

Fort Caspar Academy

Parent-Student-Staff Handbook 2009-2010



**4100 West 38th Street
Casper, WY 82604
(307)577-4531**

Randall L. Larson, Principal

Natrona County School District #1

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NOTE: The policies in this handbook are intended to be consistent with applicable laws, district board policies and administrative regulations. Should any provision in this handbook be in conflict with such laws and policies, those laws and policies shall be paramount to the policies in this handbook.

BELL SCHEDULE

First Bell	8:30
Tardy Bell	8:35
First Recess	10:05
Second Recess	10:20
Third Recess	10:35
A.M. Kindergarten dismissed	11:30
1st Lunch/Recess	11:15-12:00
2nd Lunch/Recess	11:40-12:25
3rd Lunch/Recess	12:05-12:50
First Recess	1:45
Second Recess	2:00
Third Recess	2:15
Dismissal Bell	3:15

ENROLLMENT

Fort Caspar Academy is a school of choice within the public school system in Natrona County. There is no tuition, and no standards for entry are required of the students. Any K-6 child residing in Natrona County may attend on a basis of availability of openings. Prior to initial enrollment and at the beginning of each school year, at least one parent/guardian will be required to attend an orientation session. There will be several sessions of the orientation available to fit diverse time schedules. At the annual orientation meeting, parents will sign a Contract of Mutual Responsibilities (see appendix "A").

CLASS PLACEMENT

Students will be grouped heterogeneously at all grade levels. Parents may request a specific teacher if they can show a compelling reason for the requested assignment. **Forms to request a specific teacher will be available in the school office and must be submitted no later than the last day of the previous school year.** However, assigning students to individual classes is the prerogative of the Principal. Teachers are expected to provide academic situations that challenge the students. It is the parents' responsibility to provide additional enrichment activities for their children.

PARENTAL ACCOUNTABILITY

A strong volunteer program is a vital aspect of Fort Caspar Academy. Every family will be expected to donate a minimum of ten (10) hours per semester to the school. Parents are encouraged to seek out opportunities for volunteering in the school. Parents may participate in any of the parent committees, attend PTO meetings, spend time in their children's classroom, help with sports teams, work in the library or workroom, or participate in the life of the school by joining in a variety of other activities. Parent volunteers help develop school/home partnerships that result in an increased quality of education for our students. Please contact your classroom teacher or your Governing Council representative to find out about volunteering opportunities. Governing Council representatives' names and phone numbers may be found in the student directory.

KINDERGARTEN WAITING LIST POLICY

NCS D has assumed the grades 1-6 waiting lists. Once FCA grade 1-6 classes are full, parents must call Central Enrollment Office to place students on the waiting list maintained at NCS D.

The school will receive and record, on an on-going basis, names of children whose parents/legal guardians desire to enroll them in kindergarten at FCA. At the time a parent/legal guardian signs up a child at FCA, it is the parent/legal guardian's responsibility to inform the school of other siblings and sign them up for the appropriate attendance year. To insure sibling priority, children should be signed up as soon after their third birthday as possible.

Parents/legal guardians must come to FCA to sign up children. At the time of sign-up, a copy of a numbered and signed receipt, indicating the date and time of sign up, will be issued to the parent/legal guardian. The child's (children's) name(s) will then be added to the bottom of the appropriate entry year grade level waiting list(s). Should an individual reside out of town, sign up may be handled by mailing or faxing the appropriate signed form to FCA. A receipt will be issued at the time the signed form is received in the FCA office and the child's name will be placed on the appropriate waiting list.

There will be a "Sibling" and a "Non-Sibling" waiting list maintained for kindergarten for each academic year. All children with a sibling who has been enrolled in FCA for a full academic year (enrolled in FCA prior to the end of the first grading period and completed the academic year) have priority over students who do not have siblings enrolled at FCA.

When an opening becomes available, the first name on the "Sibling" waiting list will be called. If the position is declined, that child's name will be removed from the waiting list, or, if requested, moved to the bottom of the "Sibling" waiting list. This process will continue through the "Sibling" and then the "Non-Sibling" waiting lists until the position is filled.

If the parents/legal guardians of a kindergarten student who is selected for enrollment at FCA chooses to delay enrollment to the next year, the child will be guaranteed placement in the next year's kindergarten class.

Names will be removed from the waiting list only after FCA office personnel verify the parent's/legal guardian's desire to have a child's name removed. Verification may be accomplished by person, by a phone call from FCA, or by receiving notification through the mail. Date and time of removal from the waiting list and method of verification will be noted on the sign-up receipt copy in the FCA office.

At the time a student is registered at FCA, it is the parents'/legal guardians' responsibility to inform the school of other siblings and sign them up for the appropriate attendance year. If this is done, the sibling names will be placed on the "Non-Sibling" waiting list and transferred to the "Sibling" waiting list after the enrolled student has completed one academic year at FCA. Siblings of enrolled kindergartners will be placed directly on the "Sibling" waiting list. Failure to sign up children as outlined will result in loss of sibling priority. Sibling priority will be reinstated one year following completion of the sign-up process.

