



Caniff Liberty Academy

Student/Parent Handbook

K-8

2650 Caniff Street Detroit, Michigan 48212

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▪ Must be signed, returned to the school, and placed in student file.	

NON - DISCRIMINATION POLICY

This handbook is presented as a statement of the institutional program and potential offerings. This document is not to be considered as a contract between Caniff Liberty Academy and students. Caniff Liberty Academy reserves the right to make changes to regulations and offerings as circumstances may require.

Caniff Liberty Academy, pursuant to the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Elliot-Larsen Civil Rights Act, and Executive Order 11246, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex, age, height, weight, marital status, or handicap, nor will sexual harassment be tolerated, in its employment practices and/or educational programs or activities. Concerned individuals may contact the Board of Directors of Caniff Liberty Academy.

GOOD FAITH POLICY

Acting in good faith, Caniff Liberty Academy will accept students from other schools based on information given to us during parent and student interviews with the School's administration. However, if this information turns out to be false or misleading, the child may be subject to dismissal. **Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment. An exception to this rule may only be made by the Board of Directors upon the recommendation of the superintendent or his designee.**

MISSION: STATE OF MICHIGAN

We, the Michigan State Board of Education, united in vision and philosophy, empowered by our Constitution to respond with leadership, humbly serve to enable, promote, and inspire a new spirit of birth and freedom, self government, excellence and accountability in our local communities for all who are there involved in the lifelong education of students. In working to achieve this mission, we recognize that a quality education is first the responsibility of the parents and students, then of teachers, administrators, school boards and others in the local community; we support public education; we support school choices for parents; we encourage the development, support and recognition of quality teachers; we support local accountability that enhances excellence in education; we advocate for the removal of barriers that constrain efforts to open, sustain, and/or expand quality schools and other quality educational opportunities in the marketplace of a free society; and we pray for wisdom in all decisions that impact the lives of the students we serve.

MISSION: CANIFF LIBERTY ACADEMY

The mission of Caniff Liberty Academy is to work in collaboration with the community, parents, students and stakeholders to prepare our students to be successful both academically and socially in a democratic society.

EDUCATIONAL GOALS AND OBJECTIVES

1. To help students realize their full potential.
2. To provide an innovative educational opportunity for Kindergarten through Eighth grade students.
3. To use proven strategies and curriculum to help students achieve grade-level achievement in core academic subjects and to meet grade-level expectations on standardized educational tests.
4. To prepare students to be academically successful and productive members of society.

5. To facilitate students in recognizing examples of quality, ethics, and teamwork in life and to prepare a plan for life.
6. To assist students in recognizing that career and job choices depend on academic preparation and planning, and that personal success can be achieved through education.

METHOD

1. Present students and parents with a program that is dedicated to student success.
2. Present a curriculum that adheres to all state and federal standards.
3. Present educational concepts that relate to real world situations and apply to daily living.
4. Incorporate a curriculum that provides a student with multiple opportunities to be successful.
5. Utilize differentiated instructional techniques that focus on the student as a learner.
6. Utilize state-of-the-art technology for teaching methods as well as student enrichment.
7. Employ certified and highly qualified teachers who use innovative, relevant and resourceful teaching techniques.

EXPECTATIONS FOR STUDENTS

Appropriate behavior is essential for a successful learning environment and is expected at all times in the classrooms, in the school building and at off-school sites at all times. Students will be accountable for their behaviors. Interventions will be used to correct unacceptable behavior. Personal accountability is demonstrated when the student:

1. Regularly and punctually attends all classes;
2. Comes to class prepared with necessary books and supplies;
3. Participates in class activities and completes all assignments;
4. Reflects a positive and responsible attitude toward learning;
5. Exhibits age appropriate choices, behavior and actions that lead to solutions rather than problems.
6. Challenges himself/herself to attain exemplary education goals;
7. Demonstrates respect for himself/herself and others;
8. Demonstrates respect for the property of himself/herself and others;
9. Follows rules set by the school and the classroom teacher;
10. Accepts responsibility for his/her own belongings.
11. Conforms to the dress code.
12. Accepts responsibility for his/her actions.

