

CHRISTOPHER ACADEMY

STUDENT- PARENT
HANDBOOK

2009-2010



CHRISTOPHER ACADEMY
 STUDENT-PARENT HANDBOOK
 2009 ~ 2010
 TABLE OF CONTENTS

Admission Policy	8
Asbestos Management Plan	13
Attendance Policy	12
Birthdays	18
Board of Directors	7
Calendar	4 - 5
Cell Phones (Students)	14
Child Abuse/Neglect	13
Class Visitation	15
Conduct	21 - 22
Conferences	15
Communication	14
Computer Use Policies	26 - 27
Dress	8
Driving Pattern/Carpool	10 - 11
Emergencies	16 -17
Emergency Closings	8
Faculty/Staff	6
Field Trips/Approved Driver List	24 - 25
Financial Assistance	9
Food Allergies	18
Health	13
Hours	6
Late Arrivals/Early Departures	8
Medication	13
Mission and Philosophy	2
Parent Teacher Organization	3
Projects/Homework for Elementary	15
Release of Students/Picking Up After Carpool	11
Schedules	28 - 33
Snacks/Lunch	18
Student Communication	14
Supplies	19 - 20
Tuition and Registration Fees	9
Volunteers (Room Parents, Class Parties, Events)	23
Who to Contact	14

Christopher Academy Mission Statement

The mission of Christopher Academy is to provide a developmentally appropriate curriculum in a stimulating environment that *fosters a love of learning*.

Philosophy

At Christopher Academy, the teaching philosophy is guided by several beliefs. These beliefs direct our goals, our actions, and our programs. We believe:

Students are eager to experience the sights, sounds, smells, textures and tastes of the world surrounding them. Physical, social, intellectual and academic growth is stimulated by an environment rich in a variety of people, materials and experiences. Our developmentally appropriate curriculum gives students many opportunities to interact with others, explore real life materials, solve problems and express themselves creatively.

Students thrive in a caring, nurturing and safe learning environment. They feel safe to take risks as they strive to acquire new skills and build on previous experiences. As students meet with success, they can accept new learning challenges. Confident learners know with practice and assistance they will succeed.

Students become independent thinkers and workers as they acquire a strong foundation in both academic and life skills. Teachers are challenged to identify the unique strengths, interests, talents and needs of each student and to provide an environment in which every child may progress and flourish.

Students know they are valued. A positive learning environment supports development of good character and positive self-esteem. Students learn to value community and good citizenship as they share their learning experience with students and teachers of diverse backgrounds. Students are supported instructionally and emotionally while being challenged to achieve their fullest potential.

Students will strive to meet high expectations. We encourage them to do their best cognitively, socially, physically and emotionally. They respond by putting forth the energy and effort needed to succeed.

Students love to learn. Christopher Academy strives to constantly provide a developmentally appropriate environment for every child that will foster this desire to learn for a lifetime.

PTO Welcomes You!

Mission: The mission of the Christopher Academy Parent Teacher Organization is to support our children as they grow and develop into confident individuals who love learning.

We invite **ALL** parents to participate in the Parent Teacher Organization for the 2009-2010 school year.

For questions please contact:

Pam Kosinski, President
Tonya Feamster, Vice President
Kristen Dellinger, Secretary
Beth Lydon, Treasurer

Mark your calendars for these special PTO events:

Family Welcome Picnic: SEP 26, 12:00-4:00pm, Coast Guard Base

PTO morning gatherings: All begin after morning carpool at approximately 8:50 a.m.

OCT 13
JAN 12
APR 13
MAY 11

PTO evening programs: SEPT 15, 6:15 p.m., before Back to School Open House

NOV 17, 7:00pm
MAR 23, 7:00pm

Annual Golf Tournament: OCT 8, Elizabeth Manor

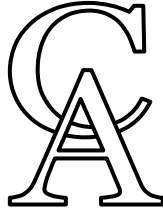
Annual School Auction: MAY 1 (evening event, adults only)

December Mouse Breakfast: DEC 5, 9:00am (Santa visit)

Book Fairs: NOV 16-20 (Scholastic)

MAR 22-26 (Scholastic)

MAY TBA (Usborne)