TRANSPORTATION

Fort Caspar Academy is a school of choice. It is the parent's responsibility to make certain that the student arrives at school at the specified time. School District bussing is available. Parents interested in bussing should indicate so on the enrollment form.

STUDENT DIRECTORY

A student directory is published at the beginning of each year. The directory contains the names of each student; his/her address and phone number. The purpose of the directory is to assist parents in making arrangements for car pooling, and also to facilitate students contacting their classmates. Parents who do not want their child's name in the directory should notify the school of such when they register.

Governing Council representatives' names and phone numbers may be found in the student directory.

BICYCLES

Bicycles may be ridden to school by pupils. We ask, however, that they **NOT** ride their bicycles once they are on school property. The student should walk the bicycle from the street to the bike racks/hand rail located in the front of the building. Students are responsible for the security of the bicycles, and we strongly encourage that all bicycles be locked to the rack. All students who ride their bike to school are encouraged to wear a helmet.

ATTENDANCE

Regular attendance at school is extremely important if the student is to do well in school and is also a state regulation (See District Handbook). At Fort Caspar Academy, students going on vacations with parents or needing to be absent from school for other personal reasons may be considered excused if the absence has been prearranged with the school. Prearranged means the parent or legal guardian has notified the school office and the child's teacher and arrangements have been made for the student's homework prior to the time school begins on the first day of the absence. Arrangements may be made for the student's homework prior to the time school begins on the first day of the absence. This does not necessarily mean your child will receive all assignments prior to the prearranged absence. The earlier you can notify the school of an absence, the better a teacher can assist the child in keeping up with his/her school work.

Please make sure your child is in school unless he/she is ill. Should a student need to be absent, please notify the school office before 9:00 a.m. on the day of the absence, which assures excused absence status (answering machine is on all night and early morning). If your child is ill, homework may be picked up between 3:15 and 4:00 p.m.

The school day ends at 3:15. If you need to take your child out of school early, please send a note with your child at the beginning of the school day. The teacher will not interrupt class time to give homework assignments for the day.

TARDINESS

It is very important that your child be punctual. Two bells are rung, 5 minutes apart, at the beginning of the school day. It is expected that students should be in their seats ready to work when the second bell rings. If a child comes to school after attendance is taken, the child must first report to the office to be removed from the absence list. This makes the child even later for class. Tardiness is disruptive to the learning process. It has negative impact on the entire class, not just the child who is tardy.

The Governing Council has established the following plan to help curtail tardiness:

- After the 6th tardy, and all following tardies, in any given semester, students will be required to serve a 15-minute detention after school of the following school day.
- After the 8th tardy of either semester, a letter from the Council will be sent to parents reminding them of the importance of being punctual.
- After the 11th tardy of either semester, parents will be required to meet with the principal and submit a written plan of action detailing what corrective actions are being taken.

*** The only excuse that will be accepted will be a note from a health-care provider.**

NCSD has made some significant changes to the attendance policy. We are only highlighting the major changes. Please see "Attendance" under the District section of this handbook for more information.

- Illness that persists longer than three days will require some form of verification in writing from a health professional.
- A student who is 1-44 minutes late in the morning without a note from a health-care provider is unexcused tardy.
- A student who is 45 minutes or more late in the morning without a note from a health-care provider is an unexcused tardy and is an ABSENCE for the morning.
- If there are 5 unexcused tardies/absences for the morning, that would equal one unexcused absence.
- If a student leaves school 45 minutes or more before the end of the day (3:15 p.m.) without a note from a health-care provider, it is considered a half-day absence.
- If a student leaves school 44 minutes or less before the end of the day without a note from a health-care provider, it is considered a tardy for the afternoon.

ARRIVING AT SCHOOL IN THE MORNING

It is very important that your child arrive at school on time. Unless your child is attending a special, scheduled activity, or appointment he/she should not arrive at school earlier than 8:20. Anyone arriving before the 8:30 bell must go directly to the playground. People may not loiter in the school building.

SAFETY - COMING TO AND LEAVING SCHOOL

The guidelines listed below relate to traffic safety at Fort Caspar Academy. The guidelines apply when you deliver your child to school and when you pick your child up after school.

1. Students and visitors must enter/exit the building through the middle front doors.
2. Instruct your children carefully as to where you will drop them off and pick them up after school.
3. Always drop your child off and pick them up at the designated area in the front of the building.
4. Please do not stop your car on the crosswalk or handicap zone when you pick up or deliver your child.
5. Children should get in the car on the passenger side of the vehicle.
6. When picking up or dropping off your child, make certain that he/she crosses the street or drop-off lane in front of the school only at the designated crosswalks.
7. There is a drop-off lane in front of the school for drop off and pick up only. The right lane is for loading and unloading of students. The left-hand lane is a through traffic lane. **UNDER NO CIRCUMSTANCES** should students enter or exit a vehicle in the left-hand lane. No vehicles shall remain unattended in either lane. Should parents need/desire to leave the vehicle, it should be parked in the parking lot.

GOING HOME AFTER SCHOOL

Students are to go home directly after school. Students should not linger, but go directly home. Students being transported by parents should go directly to their assigned pickup area. Parents providing transportation should be at the school site when school is dismissed. There is no adult supervision for students after school is dismissed.