EXPECTATION FOR PARENTS

Parent school partnerships are the cornerstone of student success. Parents/guardians of Caniff Liberty Academy are encouraged to attend school functions in the school as a condition of their child's enrollment. A calendar will be provided to parents/guardians stating the available times and dates that parents may volunteer. Once parents receive the required legal clearance parents are encouraged to volunteer for special activities. A parent/guardian may chaperone on field trips, supervise during special activities, assist teachers with their daily routines, monitor halls and/or lunchtime, stuff envelopes for mailing letters, etc. Please see school administrator for further details.

SCHOOL ATTENDANCE POLICY

Regular attendance is key to a student's success and ability to learn and is therefore required. Regular attendance in classes is of vital importance if the student is to succeed in school. Absences interfere with learning and must be avoided. A missed class session cannot be recreated. Therefore, it follows that "an absence is an absence" whether it is excused or unexcused. **Any absence that is not reported to the office in advance will be considered an unexcused absence.**

DEFINITIONS:

Absence from School: A student is absent from school when he/she is not physically present.

Excused absence: Excused absences include illness, religious holidays, death in the family, doctor's appointments, prearranged absences and school activities. Absence must be reported by 10:00 am. Documentation, when available, must be sent with the student when they return to school.

Unexcused Absence: All absences are considered unexcused unless the student has a note or a phone call from a parent or guardian, a pass from a staff member, a statement from a doctor, a copy of documents from court appearances, etc.

Truancy: Chronic unexcused absence from school or from one or more scheduled classes without the authorization of school staff.

Tardiness: A student is tardy when he/she is not present in class at the beginning of any class period, including Homeroom.

Unexcused Tardiness: Tardiness to class is unexcused unless the student has a pass from a staff member or office personnel. Three (3) unexcused tardies will result in disciplinary action and possible suspension.

REGULATIONS:

- **Elementary School Hours:** 8:30am-3:35pm Monday through Friday;
- **Middle School Hours:** 8:30am-3:35pm Monday through Friday;

In the event of an absence, parents must notify school personnel in the main office by 10:00 AM on the day the student misses classes.

Students arriving late must report directly to the office. The school does not excuse any absence or tardiness without valid documentation.

The parent/guardian will be notified when the student reaches three (3) absences to arrange a conference to determine an appropriate course of action. Absences in excess of 10 days per marking period may result in the student failing the class and initiation of truancy procedures and contact to the local authorities.

The staff shall take appropriate action when an unexcused absence or tardiness occurs. The action taken will be designed to correct any attendance problems posed by individual students.

At the Middle School level:

- Students are required to complete all homework assignments missed due to any excused absence. One (1) day is allowed for makeup work for each day missed. It is the returning student's responsibility to contact his/her teachers to arrange make-ups. Makeup work for an unexcused absence will not be accepted.
- Ten or more absences in a marking period may result in a failing grade in the subject. Students may be expelled from school for excessive absenteeism.

Unexcused Absences--Consequences

First unexcused absence: Student will serve one detention and parents will be contacted.

Second unexcused absence: Parent/guardian conference will be scheduled and a behavior plan will be put in place.

Third unexcused absence: Student may be suspended or assigned other interventions as determined by administration.

Additional unexcused absences: More than three unexcused absences may result in the initiation of truancy procedures and contact to the local authorities, and a recommendation to the superintendent's office for expulsion may be made.

Closed Campus: Students are not permitted to leave the campus during school hours unless picked up by a parent or guardian. .

Note:

Make up Work: Students are not entitled to make up academic course work missed during absences due to truancy.

K-5 UNIFORM DRESS CODE

Students enrolled at the elementary school must conform to the following dress code:

GIRLS

Navy blue, or black skirts, jumpers, or slacks, or
Navy blue or black abaya,
White or light blue blouse and navy blue, black or white sweaters.
Black or brown shoes.

BOYS

Black, or navy blue pants.
White or light blue polo shirts.

Black or brown shoes.

Note: Flip flops and open toe sandals are not allowed. Only solid colored gym shoes may be worn. Failure to comply will result in parents being called to deliver proper clothing. Students who do not comply with dress code will be issued a warning for the first violation and are then not allowed to attend classes until they are in uniform. Subsequent violations will result in further disciplinary action, including suspensions.

