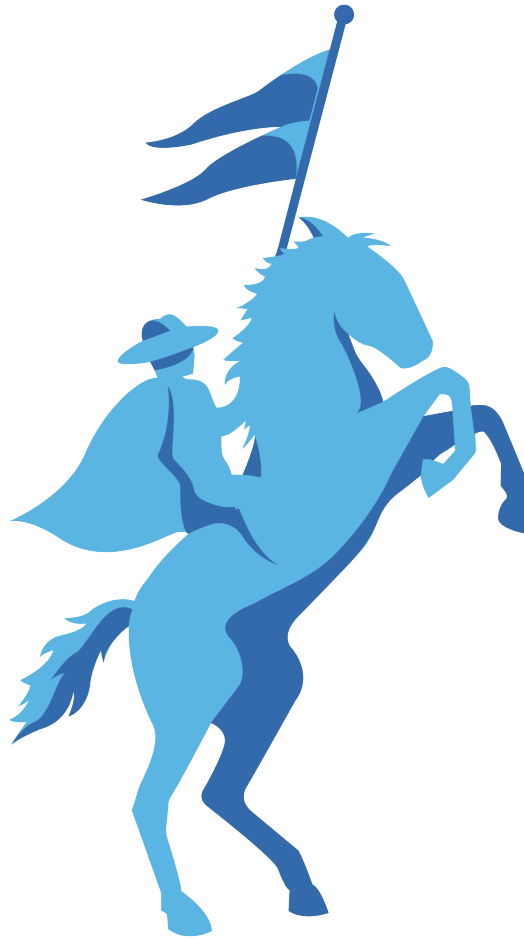


# Fort Caspar Academy

Parent \* Student \* Staff  
Handbook  
2016-2017



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Natrona County School District #1

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

## STATEMENT OF PHILOSOPHY

As a school of choice with the Natrona County School District, the ideology of Fort Caspar Academy is to emphasize the training of the intellect, teaching of basic academic skills, to promote parental involvement, and to provide a structured environment that enhances the learning process. This is accomplished by:

- *Teaching students to be self-disciplined and accountable for their actions.*
- *Instilling in all a sense of pride and responsibility for self and for others.*
- *Inspiring students to strive toward standards of excellence in all fields of endeavor.*
- *Preparing students for the world outside by challenging them to high standards of achievement within the classroom.*
- *Equipping students with the necessary skills to become decision makers and problem solvers.*
- *Developing an atmosphere of respect toward all students, regardless of ability, physical appearance and culture.*

# EXPECTATIONS OF STUDENTS AND PARENTS

## PARENTAL/GUARDIAN INVOLVEMENT

Parental involvement is the basis of Fort Caspar Academy values and contributes to the overall success of each student. For these reasons, a strong volunteer program is a vital aspect of Fort Caspar Academy. In order to help guide new Fort Caspar Academy parents the Governing Council has asked each family to provide their contact information for the Parent Mentoring Program.

Every family will be expected to donate a minimum of ten (10) hours per semester to the school. Parent(s)/Legal Guardian(s) are encouraged to seek out opportunities for volunteering in the school. Parent/Legal Guardian volunteers help develop school/home partnerships that result in an increased quality of education for our students.

Please contact your classroom teacher, your Governing Council representative, or our school's website at [www.fortcasparacademy.com](http://www.fortcasparacademy.com) to find out about volunteering opportunities. Governing Council representatives' names and contact information may be found on the school website.

### Ways to Volunteer:

- Discover Days
- Art Room
- Track Day
- Classroom Help
- Checking Homework
- Class Parties
- School Improvement
- Goal Teams
- P.T.O. Meetings
- Parent/Guardian Committees
- Library
- Enrichment/Extra-Curricular Activities

# CURRICULUM

## CURRICULUM OVERVIEW

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

## LITERATURE/READING/PHONICS

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

## MATHEMATICS - SAXON MATHEMATICS

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

## SPELLING

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

## ENGLISH/COMPOSITION

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

## SCIENCE

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

## HEALTH

The District Essential Curriculum guides our health curriculum. The human growth and development program and the HIV education for grade five, including information, discussion, and the viewing of videos, will be presented in the evening or after school with parent(s)/legal guardian(s) in attendance. Boys and girls shall be taught these classes separately.