PICKING UP YOUR CHILD DURING SCHOOL

If it is necessary for a parent to pick up his/her child during the school day, the parent **MUST** come to the school office. The office manager will then arrange for the child to come to the office to meet his/her parent. Teachers must get verbal consent from the office manager before releasing a student. If you pick up a child at noon or during recess, the same procedure applies. Also, if waiting to pick up a child at the end of the school day, please do not go to the child's class and wait outside the door. Rather, wait in the school lobby until the child comes to meet you. Waiting by a classroom door is often disruptive for the class.

LEAVING SCHOOL GROUNDS

Students are never to leave the school grounds without permission from the school office. The District has a closed campus policy for elementary and middle schools. Students are only allowed to leave campus in the company of a parent, guardian, or staff member.

DOCTOR APPOINTMENTS

If possible, doctor appointments should be made for after-school hours. However, if that is not possible, please adhere to the following guidelines:

1. Send your child to school before the appointment when at all possible. Please do not allow your child to miss all morning if the appointment is not until 10:00 a.m. If the appointment is before school begins and the student is tardy, the student will need a note from the health care provider to receive an excused tardy.
2. Send a note to the teacher in advance when at all possible. This allows the teacher to plan ahead for that student.
3. Students should return to school after their appointment if at all possible.

FORT CASPAR ACADEMY PARENT-TEACHER ORGANIZATION

The Fort Caspar Academy Parent-Teacher Organization (PTO) is a very important element of Fort Caspar Academy. All parents are members of the PTO. A Governing Council, made up of elected voting members, meets regularly to act on matters of policy and concern. The Governing Council represents the general membership and promotes the policies and stated purposes of the PTO. All parents of Fort Caspar Academy students are invited and encouraged to attend these meetings as a part of their volunteer commitment to the school. Meeting dates will be published in the student directory. Please feel free to contact members of the Governing Council at any time. Governing Council representatives' names and phone numbers may be found in the student directory.

VISITS TO SCHOOL

We encourage parents to come to school frequently to visit their child's classroom and to take an active part in the education of their child. During the actual hours school is in session, parents and all other visitors to the school are required to stop by the school office to pick up a visitor's badge and sign in before proceeding into other areas of the building. If visiting a classroom, please do not bring non-school age children and turn off your cell phones. Please sign out upon leaving the building.

AFTER-SCHOOL SPORTS PROGRAM

The purpose of the after-school program is to encourage good sportsmanship, to develop life-long sports skills, and to encourage participation by all. Students who are in the fifth and sixth grade may participate in elementary volleyball and basketball programs. At the regular issuance of either a report card or a progress report, any student not maintaining a 77% average grade in the core academic subjects (Reading, Language, Spelling, Math, Science, and Social Studies) will not be allowed to either practice with the team or play in scheduled games until a report card or a regular, scheduled progress report indicates that a 77% average grade in the core

academic subjects has been reestablished. A student must be present in school at least one-half day in order to participate in extracurricular activities or other school-sponsored events. Exceptions may be granted by an administrator, school nurse, or the student's doctor (District Policy). Practices will be held at the school, and games will be held at the Casper Recreation Center. Good conduct and sportsmanship is expected of all students, parents, and coaches.

In order to attend practice, students must be part of the team or be accompanied by their own parent or legal guardian. This is a district-wide rule that will be enforced by the coaches and the principal. All school rules apply to any student viewing a game.

BIRTHDAYS

Children are recognized by their teachers on their birthdays; however, during class time no other treats or birthday recognition (including balloons, flowers, presents, stuffed animals, etc.) by parents are permitted. Kindergartners may supply birthday treats. Please, **NO** cupcakes. Parents of students in grades 1-6 may hand out birthday treats at the dismissal of school.

SCHOOL PARTIES

Each class has the opportunity to have two parties per year. The format will be at the discretion of the teacher and the approval of the principal. There is also an all-school picnic at the end of the school year. Parties are planned by parent volunteers. Please contact your teacher to learn how you can help.

LUNCH PROGRAM

A lunch program is in place at Fort Caspar Academy. Children may purchase a lunch at noon, or they may choose to bring a sack lunch. Milk may be purchased for students bringing sack lunches to school. The cost of lunch is indicated on the monthly lunch menu. Children may also go home for lunch. If your child is to go home for lunch, the office needs to be notified of such. Students who go home each day for lunch need to notify the office of this only once. However, if the child goes home on an irregular basis, you will need to notify the school office each time the child is to go home. Also, please notify the office if you are taking your child off campus for lunch. District policy dictates that if your child is going to lunch with another child/another adult, we must have a note from you stating this is approved. Parents are permitted to join their children for lunch. Adult lunch fees apply.

EMERGENCY CLOSING OF SCHOOL

It is possible to have a natural disaster, inclement weather, or other cause for closing the schools. If that decision is made by District administration, notice of such will be forthcoming on any of the major radio or TV stations. Current phone numbers, along with emergency phone numbers for each family, are extremely helpful in making an emergency closing go as quickly and efficiently as possible.

