a large church and only certain areas are designated for Choice Learning use. To remain safe, students should only enter areas of the church when they are directed to do so or are supervised by a school teacher/administrator.

1. Disrespectful or inappropriate language towards students or adults will not be tolerated.\*
2. ABSOULUTELY NO illegal substances/drugs/paraphernalia, tobacco products, weapons, or illegal items are allowed.  If found expulsion may occur. \*
3. ABSOLUTELY NO BULLYING or HARASSMENT!! \*(see Bullying and Harassment Policy below)
4. No toys will be allowed unless pre-approved by the teacher(s).\*
5. Homework is not an option!! It must be completed and returned on time. Grade reductions may be taken if work is late or missing\*
6. No cheating. Each student is expected to complete his/her own work. Copying or duplicating assignments or work from another person or source (internet, book, magazine, etc.) without giving recognition to that source is considered plagiarism and is not allowed\*

\*Administrator may be involved in the discipline. Behavioral offenses and disciplinary actions may be recorded in a student’s permanent file.

\*\*Backpacks, desks, lockers, student vehicles, etc. may be searched at any time, without student consent, with probable cause by a teacher or administrator.

**Disciplinary Actions:**

**1st- Teacher Intervention**: Each teacher will evaluate the situation/offense and, if needed, establish an age/grade appropriate set of discipline/accountability consequences such as: no recess, written note or call home, extra work, after school detention (discussed with parent), etc. (See below.)

**2nd -\*Administrator Intervention:** We feel our teachers are trained to handle most situations but sometimes an administrator may need to be involved.  In this case, any of the above consequences or additional ones may be used such as: suspension, expulsion, Saturday school (parent’s expense $25), etc. Also, to safeguard the learning environment, the administration reserves the right to search student desks, cubbies, locker, and any other areas or personal possessions any time without notice.

**Expulsion/Termination from Choice Learning Academy:**

Your child may be expelled/terminated from CLA based on, but not limited to, inappropriate behavior(s), non-payment of fees/tuition, neglect to follow rules/guidelines, attendance, excessive late/incomplete work, or any other infraction the administration deems necessary.  Admission to the school is a privilege and is granted upon by mutual consent.  Upon expulsion, the administration will contact the parent(s) regarding the expulsion and the reasons for the expulsion. A formal letter will be sent to the parents, and a report shall be sent to the CLA Executive Committee.

**Additional Discipline Techniques:**

The following are additional discipline techniques that may be used at Choice Learning Academy.

\*Verbal correction, oral or written.

• Cooling-off time or “time-out.”

• Seating changes within the classroom or vehicles owned or operated by the district.

 • Temporary confiscation of items that disrupt the educational process.

 • Rewards or demerits.

 • Behavioral contracts.

 • Counseling by teachers or administrative personnel.

• Parent-teacher conferences.

• Grade reductions for cheating/plagiarism

• Detention, including outside regular school hours.

• Sending the student to the office or other assigned area, or to in-school suspension.

• Assignment of school duties, such as cleaning or picking up litter.

 • Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.

 • Out-of-school suspension, as specified

 • Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by CLA.

• Other strategies and consequences as determined by school officials.

CHOICE Learning Academy wants to provide a positive, safe, and conducive environment to learning as possible, and believe these rules, regulations, and discipline procedures are important to that mission.

**Bullying Policy**Choice Learning Academy prohibits the bullying of a student. Policy also prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying.

**BULLYING: DEFINITION**

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the Applicability Requirements below, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school; and
5. Includes cyberbullying.

**Cyberbullying** means bullying that is done through the use of electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messages, a social media application, an Internet website, or any other Internet-based communication tool.

**Applicability Requirements:**

1. bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
	1. interferes with a student’s educational opportunities; or
	2. substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**EXAMPLES OF BULLYING**

Physical: hitting, punching, pushing, scratching, tripping, assault, physical demands for money, confinement, or hazing, if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student’s education or substantially disrupts the operation of a classroom or school.

Verbal: name calling, teasing, putdowns, sarcasm, threats, taunting, or hazing, if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student’s education or substantially disrupts the operation of a classroom or school.

Textual: (including by electronic devices or “Cyberbullying”) passing notes, writing on desks, SMS, MMS, email, chat rooms, website, or social networks, if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student’s education or substantially disrupts the operation of a classroom or school.

Social: ignoring, excluding, mimicking, ostracism, spreading rumors, psychological defaming, dirty looks, intimidation, extortion, or theft of valued possessions or destruction of property, if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student’s education or substantially disrupts the operation of a classroom or school.

**STUDENT REPORTING PROCEDURES:** Any student who believes that he or she is being bullied or believes that another student is being bullied should immediately report the alleged acts to a teacher.

**TEACHERS and STAFF WHO RECEIVE A REPORT OF BULLYING FROM A STUDENT WILL:** Listen to the student’s report, without judgment, and let the student know that you will report what you have heard to an administrator. Immediately contact a school administrator that you have received a report of bullying. Do not try to investigate the situation yourself. Complete a written statement for the administrator with your name and the date before the end of the day. Disciplinary action may be deemed necessary based on the report.

**Harassment, Violence, Retaliation**

CLA believes that all students learn best in an environment free from violence, harassment, and retaliation and that students are free from this prohibited conduct while attending school. Students are expected to treat other students and school staff with courtesy and respect to avoid behavior know to be offensive and to stop those behavior when asked tr told to stop. School staff are expected to treat students with courtesy and respect as well.

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student Academic performance. Sexual harassment is unwanted or unwelcome behavior of a sexual nature

Student to student, employee to student, or employee to employee sexual harassment is prohibited. Students or staff that feel they have been subjected to conduct of harassing or violent nature are encouraged to promptly report the matter to school staff or directly to the school board if needed. Every effort will be made to protect the privacy of the parties involved in any complaint; however, certain disclosures may be necessary in order to properly investigate.

Once a complaint has been reported to the staff, the staff will report it to the school Board and a meeting will take place to investigate the complaint. Any employee or student found to be responsible for violence or harassment in violation of this policy will be subject to appropriate and immediate disciplinary action up to and including expulsion or termination. Local authorities may also be contacted.

**\*(Please sign and return the following page.)**

**Parent/Student Handbook and Student Conduct and Behavior Standards Agreement for Choice Learning Academy**

**\_\_\_\_\_ I am able to access the CLA Parent/Student Handbook and Student Conduct and**

**Behavior Standards online at choicelearningacademy.net and *do not* need a paper copy.**

**\_\_\_\_\_ I am unable to access the CLA Parent/Student Handbook and Student Conduct and Behavior Standards online at choicelearningacademy.net and *do* need a paper copy sent home to keep on file.**

**Please read the following statement of agreement and sign below:**

I hereby affirm that I have read the Parent/Student Handbook and Student Conduct and Behavior Standards and discussed their policies with my individual child/children.  I certify that I consent to, and will submit to, all governing policies of the school, including those set forth in the Handbook.

I understand that the services of the school are entered into by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time, for any reason. I understand that this Handbook does not contractually bind CHOICE Learning Academy and is subject to change without notice, by decision of Choice Learning Academy Board of Directors and/or Executive Committee, who hold the right to amend and/or add policies to this document throughout the school year.  (In the event that a change is made, parents will be notified before the policy takes effect).  Admission to the school is a privilege, not a right, and may not be guaranteed.

**Students Name(s) (Print):**

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**Parent/Guardian’s Name(s) (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* \*Both parents/Guardians must sign if possible.**

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**Parent/Guardian Signature Date**

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**Parent/Guardian Signature Date**

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**Student Signature (only for 3rd-12th grade) Date**