MIDDLE SCHOOL STUDENT UNIFORM DRESS CODE

Students enrolled at the middle school must conform to the following dress code:

GIRLS

Nave blue, or black pleated jumper, skirt or pants, or
Navy blue or black abaya.
Light blue or white polo shirt or oxford dress buttoned shirt with a collar
Black, brown or navy dress shoes
Solid black, navy blue or white gym shoes for gym class.
Jogging jackets, hats, sweatshirts and athletic wear are not allowed
Small stud earrings are acceptable, long dangling earrings are not allowed

BOYS

Navy blue or black pants
Navy blue or white polo shirts or oxford buttoned shirt with a collar
Black, brown or navy shoes
Solid black, navy blue, or white gyms shoes
Jogging jackets, hats, sweatshirts and athletic wear are not allowed

Note: Students who do not comply with the dress code will be asked to telephone their parents to bring the complete uniform to school. Students who are not in uniform will not be allowed to attend classes until they are in uniform and may be subject to disciplinary action as determined by the school Principal.

DRESS CODE NOTES:

BOYS & GIRLS:

Pants/skirts must be worn at an appropriate level with a belt if appropriate. No sweatshirts or jackets other than the school uniform sweaters are allowed. Students should always bring a uniform sweater to school as the temperature in the classroom may vary. No caps or hats other than religious head gear may be worn inside the building.

GIRLS:

Short tops which expose the stomach, micro/mini-skirts, shorts and questionable fitting skirts are not allowed.

** All uniform decisions are subjected to discretion of the building principal or administration. **

PERSONAL HYGIENE

All students are required to practice good personal hygiene. Hair should always be clean and well groomed. Although many of today's hairstyles are extremely diverse and eccentric, these are a distraction and inappropriate for school.

RULES AND REGULATIONS OF CONDUCT

INTRODUCTION

All students who attend Caniff Liberty Academy will be expected to follow all the rules and regulations. The purpose of these rules and regulations is to provide an atmosphere that is conducive to learning and to prevent behavior which interferes with the academic progress of the students. Rules violation will result in sanctions according to the nature and number of violations. The violations are divided into three distinct levels. Each level has specific disciplinary interventions that may be utilized when appropriate.

In general, students are expected to behave in a reasonable and safe manner at all times. Appropriate conduct is expected in the classroom, hallways, lavatories, offices, busses and cafeteria. Violations and disciplinary responses are divided into three levels, with Level III violations being the most serious.

Level I Violations

Each student is expected to respect the rights and property of others, including the property of Caniff Liberty Academy. Disrespectful behavior and/or attitude towards others and any behavior that disrupts the learning process will not be tolerated.

1. Disruptive behavior violates school policy and is defined as disregarding school rules, policies, or behaving in a way that disrupts or interferes with the educational process, including bullying, teasing, taunting or harassing. Especially for grades K-3, this would include hitting or pushing another student in school, biting or scratching a student or staff member, spitting, name calling or use of profane language.
2. No object may be thrown unless it is a part of a supervised program conducted by a staff member.
3. The use of personal radios, MP3 players, electronic games and toys is not permitted on school property during school time.
4. During scheduled class times, students may not be in the halls or lavatory without a pass.
5. Once a student arrives on school grounds, they may not leave the school unless accompanied by a parent or guardian.
6. The opening and closing of windows/blinds and sitting on windowsills are prohibited. If a window is open, students are prohibited from throwing anything out of classroom or lavatory windows.
7. Skipping or leaving a class during the school day is not permitted. Students engaging in such activities will be considered truant.
8. No glass containers are allowed in the building without prior permission from a staff member.
9. All consumption of food and beverages is limited to the lunchtime unless otherwise approved by a staff member.
10. Chewing gum is prohibited.
11. Sunglasses are not to be worn in school.
12. Any form of student protest that disrupts the educational process is prohibited.

13. Inappropriate displays of affection are prohibited, which includes kissing, embracing or engaging in affectionate activity during school or school related activities.
14. Caniff Liberty Academy reserves the right to handle all cases not covered by these guidelines at the discretion of the principal, his/her designates or staff as delegated.