EMERGENCY PHONE NUMBERS

It is important for all parents to list a minimum of one emergency phone number on the registration card. This emergency number can be a work number, a friend, or a neighbor who may know how to contact you in case of an emergency at school. Please make sure that the phone number the school has for you is current as you will be notified by the District Alert Now System of school emergencies or announcements.

NURSE

A part-time school nurse is provided for all schools in the District. The nurse is responsible for checking the general health of a student (eyes, ears, throat, and teeth). The nurse also works in the area of communicable diseases, accidents, and illnesses that occur at school. All parents are welcome to ask for assistance from the nurse with any health problem they may have with their children.

TELEPHONES

Students are welcome to use the hall phone with a permission slip from his/her classroom teacher.

LOST & FOUND

Returning lost articles to rightful owners presents a problem at school. Much confusion will be eliminated if names are placed on all articles of clothing, notebooks, etc., before they are brought to school. If your child has lost an article at school, please check the lost and found box.

LIBRARY

The library is a center of instruction at Fort Caspar Academy. Students are taught basic library skills at each grade level. The librarian is also aware of the classroom activities that relate to specific information in the library, and works cooperatively with classroom teachers to support the various academic subjects. Students are expected to be quiet in the library, and all regular classroom rules apply. Students may choose to go to the library rather than go outside for recess to do reading or research.

BOOK FINES

School District Policy states that a pupil shall be held responsible for damage to, loss of, or failure to return books. Pupils may be assessed a fine for books that have been lost, damaged by water, torn or damaged in other ways. Money will be returned if a book is found.

PLEASE READ AND DISCUSS THE FOLLOWING POLICIES WITH YOUR CHILD BEFORE THE FIRST DAY OF SCHOOL

HOMEWORK

Homework is an essential element of the educational experience at Fort Caspar Academy. It has three major purposes:

1. To teach personal responsibility and time management skills.
2. To keep parents informed about what their children are studying.
3. To provide opportunity to practice academic concepts learned in class.

All students, K-6, receive homework four nights a week, Monday through Thursday, except before holidays. Parents/legal guardians will assist students with homework by providing a time, place, and quiet environment for their child. Parents/legal guardians agree to sign all homework forms indicating that they have seen the assignments. Following are the minimum as well as the maximum guidelines for homework for which parents should plan:

	<u>Minimum</u>	<u>Maximum</u>
KDG	10 min.	15 min.
1st	15 min.	20 min.
2nd	20 min.	30 min.
3rd	30 min.	45 min.
4th	30 min.	45 min.
5th - 6th	30 min.	60 min.

These guidelines are meant to **estimate** the amount of time the average student will need to complete all daily and long term assignments. **These guidelines reflect time on task.** All assigned homework must be completed each evening. If a child spends over the maximum amount of time per day on homework, parents should indicate the amount of time spent. If a child has difficulty with a particular concept, parents

should indicate such on the homework sheet that accompanies the child home each night. Standards of neatness and accuracy are to be maintained regardless of the subject matter area.

Parents and students need to be aware that if students **do not** finish their daily work in class, that work must be completed at home and returned the next day. This work is in addition to the regular homework and should not be considered a part of the actual homework time.

Parents will have the ultimate responsibility for following through with the consistent discipline of homework. Teachers will send homework sheets with each child, indicating any special areas of concern that may be worked on. Homework activities could include, but are not limited to, the following:

1. Recreational reading (enrichment) of books, magazines, newspaper, etc.
2. Writing experiences - creative writing, letters to friends or relatives, etc.
3. Math facts practice.
4. Work on memorization skills, such as poetry, prose, important dates, etc.
5. Extra credit projects/take-home activities for science, social studies, etc.
6. Practice spelling words.
7. Review and edit class notes.
8. Finish work not completed in class.
9. Other activities that may be mutually agreed upon by parent and teacher.

20% will be deducted from the grade of any assignment that is turned in late (late is indicated by the 8:35 bell). Assignments that are 2 or more days late will receive a grade of "0." However, all assignments must be completed, regardless of how late they may be. In grades kindergarten through second grade, one ticket is taken for incomplete homework. In third through sixth grade there will be one ticket taken for each incomplete homework assignment up to three tickets. There is a maximum of three tickets taken in one day for things related to homework.

A student who has an excused absence has 1 day for each day missed to make up homework without having a penalty, unless other arrangements are made with the teacher.

All students are expected to read or be read to (aloud or silently, as per parental discretion) for a minimum of ten minutes each night as a part of their homework time.

REQUIRED READING / BOOK REPORTS / RECITATIONS

Students in grades 1-6 will complete at least 1 written book report per grading period. The books will be approved by the teacher. Failure to complete the required book report is considered a missed assignment. Each student should keep a reading book in his desk at all times.

During the year an assigned number of memory work selections (poems, etc.), a minimum of one each grading period, will be required of all children at all grade levels.

DISCIPLINE

Fort Caspar Academy is characterized by a very structured and consistent learning environment. The program operates on the concept of mutual respect between students and faculty, common courtesy, friendliness, and cheerfulness. Its purpose is to create a calm and orderly atmosphere in which to teach children the academic skills. There are specific consequences for inappropriate behavior which will be enforced by the staff. We consider our discipline program as a caring stand. We believe children have a right to learn, teachers have a right to teach, and parents have a right to be parents. At no time will corporal punishment be used by school personnel.

