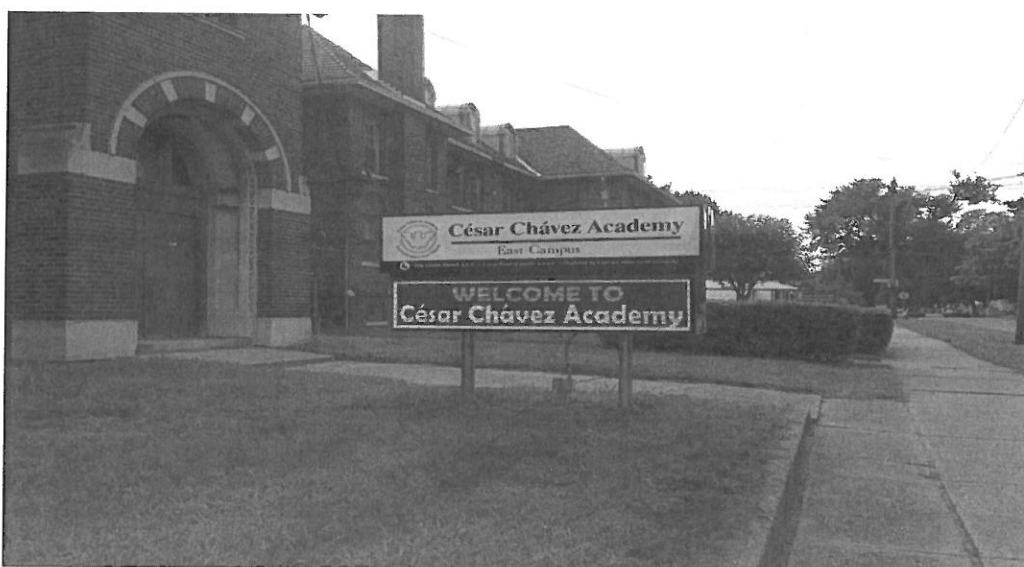


Parent Handbook 2014-15



Cesar Chavez Academy- East Elementary School

4130 Maxwell, Detroit, MI 48214

Ph. 313-924-0317

Adasina Philyaw
School Leader

**Ignite. Excite.
Educate. Excel.**

Cesar Chavez Academy East Elementary
4130 Maxwell Detroit, MI 48214
313.924.0317
<http://www.chavezeast.com>

Dear Parent or Guardian:

Thank you for enrolling your child(ren) at Cesar Chavez Academy East Elementary (CCAЕ).

As a charter public school, we are pleased to offer you a **free** and quality educational choice. On the following pages you will find information concerning the policies, practices, and procedures that are in place at CCAE. We ask that you read these pages carefully, and go over them with your child(ren), so that you are familiar with all of our school's procedures and practices. In order for our students to have academic success, it is essential that the school and home work together to achieve excellence. Each CCAE family is encouraged to be actively involved in the education process, so that we can continue to build a solid learning community: one with a strong academic foundation, within a safe, caring, and respectful environment.

We are pleased you have chosen Cesar Chavez Academy East Elementary School for your child(ren) and look forward to working with you and your student(s) to achieve this educational excellence.

Educationally Yours,

Adasina Philyaw
School Leader

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VISION STATEMENT

The vision is to **IGNITE** a curiosity for learning, **EXCITE** a passion for achieving, **EDUCATE** learners to meet their needs and promote their ability to **EXCEL** beyond expectations.

MISSION STATEMENT

To provide a safe atmosphere of academic excellence that promotes thinkers and problem solvers who work cooperatively, with respect, in an inclusive environment.

CHARTERED BY **SAGINAW VALLEY STATE UNIVERSITY**

MANAGED BY



THE LEONA GROUP, L.L.C. • *A new kind of public school™*

Cesar Chavez Academy East Elementary School is a free public charter school that is governed by a local board of directors and managed by The Leona Group, L.L.C., an educational management company. Funding for charter schools is provided by state monies, as determined by legislators. Charter schools are held to virtually identical laws and regulations that apply to traditional public schools. We are proud to help provide parents with the right and ability to choose the best educational setting for their children, one that not only sets high standards for academic achievement but also provides a safe, caring, and nurturing environment.