## SOCIAL STUDIES

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

## **MUSIC**

Natrona County School District's K-5 Music Curriculum is in the process of being updated to fit the Wyoming State Music Standards. The text used is SPOTLIGHT ON MUSIC, by McMillan/McGraw-Hill, and GAME PLAN, by Randy DeLelles and Jeff Kriske. A structured general music and music appreciation program is taught in all grades K-5. Band or strings is also offered before school to fifth grade students. Chorus and any other music participation will be offered as extra-curricular activities, dependent upon demand for such, and volunteers to teach such programs.

## **ART**

Our FCA students art learning is guided by the current Wyoming State Visual Arts Standards and the Visual Arts Curriculum established by NCSD. Class room instruction uses a Discipline Based Model, where students are introduced to: Methods and techniques of art production, art aesthetics and critique, a historical context for art and an understanding of the relevance of art in students lives.

## **PHYSICAL EDUCATION**

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

## **TECHNOLOGY**

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

## **PENMANSHIP**

Neatness and legibility of penmanship are stressed through daily practice.

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

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

# ATTENDANCE

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

Please make sure your child is in school unless he/she is ill. Should a student need to be absent, please notify the school office before 9:00 a.m. on the day of the absence, which assures excused absence status (answering machine is on all night and early morning). If your child is ill, homework may be picked up between 3:30 and 4:00 p.m.

The school day ends at 3:30. If you need to take your child out of school early, please send a note with your child at the beginning of the school day. The teacher will not interrupt class time to give homework assignments for the day.

## EXCUSED AND UNEXCUSED ABSENCES

**Excused Absences** – The absence must occur with the knowledge and approval of the parent(s)/legal guardian(s) and for reason(s) approved by the Principal or his/her designee.

**Unexcused Absences** - The reason(s) for the absence has not been approved by the Principal or his/her designee even if it occurs with the knowledge and approval of the parent(s)/legal guardian(s).

**PLEASE refer to the NCSD Student/Parent Handbook – Policies & Administrative Regulations Section on Attendance.**

## EXCUSED AND UNEXCUSED TARDINESS

It is very important that your child be punctual. Two bells are rung, 5 minutes apart, at the beginning of the school day (8:45 a.m. and 8:50 a.m.). It is expected that students should be in their seats ready to work when the tardy bell rings. If a child comes to school after the tardy bell has rung, the child must first report to the office to be removed from the absence list and receive a pass to class. Tardiness is disruptive to the learning process. It has a negative impact on the entire class, not just the child who is tardy.

**Excused Tardiness** – The tardiness must occur with the knowledge and approval of the parent(s)/legal guardian(s) and for reason(s) approved by the Principal or his/her designee.

**Unexcused Tardiness** - The reason(s) for the tardiness has not been approved by the Principal or his/her designee even if it occurs with the knowledge and approval of the parent(s)/legal guardian(s).

**The school has established the following plan to help curtail tardiness:**

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

PLEASE refer to the NCS D Student/Parent Handbook – Policies & Administrative Regulations Section on Attendance.

### ARRIVING AT SCHOOL IN THE MORNING

It is very important that your child arrive at school on time. Unless your child is attending a special, scheduled activity or appointment, he/she should not arrive at school earlier than 8:00. Anyone arriving before the 8:45 bell must go directly to the playground. People may not loiter in the school building.