Except for unusual circumstances, the following consequences, which begin over each day, will be adhered to in all classrooms:

1st level: Warning from teacher or supervisor.

2nd level: 5-minute detention during a designated recess.

3rd level: 15-minute detention and a call to the parent by the teacher.

4th level: A short visit to the principal's office followed by a conference with the child, parent, teacher & principal after school or before school begins on the next day.

5th level: Child sent immediately to the principal's office. Child sent home for the remainder of day. If the fifth level is reached prior to lunch, the child may return the following morning. However, if the fifth level is reached after lunch, the child may not return to class until after lunch the following day.

To prevent frequent repeat offenses of minor infractions, and to address more serious offenses that may take place anywhere on the school grounds, a point system will also be adhered to. Students will receive points for the following reasons:

1 point for reaching level 3

2 points for reaching level 4

3 points for reaching level 5

(Points are only given for the highest level reached. They are not accumulative.)

1 point will be given when a "SERIOUS OFFENSE" takes place anywhere on school property.

The following will be considered a "SERIOUS OFFENSE" and will result in a written citation. The consequence is a letter to the parent which must be signed and returned the next school day, and one (1) point assigned:

- * Roughhousing, fighting, wrestling, attempting to provoke fights, kicking, hitting, or any other type of assault, provoked or unprovoked.
- * Obscenity or profanity.
- * Insubordination, talking back, or other disrespect of authority.

If the citation is not signed and returned by the end of the third day, the child will receive one day of out-of-school suspension.

Consequences for receiving points will be as follows:

- * 6 points = Parent, student, teacher, principal to have a conference prior to student attending class on the following day.
- * 10 points = Temporary suspension - 1 day of out-of-school suspension.
- * 14+ points = Principal's discretion - could include additional OSS or other appropriate action.

The point system begins over at the end of the 2nd grading period. The Principal, teachers, and staff may administer other consequences for disciplinary infractions when necessary.

PARENT CONCERNS

A parent who has concerns about any matter involving a student should personally speak to the staff member involved. If unable to come to a solution with that staff member, the parent should contact the school's principal. If necessary, a meeting will be held. If no resolution can be reached, the parent may request the principal involve personnel at the District level. Appointments should be scheduled in advance.

CONTACTING TEACHERS

In order to have proper time to address concerns, please refrain from impromptu meetings with teachers. Parents are encouraged to make phone calls to staff members during normal school hours (8:00 a.m. - 4:00 p.m.), write a note on their child's homework sheet, or contact teachers by email to schedule meeting times.

SCHOOL RULES

School rules are established by parents and teachers. The following rules apply for all classrooms:

1. Follow directions.
2. Stay in your seat unless given permission to leave. (Permission includes pre-established procedures as outlined by individual teachers.)
3. Raise hand to speak and wait to be called upon.
4. Keep hands, feet, and objects to yourself.
5. Bring necessary books, notebooks, paper, & pencils to class.

The following school rules apply throughout the school campus:

- * Settle disagreement without fighting or threatening to fight.
- * Use only wholesome and courteous language.
- * Show respect to adults and fellow students.
- * Show consideration to property and others by not throwing rocks, snowballs, or any other objects, other than using play equipment (balls) in an appropriate manner.
- * Play games which do not require grabbing, pulling, or hitting other students. No tackle football.
- * Tolerate and accept physical, mental and cultural differences among others.
- * Do not leave the school grounds without parental consent and permission from the office.
- * Do not bring personal play items to school.
- * Play only in designated play areas.
- * Respect other's possessions and do not take items belonging to others.
- * Do not run, bounce the balls, or talk loudly until out on the playground.
- * Observe the specific rules for various playground equipment as given by the playground supervisor.
- * No gum, sunflower seeds, or other food or candy is allowed in the classroom, the hall, or on the playground unless special permission is given by the teacher.
- * Always talk in a quiet voice while in the lunchroom.
- * Act mannerly in the lunchroom. Do not throw food.
- * When the bell rings to come off the playground, stop play immediately and Report to designated area.
- * Do not write on or deface school property.
- * Realize that the teacher's workrooms, supply rooms, faculty bathrooms, offices, and teacher's lounge are for parents and staff only.

DRESS CODE

It is expected that the students of Fort Caspar Academy shall maintain their person and clothing in a modest, clean, and orderly manner consistent with the school dress code and compatible with the educational program. In order to ensure that proper appearance of students is maintained, the principal will make the final determination as to appropriate apparel in a questionable circumstance. The principal also has the right to modify the dress code. Parents may be required to bring appropriate attire if the student does not adhere to the dress code.

The faculty, staff and administration is expected to set good examples of appropriate dress. Faculty and staff may dress in attire appropriate for their specific duties.

Apparel shall not be of the type that would detract from the primary purpose of the school, which is academic instruction, nor shall accessories carried by children to school be disruptive to the conduct of the school or hazardous to student welfare.

