



PARENT-STUDENT HANDBOOK

2008-2009

CHILDREN'S SCHOOL OF EXCELLENCE
Opening Minds to Wonder and Possibility



www.cseinfo.com

Dear CSE Parents,

The success of a school depends so much on the strength of the partnership between students, parents, faculty and staff. Your interest, involvement, and support helps us guide and direct your child's learning in all facets of school life.

We believe that together we can achieve the greatest educational experience for our students if you clearly understand our philosophy, programs, policies, and procedure.

This handbook contains important information about the school's operations and goals. Please review, and then refer to it throughout the year as questions arise.

Thank you,

Omey Nandyal

President, Board of Trustees

Jayasri Ghosh, PhD

Interim Head of School

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CHILDREN'S SCHOOL OF EXCELLENCE

ABOUT CSE

The Children's School of Excellence is a Washington State approved Pre-K through Grade Eight, coeducational non-profit private school, where young people prosper in thought and imagination and explore all possibilities as individuals and as members of a school community.

CSE is dedicated to providing an educational environment that supports the development of students who are confident, productive, responsible individuals who possess the ethics, habits, skills, and attitudes that prepare them for higher education and lifelong learning.

The cornerstone of the Children's School of Excellence is based upon the principle that helping students achieve a clear mind, free from self-doubt, instills confidence that their thoughts and ideas matter. The curriculum is fostered by inspired teaching staff and faculty who encourage self-expression, curiosity, creativity, and genius. Educating children is a privilege and our goal is outstanding individual achievement.

FOUNDING PRINCIPLES

The Children's School of Excellence was founded by Marjorie Layden who, having studied at Ramtha's School of Enlightenment, had a passionate desire to create a progressive educational environment for the children of her community.

What inspired her most in her studies at Ramtha's school of Enlightenment was that all knowledge was experienced through pragmatic disciplines and life teachings that were not left to be accepted as an article of philosophy or theory.

The cornerstone of the Children's School of Excellence is based upon the principle that helping students achieve a clear mind, free from self-doubt, instills confidence that their thoughts and ideas matter. In the same way that we prepare the soil to make it fertile to plant a seed, we prepare a child's mind for knowledge so it can grow and expand. Teaching young minds the ability to focus, prepares them for greatness. Carrying forward, CSE provides an environment that is thought provoking and

experientially based. Our students receive more than theoretical principles: The knowledge is woven into practical application.

MISSION STATEMENT

The Children's School of Excellence provides an educational environment that nurtures the development of mind, character, and academic excellence.

SCHOOL AND COMMUNITY

The Children's School of Excellence is located in Rainier, Washington, a small town of approximately 3,000 residents about 20 miles east of Olympia, the state's capital, and 50 miles southeast of Seattle. Situated in a rural, park like, 10-acre property our students have a beautiful and safe environment to explore and create in.

CSE offers private education for children within Rainier, Yelm, and other surrounding areas and communities. CSE utilizes new learning systems and implements ideas from cutting edge research on how students learn and grow into adults of character and integrity. Additionally, CSE provides a distinctive learning environment which integrates philosophical teachings with an academic curriculum.

Currently, CSE serves approximately sixty students in Pre-Kindergarten through Grade Six. Candidates for admission are accepted without regard for ethnicity, creed, faith, national origin, gender, disability, or achievement. The student population is ethnically diverse and self-selected based on a belief in CSE's guiding principles and vision.

HIGHLIGHTS OF OUR MISSION

The Children's School of Excellence prepares students for higher education and community involvement. Learning is a shared responsibility between the students, parents, teachers, and community members. CSE expects its students and families to be responsible, accountable, and committed to playing active roles in the school and greater education process. CSE looks to a 21st century which requires world citizens to be literate in technology and media and to be innovators in ways of

thinking and communication. CSE strives to teach study skills that enable students to engage in research to learn about any subject they are interested in. CSE promotes ideals for students so they become courageous, have integrity, build self-confidence, and have compassion and wisdom from personal experience. CSE students are expected to perform in the top quartile of the norms established by the state and local districts, while demonstrating additional skills and talents beyond public school standards and measures.

The Children's School of Excellence is governed by a Board of Trustees who are responsible for ensuring that the mission faithfully endures.

HIGHLIGHTS OF OUR VISION

CSE's guiding principles are self-responsibility, personal growth and mastery, self-esteem, healthful living, and community. All aspects of the program emphasize the development of mind, the exploration of knowledge, and the practical application of that knowledge.