### SAFETY - COMING TO AND LEAVING SCHOOL

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

1. Students and visitors must enter/exit the building through the middle front doors. (Exception: At the end of the school day, Kindergartners only may exit the building through the southeast doors (kindergarten hallway) to meet parent(s)/legal guardian(s).)
2. Instruct your children carefully as to where you will drop them off and pick them up after school.
3. Always drop your child off and pick them up at the designated area in the front of the building.
4. Please do not stop your car on the crosswalk, in a handicap zone, or in the drive-through lane when you pick up or deliver your child.
5. Children should get in the car on the passenger side of the vehicle.
6. When picking up or dropping off your child, make certain that he/she crosses the street or drop-off lane in front of the school only at the designated crosswalks.
7. There is a drop-off lane in front of the school for drop off and pick up only. The right lane is for loading and unloading of students. The left-hand lane is a through traffic lane. **UNDER NO CIRCUMSTANCES** should students enter or exit a vehicle in the left-hand lane.
8. **No vehicles shall remain unattended in either lane for any reason or for any duration.** If parent(s)/legal guardian(s) need/desire to leave the vehicle, then it should be parked in the parking lot.
9. Due to **SAFETY CONCERNS**, Please **DO NOT drop students off in the handicap parking area located near the kindergarten playground.**
10. Be Courteous.

### GOING HOME AFTER SCHOOL

Students are to go home directly after school. Students should not linger, but go directly home. Students being transported by parent(s)/legal guardian(s) should go directly to their assigned pickup area. Parent(s)/Legal Guardian(s) providing transportation should be at the school site when school is dismissed. There is no adult supervision for students after school is dismissed. For bus students, parents must contact the office directly if a student is deviating from their normal bus schedule to be picked up afterschool, for their safety.

### PICKING UP YOUR CHILD DURING SCHOOL

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



## LEAVING SCHOOL GROUNDS

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

## DOCTOR APPOINTMENTS

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

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

## TRANSPORTATION

Fort Caspar Academy is a school of choice. It is the parent's/legal guardian's responsibility to make certain that the student arrives at school at the specified time. School District bussing is available. Parent(s)/Legal Guardian(s) interested in bussing should indicate so on the NCSD Student Enrollment form. **The NCSD Transportation Department phone number is (307) 253-5283.** Bussing information can also be found at [www.natronaschools.org](http://www.natronaschools.org).

# GENERAL INFORMATION

## BELL SCHEDULE

First Bell	8:45
Tardy Bell	8:50
Dismissal Bell	3:30

## ENROLLMENT

Fort Caspar Academy is a school of choice within the public school system in Natrona County. There is no tuition, and no standards for entry are required of the students. Any K-5 child residing in Natrona County may attend on a basis of availability of openings. Prior to initial enrollment, at least one parent/legal guardian is required to attend an orientation session and visit one classroom. At the beginning of each school year, at least one parent/legal guardian is required to attend the annual Back-to-School Night where parent(s)/legal guardian(s) will sign a Contract of Mutual Responsibilities (see appendix "A").

## CLASS PLACEMENT

Students will be grouped heterogeneously at all grade levels. Parent(s)/Legal Guardian(s) may request a specific teacher if they can show a compelling reason for the requested assignment. Forms to request a specific teacher will be available in the school office and must be submitted no later than the last day of the previous school year. However, assigning students to individual classes is the prerogative of the principal. Teachers are expected to provide academic situations that challenge the students. It is the parent(s)/legal guardian(s) responsibility to provide additional enrichment activities for their children. Class lists will be posted on the front doors of the school one week prior to the first day of school.

## PREFERENCE LIST FOR FUTURE KINDERGARTNERS

Parent(s)/Legal Guardian(s) with children who have not yet started school may contact Fort Caspar Academy to place their children on our kindergarten preference list beginning when their child reaches his or her third birthday. **After parent(s)/legal guardian(s) have completed an orientation session at FCA and the District enrollment process**, staff from Fort Caspar Academy will communicate with the District Enrollment Office to ensure that students on our kindergarten preference list are given open spots in the order in which parent(s)/legal guardian(s) informed the school until capacity is reached. When capacity is reached at Fort Caspar Academy, children remaining on the kindergarten preference list will be enrolled in other schools according to their remaining choices and schools' capacities. **Please refer to the NCSD open enrollment guidelines for further details on this process.**

The kindergarten preference list will maintain "Sibling" and "Non-Sibling" categories for each academic year. All children with a sibling who has been enrolled in FCA for a full academic year (enrolled in FCA prior to the end of the first grading period and completed the academic year) have priority over students who do not have siblings enrolled at FCA. To ensure sibling priority, parent(s)/legal guardian(s) have the responsibility to register their children as soon after their third birthday as possible with Fort Caspar Academy's front office. Failure to register children as outlined will result in loss of sibling priority. If the parent(s)/legal guardian(s) of a kindergarten student who is selected for enrollment at FCA chooses to delay enrollment to the next year, the child will be placed at the top of the kindergarten preference list for the next year's kindergarten class. Names will be removed from the kindergarten preference list only after FCA office personnel verify the parent(s)/legal guardian(s) desire to have a child's name removed. Date and time of removal from the kindergarten preference list and method of verification will be recorded.