The following dress code rules are pertinent to both boys and girls:

1. Uniforms such as Cub, Boy Scout, Brownies, Girl Scout and the like are acceptable school attire. However, caps will not be worn in the building.
2. Shirts or clothing with suggestive words or phrases, pictures and advertisements of cigarettes, narcotics, alcoholic beverages, or any type emblems, pictures or writing not appropriate for school will not be permitted. No concert or music shirts are permitted.
3. Sweaters and sweatshirts should not extend beyond the hips. Midriff, upper torso and undergarments may not be exposed, even when arms are extended. The size of shirts or blouses shall be appropriate to the student's body size and shall not be unduly oversized. Spaghetti straps, tube tops, halter-tops, midriff tops, tank tops, see-through tops or clothing that exposes the upper torso are not allowed. Shirts must not be ripped or frayed.
4. Shirts and pants are to be normal-fitting, not being over or under-sized. Shirts must be worn tucked inside pants or skirts, with the exception of sweatshirts, sweaters, and coordinated tops styled to be worn with stretch pants. Belts must be worn with garments having belt loops. Pants shall be worn so that the waistband is worn at the waist and not below the waist. The size of the pants shall be appropriate to the student's body size and not be unduly oversized. Wording on the seat of pants draws attention to that area and is distracting, so it is not allowed. Pants must not be ripped or frayed.
5. Skirts, Skorts, Dresses, and Shorts: Skirts, skorts, and dresses must be no shorter than 2" above the knee and shorts must be no shorter than 4" above the knee.

** Unacceptable Shorts: Athletic shorts, including spandex-style "bicycle" shorts, cut-off jeans, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts are not permitted. Shorts must not be ripped or frayed.
6. Shoes: No wheels or cleats are allowed on bottoms of shoes. Appropriate shoes are to be worn with socks. Thongs, flip flops, and platform shoes will not be permitted. However, sandals well secured at the toes and ankles will be permitted during hot weather. Socks are optional with sandals.
7. Earring(s) will not be worn by boys. Students will not wear makeup while at school. No visible tattoos (permanent or wash-off) are permitted.
8. Hair color shall not be unnatural in color.
9. Coats and jackets will be removed while inside the classroom. Coats and Jackets are defined as garments designed with an outer shell and a liner with or without added insulation.
 - Lined Jackets are only allowed in the classroom if they are of professional type attire, such as a lined sport coat or blazer, and if all other criteria is met.

10. Single layer outer garments, including but not limited to sweaters and vests, may be worn in the classroom over regular clothing subject the following criteria:
- Garments must fit normally and not be oversized or undersized for the student so as not to interfere with academic activities such as writing, hearing, etc.
 - Garments should be constructed of a single layer of material such as knit, cotton, fleece or other similar material. Garments to be worn in the classroom may not be lined as defined in "Coats or Jackets" (See Sect. 9).
 - Garments must be constructed of a material that is not distracting during class activities. For example, garments which make noise during movement in the classroom are not permitted to ensure all students can hear and be heard.
11. Appropriate head wear for inclement weather is permitted, but must be removed in the school.

Dress Code Enforcement

For serious violations of the dress code (attire which is totally unacceptable), parents will be required to make an immediate correction. For minor violations in the dress code, a dress code point will be issued for each violation with the following consequences:

- | | |
|-----------------|---|
| 1st-2nd offense | A Dress Code Violation Slip will be issued for each offense. |
| 3rd offense | A Discipline point will be issued resulting in a phone call to the parent from the principal. |
| 4th offense | A conference with the principal, parent, and student will be held. |

GRADES

Department (behavior), art, music and P.E. are graded with "E" "S" "I" "N" or a "U." Letter grades are given to reflect actual achievement in the academic areas.

- A - Excellent (93-100%)
- B - Above Average (85-92%)
- C - Average (77-84%)
- D - Below Average (70-76%)
- F - Unsatisfactory (Below 70%)

HONOR ROLL

The honor roll criteria are:

- Principal's Honor Roll: 4.0 GPA
- First Honor Roll: 3.5 - 3.99 GPA
- Second Honor Roll: 3.0 - 3.49 GPA

To be on the honor roll, students may not have a D or an F. Grades in resource do not count for honor rolls.

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REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine weeks and are taken home by students, examined, and the report card envelope is signed by parents and returned to the teacher. Additionally, individual student progress reports will be issued by the teacher halfway through each grading period.

STUDENT RETENTION

Moving automatically from one grade to the next is not always the best thing for a child. Some children have a better chance for success if they remain at a grade level for an extra year. If the teacher thinks your child will benefit by staying in his or her current grade, you will be involved in meetings with the teacher, the principal, and other staff members involved with your child's education. A mutual decision will be reached concerning retention.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held at the end of the first grading period and during the third grading period as per adopted school district schedule. Parents will be notified of the specific schedules for the conferences. We feel these conferences benefit the students, parents and teacher.

FIELD TRIPS

The school classroom can be enriched by taking advantage of places in and around our community. All field trips will correspond with grade-level curriculum. Other trips with educational opportunities will be considered. All field trips must receive prior permission from the principal. Written permission from parent/guardian is required before children are allowed to participate with the groups in these experiences, and a note will be sent home to the parent listing the event, the time and place, and the mode of transportation, prior to each event.