Level II Violations

1. Gambling in any form is prohibited.
2. Cigarette smoking is prohibited
3. Possession of drug paraphernalia is prohibited.
4. Possession of obscene material or pornographic literature in any form is strictly prohibited.
5. Verbal abuse, profanity, name-calling, and gestures designed to create a disruption or incite violence is prohibited, including oral or written intimidation related to, but not limited to a person's race, color, religion, gender or ethnicity.
6. Failure to follow the directions of administrators, school staff, and parent volunteers.
7. Insolence—Displaying verbal or nonverbal disrespect towards school personnel or volunteers is not allowed.
8. Personal threat or intimidation—Threatening or intending to do bodily harm to another individual.
9. Profanity—Writing, gesturing or speaking in a way that transmits an offensive or sexually suggestive meaning is prohibited.
10. Vandalism—Intentional damage or destruction of school property or the property of others is prohibited and may result in criminal charges.
11. Academic misconduct—Plagiarism, cheating, or tampering with educational records or materials is not allowed. Such infractions will result in a failing grade for the assignment, in addition to further disciplinary actions.
12. Abuse of Technology—Unauthorized use of hardware, software or Internet access is prohibited. Failure to follow procedures outlined by the lab instructor and posted rules is a violation of school policy.

Level III Violations

The following serious violations will result in student suspension and/or expulsion.

- 1) **Weapons – Possession of any weapon or facsimile will result in immediate suspension and recommendation for expulsion as required by law.**
- 2) **Use of any object as a weapon will result in immediate suspension and recommendation for expulsion as required by law.**

- 3) **Fighting-** Fighting is unacceptable and will result in immediate suspension. The length of suspension will be determined by the Principal and based on the frequency of such behavior as well as the student's overall school behavior.
- 4) **Assault and Battery-** Assault and battery, defined as any attack upon a student or staff member resulting in:
 - i. Serious injury.
 - ii. The victim attempts to avoid the altercation but is nevertheless attacked.
 - iii. Three or more individuals are involved simultaneously in assaulting the individual.

Assault and battery will result an immediate suspension with the immediate call for an expulsion hearing before the Superintendent or his designee. The student will not be allowed back into school until the hearing.
- 5) **Theft/Possession Of Stolen Property--**Involvement in any way with the theft of goods or the possession of stolen properties in the school building, on school grounds, at off-campus sites or at any school functions is prohibited.
- 6) **Forgery/Falsification of Documents--**Forgery is defined as the unauthorized usage or writing of another person's name or identity on school forms or on other school-related correspondence. Falsifying documents also means changing any school communication (i.e., letters to parents, progress reports, report cards, etc.). These are prohibited acts.
- 7) **Violation of City, State or Federal Laws--**Any student who is found guilty of an act that would be considered a violation of any criminal law may be subject to expulsion.
- 8) **Chronic Violation of Discipline Code--**Students who, after receiving prescriptive measures, demonstrate that they are persistent or unwilling to conform to the school regulations and who have proven to be a distracting or corrupting influence may be subject to expulsion.
- 9) **Interference with or Intimidation of School Personnel--**Any person who prevents or attempts to prevent school personnel from engaging in their lawful duties through the use of threats, violence or harassment will be subject to suspension/ expulsion.
- 10) **False Alarms--**Any person who knowingly and intentionally activates a fire alarm when a fire is not present will be subject to expulsion and criminal charges.
- 11) **Sexual Misconduct--**Any verbal or physical sexual misconduct including but not limited to **rape** and **sexual harassment** is illegal and will cause an immediate expulsion. Examples include sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- 12) **Hate crimes** as defined by Michigan statute committed on school premises directed at school staff members, students, or other building tenants and their property.
- 13) **Gang membership** and/or **gang related activities** (including, but not limited to clothing, signing, graffiti and property damage/demarcation.)

SCHOOL-WIDE / CLASSROOM DISCIPLINE

Level I

A teacher or staff member will use determine the appropriate disciplinary action/s to correct a student's misbehavior. If the student responds in a positive manner, further action may not need to be taken. Students who repeatedly violate the rules and regulations of conduct may be subject to an out-of-school suspension for 1-3 days as determined by the Principal. Notice will be provided to the parents/guardians. Students who are suspended will not be eligible to participate in school activities including extra-curricular events or allowed on school property during their suspension.

At the teacher and administrators discretion, any or a combination of the following strategies may be utilized:

1. Parent/Teacher/Administrator conference
2. Administrator/Parent/Guardian conference
3. Phone call to parent
4. Lunch detention
5. Behavioral contract
6. Denial of participation in class and/or school activities
7. Denial of participation in graduation/award ceremonies
8. Restitution/restoration
9. Action Plan and assignments
10. Confiscation of inappropriate object
11. School Community Service
12. Referral to support staff
13. Before/after school detention
14. Out- of -school suspension—Up to 10 days
15. Other disciplinary strategies as needed.