For more information on charter schools, visit www.charterschools.org/.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Academy to provide an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at the Academy or an Academy activity should immediately contact the school leader, Adasina Philyaw, School Leader at 313-924-0317.

I. GENERAL INFORMATION

SCHOOL OFFICE HOURS

The school office is open during business hours 7:30 a.m. – 4:30 p.m.

Office Manager: Yolanda Hamilton

CCAE DAILY SCHEDULE

7:45 – 8:00 a.m. Breakfast in Classrooms
8:00 a.m. Instruction Begins

Grades K-5	
7:45 – 8:00 a.m.	Breakfast
8:00 – 9:25 a.m.	Reading Block
9:30 – 10:25 a.m.	Period 2
10:30 – 11:25 a.m.	Period 3
11:30 a.m.– 12:15 p.m.	K-2 Lunch
12:20 – 1:05 p.m.	3-5 Lunch
1:10 – 2:05 p.m.	Period 4
2:10 – 3:05 p.m.	Period 5
3:05 – 4:00 p.m.	RTI Centers
4:00 p.m.	Dismissal

All grades have Physical Education, Health and Art

EARLY DISMISSAL

No student will be allowed to leave the Academy prior to dismissal time without a written request signed by a person whose signature is on file in the MAIN office or the parent/guardian who comes to the main office to request the student's release. No student will be released to a person other than the custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

Parents picking up their children early must first sign them out at the MAIN office before reporting to their classroom. **Regular early dismissals are strongly discouraged because of the disruption of instruction for other students in the classroom.** There will be no early dismissals between 3:30 – 4:00 p.m.

TRANSFER OUT OF THE ACADEMY

Parents/guardians must notify the School Leader about any plans to transfer their student to another school. Transfer will be authorized only after the student has completed the arrangements, returned all of the Academy's materials, and paid any fees or fines that are due. The Academy's records may not be released if the transfer is not properly completed. Parents/guardians are encouraged to contact the Office Manager, Ms. Yolanda Hamilton for specific details.

The Academy's officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM THE ACADEMY

No student under the age of eighteen (18) will be allowed to withdraw from the Academy without the written consent of his/her parents or guardian.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the School Leader may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Office Manager, Ms. Yolanda Hamilton.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent or guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the Academy will jeopardize a student's educational program.

ATTENDANCE

Daily attendance in school is a necessary part of academic success: when students miss school, even if the missed work is made up, they still miss out on the learning experiences that take place in the classroom. We encourage parents and students to make every effort to get their children to school on time each day, and to schedule appointments for off-school hours/days.

When it is necessary for a child to be absent, parents must call Ms. Hamilton in the Main office (313-924-0317) to inform the school that the student will not be attending that day. If the student will be absent for more than one day, the parent should contact their child's teacher to pick up missed work/assignments, in order to allow the student to remain current with classwork.

TARDINESS

Punctuality and "being on time" are traits that are valued and encouraged in our society, and this is likewise true at CCAE: students and parents are advised to take their commitment to school seriously. Daily attendance is taken by the classroom teachers at 8:30 a.m. and submitted to the school office. Those students who are not "present" in the classroom are marked as "ABSENT" in the attendance record. Any students arriving at school after this time must first report to the school office to pick up a TardyPass, which will allow her/him entrance into their classroom. Students who arrive at the classroom without a TardyPass will be sent to the office to get one. Tardies are cumulative for the entire marking period. Any three (3) unexcused tardies will count as one unexcused absence. Excessive tardies will be referred to the school office, and a meeting between the parent(s) and the school leader will be scheduled.

