



Clarkfield Area Charter School

“A school of excellence that fosters a love of learning that allows all students to reach their maximum potential.”

Student/Parent Handbook

Clarkfield Area Charter School Staff

Board of Education

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Music Teacher	Doug Clevenger	dclevenger@clarkfieldareacharter.org
Custodian	Dave Erp	
Administrative Assistant	Shelley Shultz	shelley.shultz@clarkfieldareacharter.org
Director	Kathy Koetter	kkoetter@clarkfieldareacharter.org

Our Vision:

A regionally recognized school of excellence that empowers all learners to reach their maximum potential.

Values:

Student needs first
Honesty
Integrity
Respect
Teamwork

Mission: *The school is known for...*

Developing the love of learning
Preparing all students to be successful in junior high school and beyond
A family atmosphere
Valuing community partnerships
Financial Responsibility
Excellence in Teaching

Attendance Policy

At Clarkfield Area Charter School we believe consistent attendance is a vital part of student success. Our expectation is to have students miss as little class time as possible. Please call the morning of the day the student is absent. On the day your child returns to school they are to bring a written excuse to their teacher when they return to class. The written excuse should include a reason for the absence and a parent signature. Parents/Guardians should also contact the school office prior to school starting (8:00am) if their student will be absent.

An absence or tardy will be considered *Excused* for the following reasons:

- Illness
- Serious illness in student's immediate family
- Death in student's immediate family, close friend, or relative
- Medical or Dental appointment that can not be scheduled at any other time (excessive absences will require doctor verification)

Any absence without a parent/guardian excuse will be considered *Unexcused*. An absence will also be considered unexcused if no written excuse or phone call is received the second day of the absence. The school reserves the right to request verification on all calls and notes. For absences of three days or more a doctor's note may be requested from the school before the absence will be considered excused.

Any student absent from school without excuse for seven days in any school year is considered truant. Truant students will be referred to the County Attorney's Office.

If you know in advance that your child will be absent please notify the school as soon as possible so your child's teacher can prepare any assignments for him in a timely manner. Please try to schedule appointments outside of regular school hours whenever possible.

Birthday Treats

We welcome any student to bring treats for their birthday if they wish. Any treat brought to school must be commercially made. Please ensure there are sufficient treats for all students in your child's class. Due to peanut allergies in our school we ask that treats not contain peanuts.

Students are welcome to share invitations to a home party in school if all the boys and girls in the class are invited to the party; otherwise invitations are not to be shared during school hours.

Books and Equipment

Students are responsible to care for any books and/or equipment provided to them to keep it in the best possible condition. Excess damage will be fined to the student at a rate deemed appropriate by the school considering the age and prior condition of the book or equipment.

Computer Use Policy

In an ever-changing society, Clarkfield Area Charter School recognizes the importance of technological education for all students. We use computers and the Internet on a regular basis to provide students with current data and the skills to locate and use online resources as well as to communicate with other students and individuals as necessary for their education. We view computer/technology use as a privilege, not a right. The following is expected of our students, and is our Acceptable Use Policy:

- Be Polite
- Use Appropriate Language
- Do not reveal any personal data

Unacceptable use of school networks, computers, software, Internet, e-mail, includes but is not limited to: accessing, downloading, viewing, or storing, or printing obscene, pornographic, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit material or language.

Conferences

At Clarkfield Area Charter School we value open communication between parents, teachers, students, and administration. Parents are welcome to schedule individual conferences at any time with their child's teacher. Conferences will be held twice per year; November 11th and March 31st. Notices will be sent out and times will be scheduled in collaboration between the parents and teachers.

Curriculum

Clarkfield Area Charter School offers a high-quality core curriculum as well as enriching exploratory opportunities. The core curriculum is aligned to the Minnesota Academic Standards and meets all requirements set by the state of Minnesota. Throughout each school day students will experience mathematics, language arts, reading, social studies, science, technology, physical education and music.