**CHRISTOPHER ACADEMY
2009 ~ 2010 CALENDAR**

August	31	Teacher Workday
September	1	Orientation for Preschool, Pre-Kindergarten, New Students
	2	First Day of School, <i><u>early dismissal</u></i> , Grades K ~ 5 th
	3	Grades K – 5 th only, <i><u>early dismissal</u></i>
	4	Grades K – 5 th only, <i><u>early dismissal</u></i>
	8	First Day of School, Preschool and Pre-Kindergarten Full Day for Kindergarten
	9	First Day for K-Cubs, 11:45 a.m.
	15	Open House for K – 5 th grades
	26	Back to School Picnic
	29	Faculty Meeting, <i><u>early dismissal</u></i>
October	8	Golf Tournament
	30	Faculty Meeting, <i><u>early dismissal</u></i>
November	2	Faculty Workday, VAIS, <u>school closed</u>
	11	Parent/Teacher Conferences, <u>school closed</u>
	12 & 13	School Pictures
	24	Celebration of Grandparents and Special Friends
	25	Thanksgiving Holiday, <i><u>early dismissal</u></i>
	26 – 27	Thanksgiving Holiday
December	2	Faculty Meeting, <i><u>early dismissal</u></i>
	5	Holiday Mouse Breakfast
	22	Faculty Meeting, <i><u>early dismissal</u></i> Last Day before Winter Break

CHRISTOPHER ACADEMY
2009 ~ 2010 CALENDAR
(Continued)

January	4	School Reopens
	18	Martin Luther King Day
		Faculty Workday, <i><u>school closed</u></i>
February	3	Faculty Meeting, <i><u>early dismissal</u></i>
	5	Parent/Teacher Conferences, <i><u>school closed</u></i>
	15	President's Day, <i><u>school closed</u></i>
	19	Contracts for 2010/2011 due
	21 – 23	VAIS Interim Visit
	23	Faculty Meeting, <i><u>early dismissal</u></i>
March	5	Faculty Workday, <i><u>school closed</u></i>
April	2	<i><u>Early Dismissal</u></i> , Begin Spring Break
	5 – 9	Spring Break
	12	School Reopens
	15 – 16	School Pictures
	22 – 30	Testing, 2 nd – 5 th Grades
May	3 – 5	Testing, 2 nd – 5 th Grades
	27	Last Day of School for T/TH Threes
	28	Last Day School for M/W/F Threes
	28	Field Day & Faculty Meeting, <i><u>early dismissal</u></i>
	31	Memorial Day, <i><u>school closed</u></i>
June	9 -10	<i><u>Early dismissal days</u></i> , Parent/Teacher Conferences, PM
	11	Last Day of School, <i><u>early dismissal</u></i> Annual Musical Presentation

Emergency closings: The School has built in 2 days of banked hours for closings. Additional days missed will be made up using Teacher Workdays and if necessary days from Winter/Spring Breaks.

**CHRISTOPHER ACADEMY
FACULTY AND STAFF
2009/2010**

Jill Atchley	Business Manager & Technology Coordinator
Kathy Batkin	Librarian
Kim Bikowski	Elementary
Carmen Campbell	Admissions Director & Administrative Assistant
Annette Crandall	K & Elementary
Donna Davenport	Pre-Kindergarten & Elementary
Julie Deans	Preschool, K & Elementary
Martha Diorio	Elementary
Beth Dryden	Elementary & Office Assistant
Leigh-Ann Hartley	Pre-Kindergarten & Elementary
Donna Keene	Preschool & Kindergarten
Amy Morrell	Elementary
Tammy Penland	Kindergarten
Nancy Perkins	Kindergarten & Elementary
Lindy Riley	Elementary & Marketing Coordinator
Pam Sexton	Elementary
Phyllis Shannon	Head of School
Alisa Smith	Elementary Spanish
Kathy Tarr	Pre-Kindergarten & Elementary
Miriam Terry	Elementary
Adelina Vairo	Elementary
Mary Lou Wilson	Elementary

HOURS: School begins: Wednesday, September 2, for K - 5th grades
 Tuesday, September 8, for T/TH Preschool & Pre-Kindergarten
 Wednesday, September 9, for MWF Preschool

Preschool students attend 8:30a.m. - 11:45a.m. on their scheduled days through May.

Dismissal carpool begins at 11:35 a.m.