Level II

Violations at this level pose a serious disruption to the educational environment. Depending on the severity of the incident, the violation may be considered as a Level III violation. Law enforcement will be contacted as mandated by Michigan State Law.

Any of the following actions may be taken:

1. Level I actions
2. Recommendation for long-term suspension or expulsion
3. Law enforcement notification
4. Referrals to support staff and agencies
5. Student Behavior Plan

Level III

Violations at this level are unlawful and seriously disrupt the teaching and learning at school. In addition to the actions taken at Level II, the proper law enforcement authorities may be contacted. Drugs, weapons and physical/sexual assault will result in out-of-school suspension or expulsion on the first violation, in accordance to Michigan State Law.

NOTE: All long-term suspensions (in excess of 10 days) and expulsions are recommended to the superintendent or his designee for action. Before suspending or expelling a student, the superintendent shall consider each of the following factors: age, discipline history, disability, seriousness of the violation, safety of staff and students, whether restorative practices will be used to address the violation or behavior committed by the pupil, and whether a lesser intervention would properly address the violation or behavior committed by the pupil. Restorative Justice forms are available in the main office. Restorative practices focus on teaching the students who misbehaved and offering that student a chance to "repair the harm" that he or she caused.

EMERGENCY INFORMATION AND PROCEDURES

CONTACT INFORMATION

While school is generally a safe place, emergencies may occur. Therefore, it is **imperative** that the main office have on file necessary emergency information and phone numbers by which parents/guardians or friends may be reached at any time during the school day. The following information is to be provided:

1. The name(s) and address (es) of parent(s) or guardian(s).
2. A home phone number.
3. Work and/or pager numbers (if applicable).
4. Phone numbers of relatives and/or friends who have permission to transport the child in cases of emergency. No student may be transported without prior written consent of the parent or guardian.
5. The name of the child's doctor(s) and his/her phone number.
6. A list of persons authorized to pick up to the child.
7. Medical Alert information.

The school must be immediately notified when and if the above information changes.

EMERGENCY DRILLS

Students are expected to know and follow all emergency procedures as directed by school staff.

FIRE DRILLS

- Students must leave the building silently and in a single-file line according to the floor plan posted in each classroom.
- Once outside, students must wait quietly in a designated area.
- Students must remain in line with their class and the teacher until an all-clear signal is given. Teachers will then allow the students to re-enter the building in an orderly fashion.

TORNADO DRILLS

- Students will travel silently and in a single-file line to the designated area of the building via posted exits.
- Students must remain quietly in line with their class and teacher in the designated tornado area until an all-clear signal is given. Teacher will check attendance with roster. Teachers will then allow students to travel back to the classroom, in an **orderly** fashion, to resume classes.

LOCKDOWN DRILLS

- There are procedures in place to address the threat of an intruder inside the school buildings, a threat outside the school buildings or a shelter in place in the event of an emergency situation in the area of the school buildings. Students should follow the direction of their classroom teacher and school administrators to comply with any of these emergency situations. Local Police and/or Local Fire will be involved in resolving any of these emergency situations.

Fire, tornado and lockdown drills will occur periodically throughout the year under the direction of local emergency reaction personnel.

EMERGENCY CLOSURES: All emergency school closures will be announced on Channel 4 (WDIV), Channel 7 (WXYT), and Radio Station WWJ 950 AM. Please check these media sources as needed. School closings due to building problems are also reported these channels. In addition, the school's answering machine will be updated with closure information. Parents will also receive phone calls home via the Tele-Parent notification system. Thus please be sure to have current contact information at the school office at all times.

MEDICINE AND ILLNESS

IMMUNIZATION REQUIREMENTS

State law requires that all students, K-12, be immunized against diphtheria, tetanus, whooping cough, measles, rubella, chicken pox, and polio. The child's grade upon enrollment in our school will determine whether the mumps immunization is required for admission.