Community-Based Learning

Clarkfield Area Charter School's educational program includes community-based learning as an approach to instructing students. This approach allows students to:

- help determine the needs of the community and empowers them to identify solutions
- benefit both the community and themselves
- learn in a variety of subject areas
- satisfy educational goals
- work with all ages

Teachers supplement their instruction by utilizing community members, local experts and business owners as guest speakers. They will share their expertise and experiences about the local environment, government, and business community along with knowledge of history and the importance of physical activity to help bring learning to life. These guest speakers will be selected based on units being studied by the class and will be aligned with Minnesota state standards. Students experience new and ever-changing learning opportunities by having community experts teach them about their specialty area and they have the added advantage of knowing the people in their community care about them and want to be involved in their education.

Discipline

At the Clarkfield Area Charter School we believe that each student has the right to learn and each teacher has the right to teach. We understand there are a variety of reasons for negative or disruptive behaviors, and will handle each situation on a case-by-case basis. We do not view school discipline as a punishment, but as a means for our students to correct their behavior. Our goal at CACS is to help students recognize their negative behaviors and to make wise choices to avoid making the same mistake again. For students with an IEP, student disabilities will be considered when issuing a school consequence.

Dress Code

We believe student dress reflects student attitude. Student dress should be neat and appropriate at all times while on school property. School officials will determine appropriateness of student dress on a consistent basis, considering the following:

- Student dress should be appropriate for outside play.
- Any clothing advertising illegal substances will not be allowed.
- No undergarments should be visible.
- Clothing with sexual or profane innuendo or language will not be allowed.
- No gang related symbols will be tolerated.
- No hats/caps worn inside the school building

School staff may require a student to change their dress or grooming when it causes distraction to themselves or others. If needed, a parent may be asked to bring a change of clothing to the school for the student.

Dress for Outdoors

It is important that your child come to school dressed for outdoor activity as well as indoor. During the winter recess students need wear boots, a hat, gloves or mittens, and a jacket. Boots should be able to be managed by the child to put on by themselves. All students should have snow pants available. All clothing should have the child's name marked clearly on the inside. Please help your child come to school dressed appropriately. Children will go outside daily unless the wind chill does not permit.

Electronic Devices

We discourage students from bringing personal electronic devices to school. These include cell phones. If a student chooses to bring their phone to school they must keep it turned off and put away during the school day. The school is not responsible for any lost or stolen items. If a student brings one of these items to school and a staff member takes it from them they will receive a warning upon the first offense and will get the item back at the end of the school day. The second offense will result in the parent having to come in to get the item back.

Emergency Information

The school must be able to reach a parent or guardian in case of an emergency. Emergency contact information will be requested from each family at the start of the school year. It is important that any changes be reported to the school office immediately.

In the case of an emergency or inclement weather, school may be dismissed early. Busses will be sent in a timely manner to ensure students arrive home safely. If a student is to go someplace other than home parents need to let the office know.

We will follow whatever Yellow Medicine East decides for weather related announcements because they provide our transportation. The following places will report what CACS is going to do during a weather-related event: our website, facebook, Q102 snowdesk, KMHL radio, KMGM radio, WCCO and KSTP TV stations.

Family Involvement

Clarkfield Area Charter School strongly encourages volunteering. It can take a variety of different forms from helping in the classroom, supervising after school extracurricular activities, chaperoning field trips, serving on board committees, cutting out letters for a bulletin board from the leisure of your own home, and as needed by staff. In addition, attending student/parent/teacher conferences and assisting your child with homework or tutoring another child are also volunteer hours.

Field Trips

As a part of our focus on community-based education, classes may occasionally take a field trip. Teachers will send a permission slip home with details of the trip in advance. These permission slips must be returned for a student to be eligible to attend. A student may be considered ineligible for the trip as a school consequence; in this case an alternative learning experience will be offered to that student on the day of the field trip.

Food Service

For the 2021-2022 school year all students will receive free breakfast and free lunch as part of the USDA food program. A half-pint milk price is \$.45. A family would need to pay for a milk if the child needs a second milk, or a milk to go with their sack lunch.