SCHOOL CANCELLATIONS & UNSCHEDULED DISMISSALS

On occasion it may be necessary to cancel school (or close school early) because of inclement weather or other unforeseen incidents (e.g. power outages or water main breaks). At such times, the school will send out an Auto Dialer to call and inform parents of such closings. Also, school administrators will contact local television stations (Fox 2, WDIV 4, WXYZ 7), and News Radio AM 760 WJR.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the Academy are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those same rights of their fellow students and the Academy's staff. Students will be expected to follow teachers' directions and to obey all rules of the Academy. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents/guardians have the right to know how their student is succeeding in the Academy. Therefore, parents/guardians will be provided information on a regular basis and, as needed, when concerns arise. If necessary, the mail or hand delivery may be used to ensure contact along with phone calls and/or emails. **Parents/guardians are encouraged to build a two-way link with their student's teachers and support the Academy's staff by informing the staff of suggestions or concerns that may help their student better accomplish his/her educational goals.**

Students must arrive at the Academy on time, prepared to learn, and must participate in the educational program. If, for some reason, you feel there is an issue or barrier prohibiting your child from succeeding in the classroom, then please contact the Academy Social Worker.

STUDENT WELL-BEING

Student safety is a responsibility of the Academy's staff. All staff members are familiar with emergency procedures (such as fire, tornado & lockdown drills) and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the Academy's office. A student may be excluded from the Academy until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs, along with proper documentation by a physician, to the Academy Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the Academy's office personnel. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office personnel will follow the Academy's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from the Academy without proper parental permission.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The Academy's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest such as lice or bed bugs.

Specific casual-contact diseases include the following: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal of a student will be for only the contagious period as specified in the Academy's administrative guidelines.

***Students removed for Head lice, must have proof of treatment and have no live lice on their person, in order to return to school.**

***Students removed for ring worm, must have the infected area covered with a bandage during school hours.**

***Students removed for Pink eye, must have a doctor's note, stating the condition is being treated, to return to school**

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the Academy still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The Academy will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include the following: sexually transmitted diseases; AIDS (Acquired Immune Deficiency Syndrome); ARC-AIDS Related Complex (condition); HIV (Human-immunodeficiency); HAV; HBV; HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their student's blood checked for HIV, HBV, and other blood-borne pathogens when the student has bled at school and other students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The Academy cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Cellular phones should be turned off and turned in to the classroom teacher; however, the teacher and/or academy are not responsible for lost and/or stolen cellular phones. If valuables are confiscated by school staff, then the designated day for parents to pick up the item (s) will be every Wednesday from 8:00 am-12:00 pm in the Main office.

FIRE, TORNADO, and LOCKDOWN DRILLS

The Academy complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during inclement weather season using the procedures provided by the State.

Lockdown drills prepare students for situations where the building needs to be put on lockdown because of a situation either outside or inside the building.

SCHOOL VISITORS

CCAIE encourages parent volunteers. If you are interested please contact the Main office so you can schedule a time to complete the Volunteer application form. **Please note: all volunteers are subject to fingerprinting, background check and drug test before being able to volunteer in the school.** Any visitors to the school, during school hours, must receive permission and clearance from the school office before proceeding to the classroom. Visitors who do not have a pass from the school office will not be allowed entrance into any of the classrooms.

Visitors during school hours are asked not to engage teachers in conversation during instructional time. No phone calls to classrooms will be allowed during instruction hours. Messages will be placed in teachers mailboxes and will be returned at the teacher's convenience.

STUDENT DRESS CODE

The CCA-Upper Elementary uniform policy will be strictly enforced, except on designated Dress Down days. All clothing, including those worn on Dress Down days, must be neat, ironed, and clean. The Dress Code for all students is as follows:

- Docker-style pants, navy blue color (no prints)
- Skirts must be finger tip length, no shorter
- CCA logo school shirt or blue polo (short- or long-sleeve) or school sweater/sweatshirt
- Absolutely no blue jeans, corduroy pants, sweat suits, etc.
- Solid black or brown shoes (no sandals or athletic shoes—must be brought for Physical Education days)

UNIFORM VIOLATIONS: Any violations brought to the principal will result in an exclusion from school until the infraction has been corrected. Students must take the dress code seriously and comply with it completely.

SUSPECTED CHILD ABUSE

State law requires all school personnel only to report (not investigate) suspected abuse or neglect of a child to the appropriate law enforcement agency. Failing to do so is a Class B misdemeanor.