- Parents must provide documented evidence of all immunizations no later than the first day of school.
- No child will be permitted to attend school unless he/she is fully immunized or has begun his/immunization schedule.
- The only exception to these requirements is for children for whose immunizations are medically contraindicated or children whose parents file each year a written objection based upon religious or philosophical objections.
- Consult the principal or office staff for any question.

ILLNESS

If a student becomes too ill to remain in class, the office personnel will contact the parent/guardian to recommend that the student be picked up. Therefore, it is imperative that the office have on file a phone number where parents/guardians may be reached during the school day. Such numbers might include: home, work, relative's and/or friend's phone numbers. While the parent/guardian is enroute to the school, the student will be made comfortable in the office.

MEDICATION

Some students may need to take medication during school hours. To accommodate such cases, the parent/guardian must sign a "Permission to Administer Medicine Form" to be kept in the student's file in the office. No student may take unauthorized medication during the school day. For all prescription medication, documentation from a physician must be in the office. Students may not carry their medication. All medication must be locked in the administrative office.

LOST AND FOUND

Lost and Found items will be held in a Lost And Found designated area. Students are encouraged to claim all lost items in a timely manner in order to prevent build-up and overcrowding. Items not claimed within one month will be donated or discarded.

HOMEWORK AND MAKE-UP WORK POLICY

The completion of assignments is at the discretion of individual teachers and supervised by the respective Building Principal. It is the expectation that all students will comply with the rules regarding the completion of assignments as indicated by their teacher. It is the student's and/or parent's responsibility to make arrangements for making up assignments on days in which student is absent.

PROMOTION POLICY

A student will be recommended for promotion to the next grade level based on, but not limited to the following:

1. Evidence of successful completion (minimum 70%) of the course work for the academic year in all core subjects.
2. Teacher(s) narrative recommendation(s) when needed.

STUDENT EVALUATION

PROGRESS REPORTS

Progress reports will be issued four (4) times per year in grades K-8. Individual teachers will issue weekly homework reports.

REPORT CARDS

Report cards will be issued four (4) times per year. The final report card will be mailed home after the school year ends.

GRADING SCALE

All courses, except courses taken on a pass/fail basis, are figured into the grade point average. No distinction is made between academic courses and other courses, nor is any distinction made for the level of difficulty of the course. No credit is given for a failing (F) grade.

Grades: 4-8

	A=4 grade points	A-=3.7 grade points
B+=3.3 grade points	B=3 grade points	B-=2.7 grade points
C+=2.3 grade points	C=2 grade points	C-= 1.7 points
D+=1.3 grade points	D=1 grade point	D-=.7 grade point
F=below .7 grade point		

Grades: 4-8

	A=93-100%	A-=90-92%
B+=88-89%	B=83-87%	B-=80-82%
C+=78-79%	C=73-77%	C-= 70-72%
D+=68-69%	D=63-67%	D-=60-62%
F=59% and below		

Grades: K-3

O = Outstanding
P = Progressing Very well
S = Satisfactory
D = Developing
U = Unsatisfactory

STUDENT RECORDS

The school records of all students will be kept confidential. The parents/guardians of students, who are under the age of eighteen, are entitled to review their child's school records upon a written request and in the presence of school staff. In situations where the parent of a student are divorced or separated, each parent, custodial and/or non-custodial, has an equal right to view the child's records unless a court order specifies otherwise.

PARENT - TEACHER CONFERENCES

Parent-teacher conferences will be scheduled throughout the school year (please refer to the school calendar for specific dates). In the event that a parent/guardian wishes to contact a teacher outside of these scheduled times, he/she may do so by contacting the office to set up a mutually convenient meeting time.

Parents must make an appointment to speak with a teacher about a child's progress instead of simply "dropping in." This policy is intended to ensure confidentiality and maintain scheduled educational services. Parents may not conference with teachers before or after school without a scheduled appointment.

TELEPHONE USAGE

Students are not allowed to use school telephones at any time without permission from a staff member or teacher. Permission should be granted for emergency use only, such as illness.

SCHOOL BOOKS AND SUPPLIES**SCHOOL BOOKS**

Many teachers will issue student textbooks, trade books and/or other materials for the school year. These items are on loan to the student for that period of time. Books should be covered and kept clean. If the book (or item) is not returned at the end of the school year for which it was issued, the parent/guardian must pay for it. If the book (or item) is returned in poor condition (damaged), the parent/guardian must pay a damage fee.