## DISTRICT WAITING LIST

At the conclusion of the District's open enrollment process, parent(s)/legal guardian(s) will be informed of their children's placement. Parent(s)/Legal Guardian(s) wishing to attend Fort Caspar Academy who were placed in other schools by the District due to lack of capacity in any grade level at Fort Caspar Academy may call the District Enrollment Office to be placed on the District waiting list for Fort Caspar Academy. **Please call the Enrollment Office (253-5322) for more information regarding current District Wait List policy and procedures.**

## FORT CASPAR ACADEMY PARENT/GUARDIAN-TEACHER ORGANIZATION

The Fort Caspar Academy Parent/Guardian-Teacher Organization (PTO) is a very important element of Fort Caspar Academy. All parent(s)/legal guardian(s) are members of the PTO. A governing council, made up of elected voting members, meets regularly to act on matters of policy and concern. The Governing Council represents the general membership and promotes the policies and stated purposes of the PTO. All parent(s)/legal guardian(s) of Fort Caspar Academy students are invited and encouraged to attend these meetings as a part of their volunteer commitment to the school. Meeting dates are generally scheduled for the first Tuesday of each academic month and will be published on the FCA website. Please feel free to contact members of the Governing Council at any time.

## VISITS TO SCHOOL

Fort Caspar Academy has an Open Door Policy and we welcome and encourage parent(s)/legal guardian(s) to come to school frequently to visit their child's classroom and to take an active part in the education of their child. Please check with the office and/or classroom teacher for the best time(s) to visit your child's classroom. **Visitors to the school are required to stop by the school office to pick up a visitor's badge and sign in before proceeding into other areas of the building.** If visiting a classroom, please do not bring non-school age children, and turn off your cell phones. Make sure your visit does not disrupt classroom learning. Please sign out upon leaving the building.

## SCHOOL CLOSURE/EMERGENCY PHONE NUMBERS

If a decision is made by District administration to close the school, notice of such will be forthcoming on any of the major radio or TV stations. It is important for all parent(s)/legal guardian(s) to list a minimum of one emergency phone number on the Student Enrollment Form. This emergency number can be a work number, a friend, or a neighbor who may know how to contact you in case of an emergency at school. Please make sure that the phone number the school has for you is current as you will be notified by the NCSD Campus Messenger system of school emergencies or announcements.

## BREAKFAST PROGRAM

A breakfast program is in place at Fort Caspar Academy. The cost of breakfast is indicated on the breakfast menu. Breakfast is available starting at 8:00 and ends at 8:30.

## LUNCH PROGRAM

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

**PLEASE REFER to the NCSD Student/Parent Handbook – Food Service -Meal Plans section for more detailed information.**

### **NURSE**

A school nurse is provided for FCA. The nurse will complete health assessments, review immunizations, and provide health instructions. The nurse will also provide care for injury or illness and make referrals when necessary. The nurse will communicate with parent(s)/legal guardian(s) as needed. In addition, all parent(s)/legal guardian(s) are welcome to ask for assistance from the nurse with any health problem they may have with their children.

**PLEASE REFER to NCSD Student/Parent Handbook for information on illness in the school setting, immunizations, and medication options.**

### **LOST & FOUND**

If your child has lost an article at school, please check the lost and found box. Much confusion will be eliminated if names are placed on all articles of clothing, notebooks, etc., before they are brought to school. Items will be displayed in front of the main office at the end of each quarter for one week, after which all remaining unclaimed items will be donated to a local charity.