RIGHTS OF HOMELESS CHILDREN AND YOUTHS

According to the McKinney-Vento Homeless Assistance Act, children who are homeless have the right to attend school, to have access to comparable services, and to be treated with respect. Assistance for families in homeless situations is available from the school office homeless liaison and/or by calling the National Center for Homeless Education (1-800-308-2145).

INTERNET ACCESS

The school provides staff and students with Internet access as a tool to enhance learning. This access is a privilege and not a right. Students with permission to use the Internet will be permitted to do so only under the supervision of a staff member. However, students are responsible for good behavior, with the same general rules applied as outlined in the Student Code of Conduct. Parents share in this responsibility. Parental use of computers and the internet will be offered Monday-Friday 9:00 am-2:00 pm in the Main office.

STUDENT ILLNESS/ACCIDENT WHILE AT SCHOOL

If a child becomes ill or has an accident while at school, efforts will be made to contact and appraise parents. If the injury or illness is severe enough to warrant immediate medical attention, CCAE staff will call 911 and notify the parent/guardian.

MEDICATION

Physicians may find it necessary to prescribe medication to be given during school hours. If your child is taking any medication it must be dropped off at the school office by the parent, who must make arrangements with the school to take this medication. Such medication must be in its original container and accompanied by the physician's written instructions, containing the following information:

1. Student's name
2. Name of prescribing doctor
3. Name of medication
4. Instructions such as dosage and time to be given

It is understood that parents/guardians shall immediately notify school personnel in writing in the event the prescription shall be discontinued or modified. Refills of the prescription shall be the responsibility of the parent/guardian. **At no time will the school distribute any non-prescription medicine.**

LUNCH PROGRAM

CCAЕ participates in the National School Lunch Program (NSLP). The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day. To find out if your student qualifies for free or reduced lunch rates for the 2014-15 school year, please request the appropriate paperwork from the CCAE office. Please take the time to fill out the Free & Reduced Lunch Application even if you already know that you do not qualify. By filling out your application the school will receive special funds and each child benefits.

All students who participate in the lunch program can pay in advance for their meals. Please bring a check or money order to the school office for the week(s) you want to purchase lunch for your child(ren). Advanced payments can be made weekly, biweekly, or monthly. Any student that has a lunch bill equaling two lunches will receive an alternative lunch; which will be a sandwich and milk.

Cost for lunches are:

	<u>Lunch (per day)</u>
Regular price:	\$2.50
Reduced price:	\$0.40
Milk:	\$0.50

CCAЕ serves Breakfast daily in the classrooms from 7:45-8:00 am. This program is free. Breakfast is given only to those students that arrive during the specified time.

A menu is provided every month to each family. Please go over the menu with your child and see what they like and don't like. If they do not like what is being served that day, have them bring a bag lunch. When sending a lunch please keep in mind that we are promoting healthy eating habits. Snacks should be small and pop is prohibited! Glass containers are not allowed. Fast food lunch is highly discouraged.

It is very important for the food service staff to be aware of all food allergies. Therefore, **if your child has a food allergy a medical statement from your child's doctor must be on file in the food service department.** If the Doctors statement suggests a disability, an alternative lunch will be provided. If the allergy is not a form of disability, it is up to the foodservice staff to use their discretion in meal replacements. Medical statement forms can be picked up in the foodservice department or at the school office.

SUPPORTIVE SERVICES

Truancy, tardiness, excessive absences, and continual behavior problems will result in a referral to supportive services. These supportive services must include one or more of the following:

- | | |
|----------------------------|-------------------------------------|
| 1) Conference with teacher | 2) Conference w/ parent & principal |
| 3) Referral to Counselor | 4) Referral to school Social Worker |
| 5) Referral to Special Ed. | 6) Referral to outside agency |

EARLY WITHDRAWAL OF STUDENTS

Each student is responsible for all work assigned from the first day of school until the conclusion of the last school day. Students who are withdrawn from school or stop attending prior to the last day of school will be expected to complete any missed work as a result of their absence. Students who fail to turn in any missed assignments as a result of their absence will be given no credit and receive a failing grade for that work. Any resulting failing grades will be considered when the final marking period grade is computed, and may cause the marking period average to become lower.