Suggested School Supplies

Elementary School:

- Pencils
- Crayons
- Notebooks
- Paper

Middle School:

- At least five (5) sharpened pencils
- At least two (2) ink pens
- Composition books
- 2 erasers
- One 3 ring Binder

Other supplies may be requested at the discretion of each teacher. All supplies should be labeled with child's name.

All mandatory supplies for curricular activities will be provided by the school in accordance with the State regulations.

VISITORS

No student may bring any visitor to Caniff Liberty Academy without prior written approval from the principal's office. All parents and visitors to the school must sign in at the office and receive a nametag as a security measure. No individual will be allowed into a classroom without prior consent from the office.

STUDENT SALES

Students may not sell any items at school or school functions unless they do so for school-sponsored fund-raisers or with the written permission from the Principal or his/her designee.

CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES

A student may possess a cell phone or electronic communication device in school, on school property, at after school activities and at school-related functions provided that during school hours and on school vehicles the device is turned off. Possession of a cell phone by a student is a privileged and if the policy is violated, it may result in the confiscation of the device and/or disciplinary action.

The student who possesses any electronic device shall bear the responsibility for its care. The school is not responsible for lost, stolen or damaged electronic communication devices while on school property.

VALUABLE BELONGINGS

Students must not bring valuable items to school, including but limited to MP3 players, portable video games, money, and jewelry. This will prevent the loss or theft of such items.

Caniff Liberty Academy WILL NOT BE HELD LIABLE FOR THE LOSS OF PERSONAL ITEMS.

TRANSPORTATION

The staff in the office needs a list of those persons who are authorized to transport each student. This authorization may allow the student to walk home or drive as age and ability permits. The student's parent(s)/guardian(s) need to update Caniff Liberty Academy faculty and staff about any changes in transportation routines and/or authorization.

FIELD TRIPS

Occasionally field trips will occur throughout the year. Parental permission for all field trips internal or external must be supported with a permission slip.

All field trips are curriculum related and sponsored by the classroom teacher. No student will be permitted to participate without written permission from parent or guardian. Students with serious disciplinary infractions may not attend field trips. Caniff Liberty Academy administration reserves the right to offer educational alternatives for students that do not observe the school code of conduct.

SCHOOL/PARENT COMPACT

Parent Involvement: Caniff Liberty Academy is a charter school founded on the principle that parent commitment, involvement and participation is essential to the success of a child's educational process. During this process, each child will encounter different challenges and situations that will need the attention of the school administration staff and their parents/guardians. With this in mind, we are requiring, as a part of the admission process that parents and students subscribe to the goals and pledges as outlined in this Parent/Student contract.

Good Faith Agreement: Acting in good faith, Caniff Liberty Academy will accept students from other schools based on information given to us during parent and student interview with the school's administration. However, if this information turns out to be false or misleading, the student may be subject to dismissal. **Any student who has been expelled (or whose expulsion is pending) from another public or private school will not be accepted for enrollment.**

Parent Goals and Pledges:

1. To fully endorse and support the policies and educational goals as outlined in the student handbook;
2. To actively participate in school activities which may include the Parent Involvement Committee (PIC), special events held at the schools, associations and fundraisers;
3. To attend or send an adult representative to parent/teacher conferences;
4. To actively assist my student(s) with completion of homework assignments and provide an appropriate place at home where my student(s) can study and complete school assignments;

Student Goals and Pledges:

1. To behave in a way that shows respect for myself, teachers, peers and others, as well as school property;
2. To do my best academically, and behave in a manner that positively represents myself, my family and my school;
3. To attend school on time daily;
4. To complete and return homework on time;
5. To adhere to the school dress code;
6. To follow all the policies listed in the student/parent handbook;
7. To ask for help when needed and offer help when I can;

In return, Caniff Liberty Academy pledges to provide each student with a quality education designed to ensure that the student achieves at his or her academic best.

After reviewing the handbook, each student and parent is required to sign the form below and return to the school where it will be placed in the student's file.

I have read and discussed the contents of the student/ parent handbook with my child. I agree to abide by the rules and regulations in this handbook.

X

Parent/ Guardian Signature

I have read and discussed the contents of the student/ parent handbook with my parent/ guardian. I agree to abide by the rules and regulations in this handbook.

X

Student Signature