GUEST SPEAKERS / ASSEMBLY PROGRAMS

All guest speakers and assemblies will be approved by the teacher and the principal. Each speaker or program must be evaluated for grade-level merit.

WHOLE GROUP INSTRUCTION

At Fort Caspar Academy, students are taught by the teacher as a whole group. If a child needs extra help, this may be received before and after school, during free times or practice time in the classroom, or through tutoring when required by the teacher.

PRE-TEACHING / TUTORING

A pre-teaching program, utilizing teaching assistants and/or parent volunteers, shall assist students in need of extra help. The pre-teaching program will be conducted before and after regular school hours. Students enrolling during the school year are required to attend special tutoring at school. This may be for several weeks or for several months, depending on how long it takes the student to gain the skills needed to be successful in the classroom. If a student falls behind on his/her work, the parent/guardian will be notified that tutoring is required. The parent/guardian will be responsible for providing transportation for tutoring. Any student matriculating in August (other than kindergarten) who was not previously enrolled in FCA, is required to attend a one-week summer class sponsored by Fort Caspar Academy and is required to attend special tutoring until he achieves necessary proficiency. It is recommended that parents attend a Spalding mini-course in order to assist their children at home.

AUDIO-VISUAL

Audio-visual aids should be used only if they relate directly to what is being taught. Films and other AV material which are primarily entertainment should be limited to two viewings per year per class. Unless special permission is granted by the principal and parents are notified, only "G" rated videos may be shown.

INTERNET ACCESS

Fort Caspar Academy Technology Committee and the Governing Council require strict supervision of any student using the internet. No student will be allowed to randomly use ("surf") the internet. Students cannot use the internet without a teacher or teacher assistant present. Students are only allowed to go to certain site(s) that the teacher has previously designated for the project. Students will not be given access to the internet until a permission form signed by a parent/guardian is on file at FCA.

SPECIAL EDUCATION

Natrona County School District has a continuum of all special education services as required by state and federal legislation. Programs are provided for children with learning disabilities, speech and language disabilities, visual/hearing disabilities, to the educable mentally disabled, severely/multiple disabled, physically disabled, and emotionally disabled. Some of the above programs are provided in each of the schools in Natrona County, while other programs are available only at selected sites.

Referrals for placement in a special education program may be initiated by a parent or staff member. No child is placed in a special education program without parent permission. Fort Caspar Academy follows best educational practices by ensuring that all students are instructed in the least restrictive environment. Information regarding special education programs can be obtained from the principal.

EXTRA-CURRICULAR ACTIVITIES

Students have an opportunity to participate in a wide variety of programs. Chorus, arts and crafts, drama, foreign languages, etc., may be offered providing there is enough support to staff these programs and sufficient interest to hold the class. These activities occur before and after normal school hours and are parent run.

CURRICULUM OVERVIEW

The District Essential Curriculum is closely adhered to. In addition to the District Essential Curriculum, skills and specific content from "Core Knowledge" and from the "Spalding Writing Road to Reading" are incorporated in the Fort Caspar Instructional Guide. This instrument, developed by the FCA staff, with approval from the Governing Council, is an exhaustive list of the skills and content taught at each grade level. The guide also lists those reading selections that will be presented at each grade level, and also the approved list of books from which students can choose books for required book reports.

LITERATURE/READING/PHONICS

Reading/literature/phonics and written expression with correct grammar and clarity of thought will be taught daily. The Spalding method (The Writing Road to Reading, teacher's manual) that incorporates the various senses of hearing, saying, writing, and seeing, will be used to teach language arts. Sets of children's books/novels will be taught to develop skills and the love of reading. Teachers are expected to read to their students a minimum of 10 minutes each day.

MATHEMATICS - SAXON MATHEMATICS

The incrementalization of topics is combined with continual review, wherein all previously learned material is reviewed in every lesson for the entire year. Topics are never dropped but are instead increased in complexity and practiced every day, providing the time required for concepts to become totally familiar.

SPELLING

A phonetics-based spelling program using Spalding will be implemented in all grades. Each student is expected to express clarity of thought with preciseness in spelling and handwriting.

ENGLISH/COMPOSITION

DAILY ORAL LANGUAGE and DAILY ORAL LANGUAGE PLUS will be used. Children will be encouraged to use the library extensively for research. The elements of composition, including but not limited to organization, word choice and vocabulary, correct sentence structure, grammatical correctness, and mechanics/usage is required. In addition to written expression, practice in grammar and its rules and usage will be stressed.

SCIENCE

Core Knowledge and District Essential Curriculum guide our science instruction. As the District determines a new science curriculum, FCA will consider whether or not this will be incorporated into our instruction through the philosophy and Exemption Request agreement FCA has with the District.

HEALTH

The District Essential Curriculum guides our health curriculum. The human growth and development program and the HIV education for grades five and six, including information, discussion, and the viewing of videos, will be presented in the evening or after school with parents in attendance. Boys and girls shall be taught these classes separately.