The fundamental mission of CSE is learning. Teachers must be adept at knowing how their students learn best, and instruction is tailored to individual development. Every teacher is also a student, and every student is also a teacher. Self-reflection and leadership is encouraged in everyone.

BOARD OF TRUSTEES

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Laura Craig, *Secretary*
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Audrey Arpin, *Pre-K, Music, and French Teacher*

Melody Rae, *Kindergarten Teacher*

Sonya El Debssi, *Pre-K/K Teacher's Aide, and Mind Leap™ Coordinator*

Eve Wood, *1st & 2nd Grade Teacher*

Jan Ferrari, *1st & 2nd Grade Teacher's Aide*

Ana Ortega, *3rd & 4th Grade Teacher, and Teacher Administrator*

Elly Molina, *5th & 6th Grade Language Arts, Humanities, & Science Teacher*

Julie Rahn, *3rd, 4th, 5th & 6th Grade Math Teacher*

Kent Cissna, *Art Teacher*

Loralin Toney, *Art Teacher*

Adam Dealan-de, *Athletics*

Karla Broschinski, *Roots & Shoots at CSE Coordinator*

Yvonne Lebron, *Office Administrator*

Olivia Ramon, *Office Assistant*

Michelle Blakk, *Campus Facilities Assistant*

Jayasri Ghosh, PhD, *Interim Head*

PARENT COMMITTEE

Janine Olson, *Chair*

Alice Fairley, *Co-Chair*

Santiago Azipilicueta, *Vice-Chair*

STUDENTS

GUIDELINES

Self-management and personal responsibility, cornerstones to achievement and personal success in this complex society, are learned qualities. A child's success at school depends a great deal on his or her self-control and sense of responsibility. Children thrive and learn best in an atmosphere that is caring, understanding, and supported by reasonable and consistent discipline.

Based on our newly established program on Positive Discipline, we have established 3 guidelines (agreements) for your child to follow at all times. When your child

chooses to disregard or deviate from these guidelines, he/she will participate in a class meeting in which he/she will receive natural, logical consequence.

The guidelines at CSE are very simple and straightforward:

- Follow directions the first time given
- Keep hands, feet and objects to yourself at all times
- Respect self, others and their property at all times

DISCIPLINE PROCEDURES

When an infraction of the Discipline Code occurs, Students will participate in our Positive Discipline Program. This is a systematic approach to building mutual and equitable respect with a high level of accountability. Positive Discipline teaches students how to think in order for them to acquire skills in self-discipline, responsibility, cooperation and problem solving. Consequences through the use of Positive Discipline will be related, natural and logical. They will be administered through a cooperative, collaborative structure that is fair and consistent in each classroom.

1. Students are to be honest and forthright with information in dealing with school problems and discipline. Parents will be informed of behavior problems as events occur.

2. Disciplinary actions for less serious behaviors will be handled through the democratic system of the "Class Meeting" structure based on the principles of Positive Discipline. During the class meeting all students participate in the brainstorming process and provide suggestions that will help redirect any student who may be displaying inappropriate behavior. Students will then be provided with related, natural, logical consequences. These may include but are not limited to such things as: warnings, campus clean-up, recess detention, lunch time detention, parent conference, behavior contracts and other discipline as deemed appropriate and or suggested. If less serious behaviors are observed to be happening frequently more serious action may be given.

CONSEQUENCE RESOLUTION

When in disagreement with discipline actions, students may:

1. Discuss the problem with their teacher and write their problem on the classroom agenda. If the problem includes another student from a different class, that student will be invited to attend a classroom meeting.
2. If still unresolved, they may discuss the problem with the office administrator.

Disciplinary Procedure for Students with Disabilities

Any student with a disability may be subject to the same discipline treatment as a non-disabled student. The federal and state regulations will be followed when disciplining a handicapped student.

RECESS BEHAVIOR

Students are expected to follow directions, play safely, and respect the rights of others. The recess monitor(s) is responsible for recess activities and sets the rules. Students are required to stay within the designated recess areas. The sidewalk adjacent to the buildings is not considered part of the recess areas. Students may not throw rocks, pinecones, or any other item at another student, unless it is part of an organized sport. To preserve the safety of each student, games played at recess may not include tackling another student, hitting or knocking down another student, or grabbing another student by any item of clothing. Appropriate shoes must be worn by the students during recess activities. The recess monitor will facilitate communication between the students when there is a problem or disagreement. Students are urged to seek assistance if they have a problem.