### **CELLULAR PHONES AND OTHER ELECTRONIC DEVICES**

Students are welcome to use the hall phone with a permission slip from his/her classroom teacher. Students may not use personal mobile phones, or other electronic devices, while in the school building during school hours or while under the supervision of staff (e.g. bus students). Mobile phones, and other electronic devices, must be turned off and placed in the student's personal backpack. Should a parent / legal guardian need to contact his/her child, please call the office and a message will be sent to your student. Any change in transportation plans need to be coordinated through the office, including bus students.

### **PARENT/GUARDIAN CONCERNS**

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

### **LIBRARY & BOOK FINES**

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

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

### **GRADES**

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

A - Excellent (93-100%)

B - Above Average (85-92%)

- C - Average (77-84%)
- D - Below Average (70-76%)
- F - Unsatisfactory (Below 70%)

## HONOR ROLL

The honor roll criteria are:

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

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

Honor Rolls are posted at the end of each quarter in the glass case in front of the library.

## REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine weeks and are taken home by students, examined, and the report card envelope is signed by parent(s)/legal guardian(s) and returned to the teacher. Additionally, the teacher halfway through each quarter (excluding the 1st quarter) will issue individual student progress reports.

## PARENT/GUARDIAN-TEACHER CONFERENCES

Parent(s)/Legal Guardian(s)-Teacher conferences are held at the end of the first quarter and during the third quarter as per adopted school district schedule. Parent(s)/Legal Guardian(s) will be notified of the specific schedules for the conferences. We feel these conferences benefit the students, parent(s)/legal guardian(s) and teacher.

## GUEST SPEAKERS / ASSEMBLY PROGRAMS

The teacher and the principal will approve all guest speakers and assemblies. Each speaker or program must be evaluated for grade-level merit.

## WHOLE GROUP INSTRUCTION

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

## ACADEMIC SUPPORT SERVICES / TUTORING

Academic support services will be provided for all new students and for students who fall behind providing they qualify for additional assistance as determined by the teacher and/or Building Intervention Team (BIT). If a parent(s)/legal guardian(s) feels that their student is in need of additional tutoring, a meeting should be requested by the parent(s)/legal guardian(s) with the teacher to discuss academic support services availability. The parent(s)/legal guardian(s) also shall have the opportunity to make a request for academic support services by contacting the Building Intervention Team in a meeting if their concerns are not alleviated during the initial teacher meeting.

Tutoring may be provided by certified tutors, teaching assistants, classroom teachers, or volunteers, and may take place before, during or after school. Once notified that their students need tutoring, parent(s)/legal guardian(s) is/are expected to provide transportation on days when assigned tutoring takes place outside of school hours (i.e., having the student at school by 8:00 a.m. or picking up the student at 4:00 p.m.). Siblings of students being tutored may go to the library.

New students to Fort Caspar Academy (other than kindergarten) enrolled over the summer are expected to attend a one-week summer class sponsored by the school. It is also recommended that parent(s)/legal guardian(s) attend a Spalding mini-course in order to assist their children at home. These mini courses will be offered at the school on an as-needed basis.

## **SPECIAL EDUCATION**

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

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

## **STUDENT RETENTION**

Moving automatically from one grade to the next is not always the best thing for a child. Some children have a better chance for success if they remain at a grade level for an extra year.

A meeting with the principal as well as a separate meeting will be required before a decision to retain a student is made. The decision will always ultimately remain with the parent.

## **FIELD TRIPS**

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

## **AUDIO-VISUAL**

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

## **INTERNET ACCESS**

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

## **EXTRA-CURRICULAR ACTIVITIES**

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

## **AFTER-SCHOOL SPORTS PROGRAM**

A variety of after-school sports programs are offered throughout the year. Information on sponsored sports programs are regularly sent home with your student(s). Please check your student(s) homework folders for

this information. Fourth and fifth grade basketball and volleyball are provided through the Casper Recreation Center.

## **STUDENT DIRECTORY**

Because of the federal mandate regarding privacy, a student directory will not be published.