Pre-Kindergarten students attend every day 8:30a.m - 11:45a.m. through June 11.

Carpool begins at 11:45 a.m.

Kindergarten students attend every day 8:30 a.m. - 11:45 a.m. except on Tuesdays.

All Kindergarten students stay a full day every Tuesday from 8:30 a.m. - 3:00 p.m. beginning September 8. Carpool begins at 11:45 a.m. except every Tuesday.

K-Cubs remain in school Monday, Wednesday, Thursday and Friday until 3:00 p.m.

Elementary students attend every day 8:30 a.m. - 3:00 p.m. Note early dismissal dates on the school calendar.

**Christopher Academy
Board of Trustees
2009/2010**

E. Warriner Atkinson	Tina Fricke*
R. Franklin Hawkins (Treasurer)	Charles E. Morrell* (Vice Chair)
Fran Ossman	Robert S. B. Ossman
R. Scott Morgan (Chair)	P. Ward Robinett
Vasken Tenekjian	Janette Turner
Elise E. Walthall*(Past Chair)	Sharon C. Waters
Dianne H. Williams*(Secretary)	

* Denotes parent of a currently enrolled student.

The Christopher Academy Board of Trustees is committed to ensuring that all activities of the School support our Mission and Philosophy. The Board oversees the operations of the School including establishing and revising policy, setting registration and tuition fees, developing short and long range goals, and monitoring all personnel and financial procedures. The Members of the Board represent a broad cross section of our community including parents of current and former students, individuals with financial and development expertise, and one alumna.

Who to Contact: Parents may contact any member of the Board of Trustees with questions, suggestions, or concerns. The Executive Committee of the Board works closely with the Head of the School.

Members of the Executive Committee are:

Scott Morgan, Chair
Charles Morrell, Vice Chair
Frank Hawkins, Treasurer
DeeDee Williams, Secretary
Elise Walthall, Past Chair

Board Meetings: The Board of Trustees meets a minimum of five times each year. Executive Committee meetings and Board Committee meetings are scheduled between full Board meetings as frequently as needed. Parents who wish to bring a suggestion or concern to the Board may contact the Board Chair directly or through another Board Member. Parents desiring to speak at a Board meeting may contact the Board Chair and request time on the agenda. Contact any Board Member or the School office for meeting dates.

Board Minutes: Board minutes are on file in the School office. Parents may see Board minutes by contacting the Head of the School. Please note that any confidential information relative to a student or to personnel will be omitted from minutes made available to the parents.

ADMISSION POLICY: Christopher Academy does not discriminate on the basis of race, origin, religion or sex regarding admission or employment.

Preschool students must be three on or before September 30 of the current school year and must be toilet trained.

Pre-Kindergarten students must be four on or before September 30 of current school year.

Kindergarten students must be five on or before September 30 of the school year. Prospective kindergarten students must have a recommendation from their Pre-K teachers and be given the Kindergarten Inventory of Developmental Skills (KIDS) assessment.

Elementary grades (1st - 5th) will be given Individual Reading Inventory and a math assessment prior to acceptance. Recommendations from current teachers and records from their previous schools are required prior to enrollment in the elementary program. Students must have demonstrated satisfactory progress in the previous grade to be promoted to the next grade.

LATE ARRIVALS/EARLY DEPARTURES:

A sign-in/sign-out log is kept in the office for students who arrive late or leave early. Late students must be brought to the office to be signed in. Parents of 3rd, 4th and 5th grade students must also sign-in/sign-out at the school office before dropping off or picking up at Centenary.

Parents or designated adult picking up students early must come to the office to sign them out. Office personnel are responsible for bringing students to be released. This policy is also applicable to students in classrooms at Centenary.

EMERGENCY CLOSINGS: Notice of school closings due to weather conditions or late openings will be broadcast by TV Channels 3 and 10. The School voice mail will have a message indicating a school closing as soon as a decision is made. Please do not call teachers or staff at home regarding school closings. We do not automatically follow the Portsmouth Public School decisions.

DRESS: Students are expected to dress in neat attire with no distraction to others. Students should dress in comfortable clothes, suitable for indoor and outdoor activities. Play shoes (no slick soles) are preferred.

No flip-flops, clogs or hee-lies (wheels on shoes) are allowed.