LOST AND FOUND

Parents are encouraged to mark the clothing and personal belongings of their children. Lost items will be displayed in a designated "Lost & Found" area outside the school office. CCAE is not responsible for lost or stolen items (including money).

DISCIPLINE

Disciplinary action will be taken against any students who violate CCAE's Student Code of Conduct. The Academy does not practice, promote, or tolerate any form of corporal punishment. The disciplinary action of detentions will be carried out by faculty and/or administration. Suspensions will only be carried out by the school leader (or designated individual) according to the Disciplinary Procedure Guide.

ASBESTOS MANAGEMENT PLAN

The safety and security of students and staff is the primary concern of CCA-East Elementary School. Therefore, we have inspected the building for asbestos containing materials in compliance with the Asbestos Hazard Emergency Response Act (AHERA). All public schools must have a management plan for asbestos, regardless of whether there are actually asbestos containing materials present. A Plan has been completed for the Academy by an EPA accredited management planner. The plan is available in the Main Office during school hours for review by parents/guardians, teachers and employees.

II. ACADEMICS

A QUALITY EDUCATION

At CCA-East Elementary School we believe that every child can learn and that it is our responsibility to provide a personalized instruction that meets the needs of individual learning styles and intellectual strengths.

The Academy has implemented the **Common Core State Standards Curriculum** at all grade levels. Employing various learning styles and teaching strategies, the standards/curriculum provides the foundation for expanded learning opportunities and enables all students to achieve academic success.

In addition, the Academy offers a full complement of academic programming including art, physical education, health and character/social skills development. Students also receive drug and alcohol prevention education in the appropriate grade levels.

The Academy employs a full time instructional coach who works closely with teachers and administrators to plan, pace, and assess the curriculum, to ensure its quality and alignment with State expectations and standardized tests. Additional methods of ensuring compliance with outlined curriculum standards include lesson plan monitoring, classroom observation, and submission of classroom goals to the coordinator.

TEACHING STAFF

The Academy teaching staff is composed of highly qualified teachers – which is defined by the **Elementary and Secondary Education Act (ESEA)** as being State Certified, teaching in their area of college study, and successful completion of a State test.

INSTRUCTIONAL AIDES

The Academy will employ a number of highly qualified instructional aides. A highly qualified aide is defined by the **Elementary and Secondary Education Act (ESEA)** as having at least two (2) years of higher education or successful completion of a State test.

SCHOOL SUPPORT STAFF

The Academy employs a variety of support staff personnel including Office Staff, School Social Worker, Special Education Teacher, Speech and Language Pathologist, School Psychologist, Occupational Therapist, Food Services/Enrichment Coordinator and Custodians.

GRADES / PROGRESS REPORTS / REPORT CARDS

The Academy has a grading procedure that is aligned with Common Core State Standards (CCSS) and the State of Michigan Grade Level Content Expectancies (GLCE). Teachers record progress toward mastery of the standards using the code M = Mastery, P = Progressing, and U = Unsatisfactory. A grade of "A" means that mastery has been achieved on the assessed skills. A grade of "B" or "C" indicates the learning is progressing in this area but mastery has not yet been obtained. Grades below "C" indicate that insufficient progress has been made in mastering the skills assessed. The Academy's Student Report Card includes an overall grade for each subject area. Assessments and Tests are weighted so as to make up the majority of the grade for each subject. Questions regarding the grading system should be directed first to the classroom teacher and then, if necessary, to the Principal/Instructional Coach.

Progress Reports are issued midway through each marking period.

Report Cards are issued following the conclusion of each marking period.

Parent Teacher Conferences are held from 4:00-5:00 p.m. each day Progress

Reports are issued. Parents should take advantage of these times to consult with the teacher about their child's progress.

Progress Reports

October 9, 2014
December 4, 2014
March 5, 2015
May 14, 2015

Report Cards

November 7, 2014
January 21, 2015
April 15, 2015
June 12, 2015 (mailed)

Parents who may wish more frequent academic updates on their child should speak with the classroom teacher.