## **BICYCLES**

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

## **SCHOOL PARTIES**

Each class has the opportunity to have two parties per year (Christmas and Valentine's). The format will be at the discretion of the teacher and the approval of the principal. Parties are planned and run by parent(s)/legal guardian(s) volunteers. Please contact your teacher to learn how you can help. There is also an all-school picnic (Last Blast) at the end of the school year. Please contact your teacher, Governing Council representative or the FCA website for additional information.

## **BIRTHDAYS**

Teachers recognize children on their birthdays; however, during class time no other birthday recognitions (including balloons, flowers, presents, stuffed animals, etc.) are permitted. Students may supply birthday treats for the class, and Parent(s)/Legal Guardian(s) of students may hand out birthday treats at a time determined by the teacher.

## **CONTACTING TEACHERS**

Fort Caspar Academy has an Open Door Policy and we welcome and encourage parent(s)/legal guardian(s) to get in contact with their student's teacher. However, in order to have proper time to address your concerns, please refrain from impromptu meetings with teachers. Parent(s)/Legal Guardian(s) are encouraged to make phone calls to staff members during normal school hours (8:00 a.m. - 3:45 p.m.), write a note on their child's homework sheet, or contact teachers by email to schedule meeting times.

## **FINGERPRINTING**

Natrona County School District (NCSD) requires chaperones, sponsors, and volunteers to complete a background check by completing the fingerprint process before participating in school-sponsored events that take place away from the school building (e.g. field trips). There is not a charge to the non-employee chaperone (i.e. parent/legal guardian), sponsor, or volunteer. Please call the Human Resources office at 253-5225 to schedule an appointment to have your fingerprints taken. The results can take up to eight weeks. Fingerprint processing is through the Department of Criminal Investigation. Once a background check has been completed, the non-employee chaperone, sponsor, or volunteer will only need to complete the process again if he/she does not volunteer from one academic year to the next. In other words, a non-employee chaperone, sponsor, or volunteer will need to serve in the volunteer capacity continuously, from one academic year to the next.

Within the confines of school premises and under the supervision of staff, parent/legal guardian volunteers to do not need to be fingerprinted. However, if a parent/legal guardian is volunteering to coordinate extra-curricular activities (i.e. Lego Robotics, basketball coach, etc.), fingerprinting is required.

# HOMework / CLASSWORK

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

### HOMework

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

1. To teach personal responsibility and time management skills.
2. To keep parent(s)/legal guardian(s) informed about what their children are studying.
3. To provide opportunity to practice academic concepts learned in class.

All students, K-5, receive homework four nights a week, Monday through Thursday, except before holidays. Parent(s)/Legal Guardian(s) will assist students with homework by providing a time, place, and quiet environment for their child. Parent(s)/Legal Guardian(s) agree to sign the homework form indicating that they have seen the assignments. Following are the minimum as well as the maximum guidelines for homework for which parent(s)/legal guardian(s) should plan:

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

These guidelines are meant to **estimate** the amount of time the average student will need to complete all daily and long-term assignments. **These guidelines reflect time on task.** All assigned homework must be completed each evening. If a child spends over the maximum amount of time per day on homework, parent(s)/legal guardian(s) should indicate the amount of time spent. If a child has difficulty with a particular concept, parent(s)/legal guardian(s) should indicate such on the homework sheet that accompanies the child home each night. Standards of neatness and accuracy are to be maintained regardless of the subject matter area.

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

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

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



20% will be deducted from the grade of any assignment that is turned in late (late is indicated by the 8:50 bell). Assignments that are 2 or more days late will receive a grade of "0." However, all assignments must be completed, regardless of how late they may be. In grades kindergarten through second grade, one ticket is taken for incomplete/late homework. In third through fifth grade there will be one ticket taken for each incomplete/late homework assignment up to three tickets; there is a maximum of three tickets taken in one day for things related to homework. (see Rule 5, page 10)

Homework must be requested by a parent when the parent calls to notify the school of a student's absence. Homework requested prior to 9:00 a.m. will be available at the office for the parent to pick up at 3:30 p.m.