LUNCH

Students are to eat their lunches in areas designated by their teachers. If students eat lunch at the picnic tables they are responsible for clean up before joining recess activities. Lunch is to be brought by each student. Students will have access to an "Insta-Hot" faucet. To ensure the beauty of our campus, students are to eat their lunches in designated eating areas and trash is to be put in appropriate receptacles. We do recycle. It is recommended that student's have reusable containers to minimize trash.

CARE OF SCHOOL PROPERTY

Students are responsible for the care of all books, (including Timberland Library books), supplies, and furniture belonging to the school. If damage is caused, students and/or their family are expected to pay for the damages done or to replace the item and could also be subject to disciplinary action. If classrooms are used after regular school hours of operation, all materials and furniture must be returned to its original order.

AUDIO EQUIPMENT/TRADING CARDS/CELL PHONES

Students are not to bring cell phones, radio's, "walkman's", Game Boys or other electronic games, I pods or CD players to school unless allowed by their teacher. Students are also not to bring trading cards to school.

SKATE BOARDS/BICYCLES/SHOES WITH CLEATS

Due to limited space and for the safety of all of the children at recess these personal items must be left at home.

STUDENT GROOMING AND DRESS

The primary responsibility for school dress and grooming rests with the parents and guardians of our students. We do not attempt to list all possible dos and don'ts in regard to dress, but the following may be used as a common sense guideline. Students will wear neat, clean and appropriate clothing at school. The staff will determine if questionable attire is acceptable and will restrict extreme styles of clothing, hair, cosmetics and jewelry or appearances that disrupt school or pose a safety hazard.

Clothing with obscene, lewd or indecent pictures or expressions are not allowed. Clothing must not advertise alcoholic beverages, drugs or tobacco products, gang or gang activity. All clothing should "fit" students reasonably well. Shorts and skirts must be mid thigh in length or longer, half shirts (midriff showing) and loose tank tops are not permitted. Sagging pants or shorts, exposed boxers or briefs or exposed bra straps are not permitted. Shoes must be worn at all times and sunglasses are not permitted in the classroom. Students who are unable to

maintain tied shoes should wear Velcro or slip on styles. Students in violation of the above dress standards may be held out of class or sent home to change. Tardiness or absence because of dress code violations will be unexcused.

SCHOOL POLICIES & PROCEDURES

ARRIVAL/DISMISSAL TIMES

- Pre-K begins at 9:00 a.m. and ends at 1:00 p.m.
- Kindergarten begins at 9:00 a.m. and ends at 2:00 p.m.
- Grades 1st through 6th begin at 8:30 a.m. and end at 3:30 p.m.
- Arrival time for students starting at 8:30 a.m. is between 8:15-8:30 a.m.
Students should not arrive to school before 8:15 a.m., or a parent/guardian must remain on campus with them until that time.
- At 8:20 a.m., students will be allowed to place their personal items in the classroom and walk over to the Mind Leap™ room.

TARDIES/LATE ARRIVALS

A tardy constitutes a student arriving late to any scheduled class period without a signed note from the office excusing the late arrival. After the first tardy a warning will be given. If a pattern of tardies develop, there will be a phone call home. The next step will involve a parent, student and teacher conference.

- Mind leaps will begin promptly at 8:30 a.m. Anyone arriving after 8:30 a.m. is considered tardy.
- If students arrive between 8:30 a.m. and 9:00 a.m., it is the responsibility of the parent/guardian to remain with the student until 9:00 a.m. when class begins.
- If a student arrives after 9:00 a.m., they will be required to check in at the office prior to joining their class. It is the student's responsibility to notify the office of his/her late arrival.

CSE DISMISSAL PROCEDURE

In order to maintain the highest standard of safety for the children, and respect for our neighbors, CSE is implementing the following Dismissal Procedure:

1. All students will be assigned a dismissal teacher according to family or carpool group, as noted on the student dismissal form. This teacher may not be the regular classroom teacher. Parents will be informed who the teacher is once it is assigned. Siblings and those traveling together will be with the same teacher.

2. At dismissal time, students will proceed to Pre-K/K area to meet their carpool teacher. They will wait with their dismissal teacher until they are called to the circle drive. (Carpool names are a fun way to notify members with different last names. ie. Hammerheads, American Girls, etc.)