Forbidden Items

There are many items that have no place within our school facility or on school grounds. They include, but are not limited to, guns, knives, weapons, cigarettes, drugs, water guns, and pornography. Students will be suspended for bringing any of these items to school. There may also be criminal consequences.

Grading Policy

Student grade reports will be printed for parents at the end of each quarter and for student conferences. Teachers will inform parents of the grading scale used in each classroom.

In some instances, if a student is not achieving academic success, it may be necessary to repeat a grade or course to master the content. In such a case, a meeting will be called with the student, parent, teacher, and school director to determine the most appropriate course of action.

Health Office

The Clarkfield Area Charter School will follow the recommendations and requirements for COVID related illnesses provided by Minnesota Department of Health, CDC and Countryside Public Health. A copy of the Decision Tree will be provided for all parents. Because the situation regarding COVID is changing constantly; updates and information will be provided to parents by the communication tool JMC.

We are asking that parents keep their child home if they are showing any symptoms of illness and if they need to come and get their child from school we are able to contact them immediately or someone else they have listed as a contact person.

Homework Policy

At Clarkfield Area Charter School, we recognize homework as an aspect of school success. Students should expect some homework assigned on a daily basis. While we strongly encourage students to miss as little school as possible, we understand that from time to time a student will miss class due to some circumstance. For each day a student is absent he will be allowed one day upon his return to complete the work he missed for full credit. For extended absences, a reasonable due date for the missed work may be arranged with the teacher.

Parents can call the school to arrange to pick up homework assignments for their child.

If a student has been suspended from school, parents can arrange to pick up homework assignments in the office. The work is due upon the first day the student returns to class for full credit. No extra time will be offered.

Lost and Found

Any items found should be brought to the office immediately. Students can describe the lost item to a staff member to pick it up. Small and valuable items (such as watches, rings, etc.) are kept in a separate place in the office, students must identify the lost item before it is given to them. Items left in the lost and found after the end of the school year (or if the amount in the lost and found becomes excessive) will be either given to a local charity or disposed of. **Please put your child's name on**

all clothing and equipment brought to school. If there is a name on the item that is found, they will get it back.

Medications

Medications are most safely given in the home setting.

Your child can be medicated at home rather than school for most acute illnesses. For example, if your child needs an antibiotic for an ear infection and the doctor had prescribed medication to be given three times a day, give one dose before school, one dose when they return from school and dose before bedtime.

Medications that must be given during school hours for some chronic conditions are asthma, diabetes, and ADHD, etc. Since we do not have a full time nurse, school staff will be administering the medication.

The school medication policy must be followed in order for your child to receive medications in the school.

The following steps are required:

A. Complete a "Physician's Order for Giving Medications in School" form obtained from the office that includes the following information:

1. Physician's signature
2. Parent signature
3. Name of medication, dosage, time to be given, purpose, and any side effects.

Please indicate if any medication was given before school.

B. All prescription medications must be brought to school by a parent/ legal guardian and then picked up at the end of the school year or when the child no longer requires it.

C. All prescription medications and over the counter medications must be sent in the original container. For your child's safety, medications will not be accepted in baggies or old medication bottles.

Medications will not be administered to your child at school if you do not follow the school medication policy.

Pledge of Allegiance

Minnesota Statutes 121A.11 mandates that all public schools in Minnesota recite the Pledge of Allegiance weekly. "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any reason may elect not to do so. Students must respect another person's right to make that choice".

Pupil Fair Dismissal Act

The Fair Dismissal Act applies to any student being denied the current educational program. It does not include a student being removed from class. Clarkfield Area Charter School follows this policy; a copy of the policy is available in the school office for review.

Records

Parents have the right to review and inspect school records. Requests to review student records should be made to the school Director, who will arrange for the records to be reviewed.