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

### **REQUIRED READING / BOOK REPORTS / RECITATIONS**

Students in grades 1-5 will complete at least 1 written book report per grading period. The books will be approved by the teacher. Failure to complete the required book report is considered a missed assignment. Each student should keep a reading book in his/her desk at all times.

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

# DISCIPLINE

## SCHOOL RULES

School rules are established by parent(s)/legal guardian(s) and teachers. The following rules apply while students are attending Fort Caspar Academy:

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

The following school rules apply throughout the school campus:

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

## DISCIPLINE

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

Except for unusual circumstances, the following consequences, which begin over each day, will be adhered to within the school building during normal school hours, and on all school-sponsored activities (e.g. field trips):

### **Ticket System**

**1st level** (green): Warning from teacher or staff.

**2nd level** (blue): 5-minute detention during a designated recess.

**3rd level** (pink): 15-minute detention during a designated recess and a call to the parent(s)/legal guardian(s) by the teacher.

**4th level** (red): A short visit to the principal's or administrative manager's office followed by a conference with the child, parent(s)/legal guardian(s), teacher & principal or administrative manager after school or before school begins on the next day.

**5th level** (purple): Child sent immediately to the office. Child sent home for the remainder of day, following due process. If the fifth level is reached prior to lunch, the child may return the following morning. However, if the fifth level is reached after lunch, the child may not return to class until after lunch the following day. **A re-entry meeting/conference with the child, parent(s)/legal guardian(s), teacher & principal or administrative manager is required before the student can return to school.**

### **Citations for Serious Behavior/Offense**

When a "SERIOUS OFFENSE" takes place anywhere on school property or on a school-sponsored activity (e.g. field trips), a **citation** is issued. The following will be considered a "SERIOUS OFFENSE" and will result in a minimum of a written citation and a letter to the parent(s)/legal guardian(s), briefly explaining the conduct, which must be signed and returned the next school day, and one (1) point assigned:

- Roughhousing, fighting, wrestling, attempting to provoke fights, kicking, hitting, or any other type of assault, provoked or unprovoked.
- Obscenity or profanity (including name-calling or any type of inappropriate behavior of an obscene nature).
- Detrimental conduct, insubordination, talking back, or other disrespect of authority.

**The citation MUST be signed and returned by the student's parent(s)/legal guardian(s) by the end of the third day, or the child will receive one day of out-of-school suspension.**

### **Point System**

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

#### **Tickets:**

1 point for reaching level 3 (pink ticket)

2 points for reaching level 4 (red ticket)

3 points for reaching level 5 (purple ticket)

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

**Citations:** 1 point will be given when a "SERIOUS OFFENSE" takes place.

#### **Consequences for receiving points will be as follows:**

- **6 points** = Parent(s)/Legal Guardian(s), student, teacher, principal or administrative manager to have a conference prior to a student attending class on the following day.
- **10 points** = Temporary suspension - 1 day of suspension, following due process. Generally this will be out-of-school suspension. A re-entry meeting/conference prior to a student attending class on the following day.

- **14+ points** = Principal's discretion - may include additional days of suspension or other appropriate action with due process. Generally this will be out-of-school suspension.

The point system begins over at the end of the 2nd quarter. The principal, administrative manager, teachers, and staff may administer other consequences for disciplinary infractions when necessary.