3. Drivers will remain in their cars. A teacher will come to each car to ask who needs to report to the circle drive, and then relay that information back to the dismissal teachers, who will send the students forward.

4. Once students are in and buckled up, the car should exit the school, leaving an opportunity for the cars behind to pull up in a line. Cars will please remain in a line unless otherwise directed by the car line teacher.

5. Those who need to do business with the school or who will be remaining for any reason should park in the lot. Those who choose to park should cross near the new building to avoid taking children in and out through moving vehicles.

6. RAINY DAY - If the weather is so inclement as to require students to remain inside, they will report to the Pre-K/K classroom to wait. The Car Line teacher will come to the cars and relay the information via walkie-talkie. Students will then come outside to meet their car.

7. CHANGES - If on any day, your child will be traveling home with someone else, please send in a note to her/his classroom teacher, or call the office ASAP so that we will be aware of the change. The student will report to the dismissal teacher of any student with whom he/she will be leaving for play dates, etc.

Thank you in advance for your cooperation as we modify our Dismissal Procedure to ensure safety, order, and respect for our neighbors, as the school grows.

CHILD CARE

Aftercare Program is supervised by parent volunteers from 2:00 PM to 4:00 PM for children ages 5 years old and up. Fee for care is \$5.00 per hour. Please notify the office to sign up your children. All parent volunteers are required to have background checks.

COMMUNICATION WITH PARENTS

Students progress more successfully when the parents and school are working in close partnership. Faculty are encouraged to send regular communication to parents regarding the program. Newsletters are sent from classroom teachers at least monthly. This facilitates parents interacting with children at home regarding the things the children are doing at school.

CSE believes that a positive partnership with our parents is essential to the growth and development of our students. When children see their parents collaborating with the school, it breeds confidence and a sense of personal safety. To this end, we ask that parents abide by our guidelines for appropriate interaction with the school and observe the following protocols to maintain the respect of all our stakeholders:

1. If you have questions and matters relating to your child, you may contact your child's teacher first. If the matter remains unresolved you can contact CSE'S Teacher Administrator. The Head of School is available if there is a need to pursue an issue further. We have great confidence in our teachers and staff to work with you to resolve day to day matters in the classroom and on the playground.
2. We ask that all parents bear in mind the importance of according respect to every member of the community when they engage in communication about the school. This includes the use of e-mails. We ask that if sensitive or difficult issues need to be discussed, that parents work to resolve matters in person. Parents are expected to exercise good judgement in their decisions and actions, and that their personal behavior should be governed by common sense, courtesy, and respect for others.

CONFERENCES

Parent Conferences are held in April and December for all grades. Additional conferences and phone discussions are utilized when needed.

CURRICULUM

Supporting each student's positive character development and healthy personality is a significant component in building a foundation that will extend learning far beyond school. Students develop academic and cognitive skills as well as social-emotional and problem solving skills. Equally important to their academics, students learn about relationships with each other, their parents, teachers, school, and our community as partnerships for success. In every grade, students work in small groups and have plenty of individual instruction to support their academic development.

Curriculum offerings at the Children's School of Excellence are in accordance with the recommendations of the Washington State Superintendent of Public Instruction and are fundamental to the approved school status that CSE currently holds. Hours and instructional programs meet state guidelines as well.

MIND LEAP™

One cornerstone of the Children's School of Excellence is based upon the principle that helping students achieve a clear mind, free from self-doubt, instills confidence that their thoughts and ideas matter. Teaching young minds the ability to focus, prepares them for greatness. The Children's School of Excellence Mind Leap™ Program is a distinctive study which integrates this concept into all aspects of the school's Pre-K through Grade Eight curriculum.

A range of techniques are practiced that encourage innovative thinking and increase the children's ability to concentrate. Through Mind Leap™ activities, students learn to resolve problems thoughtfully.

The Children's School of Excellence has a license from JZK, Inc. to use specific techniques from Ramtha's School of Enlightenment (RSE). Through these distinctive disciplines, CSE students learn to use the power of focused thought to

expand the understanding of topics being taught in the classroom. This work builds a foundation for our children to have the discipline and fortitude to engage future opportunities with their personal best. Demonstrated results build self-confidence. Greater self-confidence leads to greater self-responsibility.

ROOTS & SHOOTS AT CSE

In an effort to teach children about nature, self-sufficiency, and healthy nutrition, the Children's School of Excellence has formed an alliance with Roots & Shoots, an international environmental, humanitarian, and educational youth program founded by Jane Goodall.