Report Cards

Report cards will be printed at the end of each academic quarter. This report will show student progress in academic areas and may also show progress in areas of student habits and social growth. Grades will reflect students' daily work, quizzes, tests, and class participation. Students with Special Needs may be graded in a manner deemed appropriate by their Special Needs Teacher and their IEP.

School Portraits

Individual student classroom pictures will be taken Tuesday, September 28, 2021 with retakes scheduled for Wednesday, October 27, 2021. Spring pictures will be scheduled in April 2022. Specific information will be sent to you before picture day.

School Hours

School hours are from 8:00 – 3:00. Please do not drop your child off before 7:45 a.m. There is no supervision available at the school for students before 7:45 a.m. We will continue to have a staggered dismissal time; parents that pick up will be able to do that at 3:00PM: busses will arrive for pickup at 3:30PM.

Smoke Free Environment

Clarkfield Area Charter School is smoke and tobacco free. Smoking and the use of tobacco had been identified as a major health concern; in an effort to provide a safe, healthy, and clean environment for all students, staff, and community members

smoking and the use of tobacco products is prohibited both in the school and on school grounds.

Telephone Calls

Students may be reached by leaving a message for them with the school office during the school day. Students will not be excused for phone calls. Students are encouraged not to make any phone calls during the school day.In the case of an emergency, students may be allowed to make a call from the school office. We ask that any after-school plans be arranged before the school day begins.

Teachers are often not available to take calls during the school day either. If a parent needs to contact a teacher, they can either send an e-mail to the teacher or leave a message with the school office. The teacher can then call the parent back at his earliest convenience.

Testing

Clarkfield Area Charter School staff believes that students develop a love of learning by identifying their individual learning style. In the fall of each year, all students will be tested to determine their learning style. Teachers which will use the identification of students learning styles to create instructional opportunities that are adapted to diverse learners.

CACS use the NWEA MAP Assessment Tests, given in the fall and spring, in addition to non-traditional assessment methods, such as portfolios, presentations, models, charts and other displays to ensure students are achieving adequate individual goals. Test scores will be reviewed and areas of concern will be addressed to increase student achievement. It is our goal to have our students meet or exceed their individual growth projections.

Visitors Policy

At Clarkfield Area Charter School we appreciate parent and community member enthusiasm with our students' education. In an effort to maintain a safe environment for all our students, we request that all visitors sign in at the school office upon entering the school. The staff requests a notice before coming into the school building.

2021-2022 Clarkfield Area Charter School Student/Parent Handbook

We have read and discussed the CACS handbook and understand all students will be held accountable for following the procedures and policies identified. We also understand and will accept any school consequence awarded for breaching these policies.

Print student name

Student signature

Parent signature

Parent signature

Clarkfield Area Charter School Parent Permission for Student to be Photographed and/or Video Taped and Audio Recorded

During the course of the school year classroom teachers, student teachers, and/or the local newspaper may photograph or video tape our students. Pictures may be used in a local newspaper, in school publications, newsletters, school projects, or in the school annual. We may also use photos and/or audio recordings on our website.

Please indicate whether or not you give permission for the following:

- My student may be photographed, video taped, or audio recorded Yes_____ No_____
- My child's work may be published on the web site Yes_____ No_____
- My child's first initials may be used on the web site Yes_____ No_____
- My child may be included in a group photo on the web site Yes_____ No_____

Parent/Guardian Signature _____ Date _____

Internet Use

Our internet use policy can be found on page 5 of this handbook. Students will review the policy during the first week of school. I understand that any violation of this policy may be a violation of the law as well. I also understand that any violation could result in revocation of access privileges, a school consequence, and/or appropriate legal action.

Student signature

date

As a parent/guardian of this student, I understand that access is designed for educational purposes. I understand that it is impossible for the school staff or district to restrict access to all controversial materials and I will not hold them responsible for materials accessed on the Internet. I also accept full responsibility for supervision if and when my student's use is not in a school setting. I give permission for my student to use the Internet for educational purposes.

parent/guardian signature

date