# DRESS CODE

## DRESS CODE & PERSONAL APPEARANCE

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

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

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

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

1. **Uniforms** such as Cub, Boy Scout, Brownies, Girl Scout and the like are acceptable school attire. However, caps will not be worn in the building.
2. Shirts or clothing with suggestive words or phrases, pictures and advertisements of cigarettes, narcotics, alcoholic beverages, or any type emblems, pictures or writing not appropriate for school will not be permitted. No concert or music shirts are permitted.
3. Sweaters and sweatshirts should not extend beyond the hips. Any shirt or blouse should cover the back, top of shoulders, and stomach. Halter-tops, spaghetti strap or tank-top shirts, low-cut tops, or tops that expose the midriff or undergarments are not permitted. The size of shirts or blouses shall be appropriate to the student's body size and shall not be unduly oversized. Shirts must not be ripped or frayed.
4. Shirts and pants are to be normal-fitting, not being over or under-sized. Shirts must be worn tucked inside pants or skirts, with the exception of sweatshirts, sweaters, and coordinated tops styled to be worn with stretch pants. **Belts must be worn with garments having belt loops.** Pants shall be worn so that the waistband is worn at the waist and not below the waist. The size of the pants shall be appropriate to the student's body size and not be unduly oversized. Wording on the seat of pants draws attention to that area and is distracting, so it is not allowed. Tights or leggings must be worn with a shirt, blouse, or tunic that is long enough to cover one's behind. As stated in dress code 3 above, shirts must be in proportion to student's body size. Oversized shirts may not be worn to cover the behind. **Pants must not be ripped or frayed. \*Applies to both boys and girls.**
5. Skirts, Skorts, Dresses, and Shorts: Skirts, skorts, and dresses must be no shorter than 2" above the knee and shorts must be no shorter than 4" above the knee.  
**\*\*Unacceptable Shorts:** Athletic shorts including spandex-style "bicycle" shorts, cut-off jeans, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts are not permitted. Shorts must not be ripped or frayed.
6. Shoes: No wheels or cleats are allowed on bottoms of shoes. Appropriate shoes are to be worn with socks. Thongs, flip-flops, and platform shoes will not be permitted. However, sandals well secured at the toes and ankles will be permitted during hot weather. Socks are optional with sandals.
7. Earring(s) will not be worn by boys. Students will not wear makeup while at school. **No visible tattoos (permanent or wash-off) are permitted.**

8. **Hair** color shall not be unnatural in color and hairstyle shall not be a distraction (e.g. spiked Mohawks, hair tattoos, etc.).
9. Coats and jackets will be removed while inside the classroom. Coats and Jackets are defined as garments designed with an outer shell and a liner with or without added insulation. Lined Jackets are only allowed in the classroom if they are of professional type attire, such as a lined sport coat or blazer, and if all other criteria are met.
10. Single layer outer garments, including but not limited to sweaters and vests, may be worn in the classroom over regular clothing subject the following criteria:
  - Garments must fit normally and not be oversized or undersized for the student so as not to interfere with academic activities such as writing, hearing, etc.
  - Garments should be constructed of a single layer of material such as knit, cotton, fleece or other similar material. Garments to be worn in the classroom may not be lined as defined in “Coats or Jackets” (See Sect. 9).
  - Garments must be constructed of a material that is not distracting during class activities. For example, garments which make noise during movement in the classroom are not permitted to ensure all students can hear and be heard.
11. Appropriate head wear for inclement weather is permitted, but **must be removed in the school.**

### Dress Code Enforcement

For **serious violations** of the dress code (attire or hair color/style which is totally unacceptable), parent(s)/legal guardian(s) will be required to make an immediate correction. The principal or administrative manager shall contact the student’s parent(s)/legal guardian(s) and direct them to come to the school and retrieve their student. The student shall not be allowed to return to school until the student’s attire and/or hair has returned to a non-distractive state, as determined by the principal or administrative manager.

For **minor violations** in the dress code, a dress code citation will be issued for each violation with the following consequences

1st-2nd offense	A Dress Code citation will be issued for each offense.
3rd offense	A Discipline point will be issued resulting in a phone call to the parent(s)/legal guardian(s) from the principal or administrative manager.
4th offense	A conference with the principal or administrative manager, parent(s)/legal guardian(s), and student will be held.

Dress code citation points start over at the end of the 2<sup>nd</sup> quarter.

Appendix A  
**FORT CASPAR ACADEMY  
CONTRACT OF MUTUAL RESPONSIBILITY**

**STUDENT**

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

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

Student Signature: \_\_\_\_\_

**PARENT/LEGAL GUARDIAN**

**As a parent /legal guardian at Fort Caspar Academy, I agree to:**

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

Parent/Legal Guardian Signature: \_\_\_\_\_

**TEACHER**

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

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

Teacher Signature: \_\_\_\_\_

**ADMINISTRATOR**

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

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

Administrator Signature \_\_\_\_\_