CSE students, ages four to twelve, are cultivating a school garden and learning to preserve food. Projects prove both fun and nutritious. Students are getting their hands in the soil, spreading seeds, caring for and watching their creations grow, and ultimately eating the fruits of their labor. The program encourages a mindful awareness of the source and value of food and provides students with the skills and tools to grow and preserve it.

CSE joins eight thousand Roots & Shoots groups in more than 90 countries around the world. The mission of Roots & Shoots is to foster respect and compassion for all living things, to promote understanding of all cultures and beliefs and to inspire each individual to take action to make the world a better place for people, animals and the environment.

ATTENDANCE

ATTENDANCE

Regular school attendance is one of the most important parts of your school responsibilities. It is imperative for students to gain a comprehensive foundation of the knowledge being taught as well as having the experience. In order to accrue maximum benefit students are expected to regularly attend the full school year and to participate in all assigned classes and study periods as scheduled.

ATTENDANCE PROBLEMS

1. Class skipping – An unexcused absence from an assigned class or study period.
2. Unexcused Absence – Parent/Guardian-initiated absence of a student for a reason not acceptable to the school.
3. Truancy – Student-initiated unexcused absence from School for a part or all of the School day, with or without parent/guardian knowledge or consent.

Consequences for Violation of Required Attendance

1. Skipping class (no academic credit for classes missed)
 - First Offense: Meeting with student and/or parent, or other
 - Additional Offenses: Assignments, or other discipline.
2. Truancy (no academic credit for classes missed)
 - First Offense: Contact with parent, or other discipline.
 - Additional Offenses: Additional assignments or other discipline.
3. Unexcused Absence
 - No academic credit for classes missed.
 - Parent Contact

ABSENCES

EXCUSED ABSENCES

When a student is going to be absent for the day, the school must be notified prior to the school day either by a written note to the teacher/office or a phone call to the office.

PROCEDURE FOR REPORTING ABSENCE FROM SCHOOL

When a student is absent from school, parents may choose one of three ways to notify the School of the reason for the absence. This responsibility involves the parents and students as well as the School.

1. Parent Responsibility – A parent should call the School between 7:00 a.m. and 8:00 a.m. to report the student absent for that day. If this call is made, no note will be necessary when the student returns to School.

2. School Responsibility – If the parent does not call, the Administration Office will make a reasonable attempt to call all parents of students on the daily absence list. If contact is made with the parent on the day of the absence, it will be recorded and no note will be necessary when the student returns to School.

3. Student Responsibility – If the parent has not called the School on the day of the absence and if the School has been unable to contact the parent on the day of the absence, it will be necessary for the parent to write a note, which the student will bring to the School Administration Office upon his/her return. This note should include the date(s) missed and reason for the absence (for the absence to be excused).

4. It is the responsibility of the parent to notify the School when parents are out of town and the student is staying with someone else.

Absences will be excused for the following reasons:

- Personal illness of the student
- Illness in the student's family
- Death in the family
- Quarantine for contagious disease
- Pre-approved trip or activity with a custodial parent or legal guardian: the parent or guardian must request permission in writing prior to the absence and arrange for the absence. A student may have no more than ten (10) days excused on this basis in any School year. Days absent in excess of ten will be considered unexcused. Trips taken with persons other than the custodial parent or legal guardian will result in unexcused absences unless unique circumstances would justify excused absence credit.
- Head lice: there is no immunity or prevention of head lice. They spread rapidly and are in our schools and community. Head lice are usually transmitted through close personal contact with another infected individual. The student will be expected to be returned to school nit-free, within two days of the day they are sent home with lice. These two days include the day the child is sent home and the day after. A physician's excuse will be needed to permit an absence to be excused beyond two days.

Each student who is absent must immediately upon return to School make arrangements with his teacher(s) to make up work missed.

Students who accumulate seven (7) days of excused absences (excluding those

days in which a doctor's note was presented), or seven (7) days of unexcused absences, at any time during the School year may be placed on medical status. This means they will be required to present a doctor's note excusing student for the entire school day for every absence thereafter. All other reasons of absence, except those pre-approved by the Office Administrator, will be unauthorized and will result in unexcused absences.

If a student has a medical condition, a doctor's note indicating the problem and any special needed treatment should be submitted to the administrative office. This information will be placed in the student's file for future reference and kept confidential. Each School year a new doctor's note concerning this matter should be submitted to the School. (See Medication).