SOCIAL STUDIES

CORE KNOWLEDGE topics are used at each grade level. Please see the school Instructional Guide for the specific areas covered at each grade level.

MUSIC

Natrona County School District's K-6 Music Curriculum is in the process of being updated to fit the Wyoming State Music Standards. The text used is SPOTLIGHT ON MUSIC, by McMillan/McGraw-Hill, and GAME PLAN, by Randy DeLelles and Jeff Kriske. A structured general music and music appreciation program is taught in all grades K-6. Band or strings is also offered before school, to both fifth and sixth grade students. Chorus and any other music participation will be offered as extra curricular activities, dependent upon demand for such, and volunteers to teach such programs.

ART

The Art Curriculum Guide 1987 provides direction for the art program. Art appreciation is a part of the basic program. Art is used to emphasize special themes and seasons, and where appropriate, is incorporated into other areas of study. Fundamental knowledge of art is important to a well rounded curriculum. Colors, sketching techniques, and art appreciation help students become comfortable with art. Additional art programs may be included as an extra-curricular activity after school.

PHYSICAL EDUCATION

Each child participates in a structured physical education program twice a week unless excused for medical reasons. The physical education program is designed to teach your child important physical skill development that will carry over into day-to-day life and help promote good health.

TECHNOLOGY

Computer usage will be aligned with, and supportive of, the school's curriculum and goals.

PENMANSHIP

Neatness and legibility of penmanship are stressed through daily practice. It is imperative for teachers to model and reinforce the importance of neatness and legibility. The Spalding program, WRITING ROAD TO READING, provides handwriting instruction as a part of its total program.

The major responsibility of the teaching staff is to insure there is adequate instructional time for the teaching of reading, spelling, handwriting, and mathematics. On those occasions when the daily schedule is interrupted because of other activities (field trips, assemblies, etc.), the teaching in these fundamental areas will take precedence.

Appendix A
FORT CASPAR ACADEMY
CONTRACT OF MUTUAL RESPONSIBILITY

STUDENT

As a student at Fort Caspar Academy, I agree to:

1. Contribute to making the school a safe and orderly environment in which my fellow students and I improve our academic achievement.
2. Arrive at school on time and attend all my classes prepared to work.
3. Participate in class discussions and school activities on a regular basis.
4. Seek help when I do not understand what is taught or what is required of me.
5. Complete my homework assignment thoroughly and on time.
6. Behave appropriately in school by being respectful and courteous.
7. Support the school community by setting an example of good citizenship for myself and encouraging my fellow students to do the same.
8. Read and abide by the guidelines and regulations listed in the Parent/Student Handbook.
9. Recognize that as a student at Fort Caspar Academy, it is my work and actions that will make this school a success now and in the future.
10. Be held accountable as a student at the school by accepting responsibility for my actions.

Student Signature: _____

PARENT/GUARDIAN

As a parent /guardian at Fort Caspar academy, I agree to:

1. Contribute to making the school a safe and orderly environment in which my child and his/her classmates improve our academic achievement.
2. Make sure my child arrives at school on time and attends all of his/her classes prepared to work.
3. Take an active role in my child's education by ensuring that it is completed on time.
4. Maintain high standards of academic excellence and expectations for my child and communicate them to my child on a regular basis.
5. Communicate regularly with my child's teachers regarding my child's academic and behavioral performance.
6. Attend the fall Parent Orientation/Back-to-School Night, parent-teacher conferences, and other scheduled conferences.
7. Partner with the school in instilling in my child a lifelong understanding of the importance of education.
8. Read and abide by the guidelines and regulations listed in the Parent/Student Handbook.
9. Recognize that as a parent/guardian at Fort Caspar Academy, it is my work and actions that will make this school a success now and in the future (parents are required to volunteer 10 hours per semester at the school).
10. Be held accountable as a parent/guardian at the school by accepting responsibility for my actions.

Parent/Guardian Signature: _____

TEACHER

As a teacher at Fort Caspar Academy, I agree to:

1. Contribute to making the school a safe and orderly environment in which all of my students improve their academic achievement.
2. Arrive at school on time and prepared to teach.
3. Provide an academically rigorous learning environment which appropriately challenges the students.
4. Inspire my student to have a knowledge and appreciation for the various disciplines.
5. Communicate regularly with parents/guardians regarding student's behavioral/academic performance.
6. Assess regularly, fairly and constructively the efforts and work of my students.
7. Model and teach character development as outlined in the Parent/Student Handbook.
8. Serve as a role model for students by conveying to them a lifelong understanding of the importance of education.
9. Recognize that as a teacher at Fort Caspar academy, it is my work ethic and my positive attitude that will make this school a success now and in the future.
10. Be held accountable as a teacher at the school by accepting responsibility for my actions. To abide by all guidelines and policies as stated in the Staff Handbook.

Teacher Signature: _____

ADMINISTRATOR

As an administrator at Fort Caspar Academy, I agree to:

1. Uphold the guidelines and policies as set forth in the Staff Handbook and in the Parent/Teacher/Student Handbook.
2. Encourage parents, students, and teachers to fulfill their respective commitments.

Administrator Signature _____