STUDENT AWARDS

Following each marking period, students accomplishments in both academics and behavior/conduct are recognized through a number of awards: Principal's List, Honor Roll, Academic Improvement, Perfect Attendance, and Citizenship. Requirements for achieving these awards are:

FOR ALL GRADES:

Super CitizensExemplary in citizenship for the marking period
Perfect AttendanceNo absences for the marking period
Most ImprovedThe student who has shown the most dramatic improvement for the marking period.

STUDY TRIPS / FIELD TRIPS

School study and field trips are an extension of the classroom experience, and students' participation should not be viewed as optional. The majority of the trips undertaken will be single-day or less in duration. All study/field trips are contingent upon availability of funds and adequate supervision. Some fees may be necessary to cover the cost of participation and/or travel to and from a specific trip.

INSTRUCTIONAL PHILOSOPHY

IDEA 97 states that, to the maximum extent appropriate, children with disabilities should be educated with children who are not disabled. Special classes, separate schools or other removal of children with disabilities from the regular educational environment should occur only when the nature or severity of the disability of a child is such that education within regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. CCAE embraces this philosophy, believing that special education students can best be educated in the regular classroom. Our teachers accept responsibility for all

students in their classroom and modify, accommodate, and adjust teaching techniques and classroom activities to meet the learning abilities of all children.

CCAE makes every effort to identify, locate, and evaluate all children who may have disabilities (to one degree or another). For more information regarding assistance for students with disabilities or if you suspect a child may have a disability, please contact the school leader. This academy supports the principle that all persons are entitled to equal education and employment opportunities without regard to race, religion, color, gender, age, disability, English language proficiency, or national origin. Questions regarding Title IX and 504 compliance may be addressed to the school office.

ADDITIONAL ASSISTANCE & STUDENT CONCERNS

If after speaking with your child's teacher you would like further assistance in the case of a particular child or have unresolved concerns/issues, please contact the CCA-East Elementary administrators in this order: (1) School Leader, then (2) the school's Regional Vice-president (RVP).

PROMOTION, PLACEMENT, AND RETENTION

Student promotions and retentions are based in part on teacher recommendations – which comes only after intervention strategies have been tried in the classroom, and the student has been observed by members of the CCAE RTI Team. If a teacher determines that it is not in the best interests of the student to be promoted, the student is referred to the RTI Team and administration. While each recommendation made to the committee is handled on an individual basis, the general rule for a student to be considered for retention at that grade level is that she/he must have a cumulative grade of "E" in at least two of the core subjects, one of which must be reading.

The retention of a student in any grade is a serious matter and is always used as a last option where student academic success and development is at issue. This highlights the importance of parents being both aware of any difficulties that their child is having in any subject area and proactive in aiding the student during out-of-school times: **students are able to succeed only when the school and family are working together!**

STUDENT RECORDS

At CCA-East Elementary access to all student records is protected by the Family Education Rights and Privacy Act (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the Academy is prohibited from releasing confidential educational records to any outside

individual or organization without the prior written consent of the parents/guardian, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Such "confidential records" include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardian. To review a student's records, please provide a written notice, identifying the requested records, to the school leader. You will be given an appointment with the appropriate person, who will answer any questions and review the requested student records.

Parents/guardian and adult students have the right to amend a student's record when they believe that any of the information contained in the record is inaccurate or misleading or is in violation of the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and, if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the Academy has violated FERPA.

**UNITED STATES DEPARTMENT OF EDUCATION NOTIFICATION OF RIGHTS UNDER FERPA FOR
ELEMENTARY AND SECONDARY INSTITUTIONS NOVEMBER, 1996**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask ABTElementarySchool District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district does not amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by ABT Elementary School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents/guardians have the right to review any instructional material being used in the Academy. Copies of grade level curricula in all subject content areas are available for inspection by parents/guardians in the Main Office. Although parents/guardians may observe instruction in any class, as a matter of professional courtesy, **any parent/guardian who wishes to review materials or observe instruction must contact the School Leader prior to coming to the Academy.** Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.