UNEXCUSED ABSENCES

Unexcused absences will result in a conference with the student, parent, and teacher. Possible consequences for prolific unexcused absences include: student's grade will be lowered by one letter grade or student will receive no credit.

1. Students may be marked as unexcused in any case that does not qualify as excused for the absence.
2. Students may not be excused for absences due to shopping excursions, shows, sports events, babysitting, or other convenient situations unless the activity has been authorized by the School administration.
3. Absences by student who have not obtained School permission to be absent will be classified as unexcused.
4. Students will be classified as truant if they are absent without parent and School permission for all or any part of the School day.

Unexcused absences include, but are not limited to:

- Oversleeping
- Shopping
- Haircut and Salon appointments
- Babysitting
- Truancy
- Other absences not listed as excused.

State law requires schools to report anyone with five or more unexcused absences in a month or ten in a year to the Juvenile Court.

CAMPUS

LOCKERS

Lockers are the property of CSE and may be inspected at any time by school staff. Students are expected to treat lockers with care. They are to be kept neat and clean and free of materials that could damage the locker. No trash is to be stored in lockers.

LOST AND FOUND

A lost and found service is maintained in the bathroom foyer. Any person who finds an item is to turn it into the office for the owner to claim it. At the end of each month, unclaimed items will be donated to those in need.

PARKING/DRIVING

Cars are not to be unattended in drop off/pickup area. If you must leave your car, please park in a designated parking spot. Parents of small children need to park in a designated parking area and physically walk their children to their classroom. The posted speed limit within school grounds is 5 miles per hour. The posted speed limit on Cedar Grove Lane is 15 miles per hour. Please honor these posted speeds for the safety of our children. Please honor all persons, large or small, who may be assisting with dismissal.

CLOSED CAMPUS

CSE maintains a closed campus; students are required to remain on the school grounds during the entire period of required school attendance. Permission to leave the school grounds during school hours will be granted only with written permission from a parent, teacher and/or the office. Students must check out at the office prior to departure during school hours. Leaving campus without permission will be treated as a serious infraction.

SCHOOL SAFETY

EMERGENCIES

The school prepares for emergencies by stockpiling Emergency kits provided by families to ensure the safety and well being of the students. Office staff and faculty members are certified in CPR and first aid.

In the event of an emergency, the school will activate the class phone trees with information and instructions.

FIRST AID/MEDICATION

First aid services are provided throughout the school day by office personnel. Please do not send your child to school with a fever or upset stomach. If a student has a fever, they need to remain at home for 24 hours after the fever subsides. In case of illness or serious injury, parents will be contacted.

Medication, either prescription or over the counter, will be dispensed by school personnel ONLY when a parent has provided the medication in its original container and a signed permission slip from a physician is on file. When it is necessary for the school to administer prescription and nonprescription to a student, the parent and/or physician must fill out and sign a school authorization slip. All medications must be in the original container with manufacturer's and/or pharmacy instructions and dosages and expiration date printed clearly on the label. Prescription/dosage changes cannot be taken over the phone; changes must come from the doctor.

FIRE/EARTHQUAKE DRILLS

Fire and earthquake drills are conducted at regular intervals as required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible without running. Teachers will give specific instructions to students.

EMERGENCY SCHOOL CLOSURE OR DELAYS

On days of severe weather, students and/or parents are advised to call the school at

(360) 446-1100 no later than 7:30 a.m. A recorded message will be left notifying whether school is cancelled or if the start time is delayed.

ACADEMIC POLICIES

GRADING POLICY

Grading practices are determined by the teacher and are explained in the class expectations/syllabi for each class.

HOMework

The main purposes of homework are to help students practice new skills and to expand what they already know. Homework is given at the discretion of the teacher. Instructors plan meaningful assignments to practice skills. Each student is responsible for the completion of these assignments. Failure to turn in an assignment will impact learning and may affect your child's grade.

ACADEMIC ETHICS

Honesty is an integral component of our school. Students are expected to apply this to their studies as well. This means that any form of cheating or plagiarism is not accepted and will be dealt with accordingly. Any student caught cheating by giving or receiving prohibited information on an assignment or examination will be given no credit for the work and may face further discipline. Copying written work from the Internet or another source is considered cheating. All written work must be in the student's words unless correctly cited. The first offense of cheating will result in a zero on the assignment and parent notification.

ATHLETICS

Interscholastic athletics can play an important role in the lives of children. The school's athletic program can be an essential part of the education of students, fostering the development of character, life skills, sportsmanship, and teamwork. All students are required to participate in Physical Education class. A student may be excused from P.E. only if the student has a medical condition and a doctor's note on file in the office.

TUTORS

Parents/guardians can access a list of tutors available to help students with their classes. Please inquire at the office.

TEXT BOOKS

Although textbooks are furnished free of charge, students are required to pay for lost or damaged books. Final Report Cards are held on all unpaid lost or damaged books.

FIELD TRIPS

Students represent The Children's School of Excellence when participating in field trips and will conduct themselves appropriately.

COMPUTER ACCESS

Prior to using the school computers, students and parents must have read the Technological Resources form and have read and signed the Internet Use Form.

CLASSROOM SUPPLY LISTS

Supply lists for each classroom are available at the school office or on the school's web site one month before the school year begins.

OFFICE PROCEDURES

SCHOOL NEWSLETTER

A weekly newsletter is published via email to keep CSE families informed of day-to-day school activities, events, campus and class highlights, and important days and changes in schedules. Printed copies are available in the office.

OFFICE/TELEPHONE USE

Many times students need to use the office telephone to reach parents for school related matters. More often than that, parents need to call the office to relay

important messages to their children. Students must be quiet and respectful while waiting for assistance. We do not allow students to use the phone to make after school social plans. Students are not to bring cell phones to school unless allowed by their teacher.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Any changes in phone number, address or registration/emergency information must be reported to the office.

INSURANCE

Insurance is available through private groups. CSE does not provide insurance for students.

IMMUNIZATIONS

The state mandates that children must have received their immunizations or an exemption be signed by the parent, before they can enter school. In the event of an outbreak, parents will be required to keep non-immunized children at home.

TO WITHDRAW FROM SCHOOL

A parent or guardian should come to the office stating when the child will be leaving and where they will be going. If it is impossible for a parent or guardian to come, please call or send a note to the school with the above information. Make sure the student has returned all textbooks and that all fees have been paid before withdrawing.

VOLUNTEERS/GUESTS

VOLUNTEERISM

Volunteerism is an essential component of the Children's School of Excellence vision. The school itself was created by dedicated volunteer efforts of parents and community members. CSE fosters a school environment of parent involvement and participation and encourages student involvement in community service activities.

FAMILY PARTICIPATION

Family participation is essential to CSE's success. Families who contribute time to the school explicitly demonstrate to our children that they value education. And our children's education is greatly enhanced by the care, devotion, and innovative programs that our families inspire and navigate.

Each family is required to contribute 40 hours per year in addition to volunteering for the Annual Auction & Garden Party. Volunteer hours may be split between semesters and between parents/guardians of the same family. A minimum of 10 hours must be contributed during the first semester.

If the hours are not performed in the semester, they will be billed at the end of the semester. Parent hour accruals (performed and outstanding) will be detailed on monthly tuition invoices. Unpaid hours will be charged at \$20 per hour at the end of the semester.

PARENT COMMITTEE

All parents and legal guardians of CSE students are eligible to become members of the Parent Committee. The function of the Parent Committee is to support the educational programs of the school, to help maintain parental awareness of and interest in the School; to provide a forum for participants to exchange ideas and work together toward the betterment of the School, and to engage in fund-raising activities.

STANDING SUB-COMMITTEES

1. Fund Raising: The Fund raising Committee plans, coordinates, and manages CSE's fund raising activities.
2. Building & Grounds: The Building & Grounds Committee is responsible for all development and improvement of the campus facilities.
3. Events: The Events Committee manages and coordinates all main events throughout the year.

COMMUNITY VOLUNTEERS

CSE invites community experts to participate in the education of our students. As an example, Roots & Shoots community volunteers include master gardeners and horticulture experts.

GUEST AND VISITOR POLICY

All visitors must check in at the office before going on to other parts of the campus or playground. Student visitors are allowed at the teacher's discretion. Arrangements are to be made at least one day ahead.

BACK TO SCHOOL NIGHT

Back to School Night is scheduled yearly. We hope you take the opportunity to meet your child's teacher and get acquainted with the school and other staff members. More information will be sent home with your child prior to these events.



Inspiring thought and inquiry

CHILDREN'S SCHOOL OF EXCELLENCE

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