Students will not be allowed to play outside on cold days without a coat and warm footwear.

Label all sweaters, coats and raincoats, boots and hats with your child's name.

**CHRISTOPHER ACADEMY
2009 ~ 2010 TUITION AND REGISTRATION FEES:**

	Reg. Fee	Supply Fee	Annual Tuition	Monthly Tuition	
				9 month (Sept. - May)	*12 month (August - July)
T/TH Threes	\$145.00	\$35.00	\$1647.00 \$1644.00	\$183.00	\$137.00
M/W/F Threes	\$145.00	\$35.00	\$2241.00 \$2244.00*	\$249.00	\$187.00
	Reg. Fee	Supply Fee	Annual Tuition	10 month (Sept. - June)	*12 month (August - July)
Pre-Kindergarten	\$215.00	\$35.00	\$3150.00 \$3156.00*	\$315.00	\$263.00
Kindergarten	\$225.00	\$35.00	\$4400.00 \$4404.00*	\$440.00	\$367.00
K-Cubs		\$25.00	\$1200.00	\$120.00	-----
Grade 1-3	\$325.00	\$60.00	\$5670.00 \$5676.00*	\$567.00	\$473.00
Grade 4-5	\$325.00	\$60.00	\$6000.00	\$600.00	\$500.00

*minimal service fee included

Tuition is due on the 1st of each month. After the 10th of the month, tuition is past due and a late fee of \$15.00 will be charged. If mailing tuition, send to:

Christopher Academy
3300 Cedar Lane
Portsmouth, VA 23703

If there is a problem making payments in a timely manner it is important that parents communicate with the school regarding alternative arrangements.

A fee will be assessed equal to the bank fees charged on all returned checks.

FINANCIAL ASSISTANCE: Limited financial assistance may be available. Parents who are experiencing financial hardship may contact the Head of School or the Admissions Director for an application.

DRIVING PATTERN/ CARPOOL:

Preschool, Pre-Kindergarten, Kindergarten:

1. Follow one way signs to enter driveway.
2. **Preschool** carpools must remain in a single line on office side, close to curb. A teacher will assist your child out of the car in the morning and into the car at dismissal. Dismissal pick up point is near the playground back door. After dropping off/picking up, proceed around the outside U of the back parking lot, stay to the left of the Pre-K carpools as you exit.
3. **Pre-Kindergarten** carpools slowly drive around building using outside U of our back parking lot. Form a single line, close to curb. This allows those who have already picked up students on entrance side to proceed around you and out of the exit.
4. **Kindergarten** carpools should remain in a single line as you enter on the office side of the building, close to the curb. A teacher will assist your child out of the car in the morning and into the car at dismissal. After dropping off/picking up, proceed around the outside U of the back parking lot, staying to the left of the Pre-K carpools as you exit.

Elementary carpools:

1. Follow one way signs to enter driveway.
2. **SLOWLY** drive around building using outside U of our back parking lot. Form a single line, close to curb. This allows those who have already picked up students on entrance side to proceed around you and out of the exit.
3. During morning carpool, elementary students may exit on the passenger side as soon as the car is in the area where teachers are assisting. Elementary students do not have to wait for the teacher to open the car door.
4. During afternoon carpool, K and first grade students are picked up at the playground center flags, elementary students are picked up on the Centenary side of the building. All elementary students are to remain seated on the curb until the teacher calls them to their car.

Centenary Carpool Procedure (3rd, 4th, & 5th grades):

1. Students who DO NOT have younger siblings will enter the drive at Centenary and circle around to back of the building. Students will be greeted by a teacher as they exit their cars. Students must not exit cars until the teacher is clearly visible in the carpool area. Students may not play outside the cars while waiting for carpool to commence.
2. IF NO TEACHER IS OUTSIDE TO ASSIST STUDENTS, LATE ARRIVALS MUST BE BROUGHT TO THE CHRISTOPHER ACADEMY OFFICE AND SIGNED IN.
3. Students without siblings will be picked up at Centenary for afternoon and early dismissal carpools.

All Grades: At all times please:

1. Do not leave your children in the car unattended.
2. Do not leave your car unattended in the carpool line.
3. Drive slowly at all times while on school grounds.
4. Never cut through the playground area as there may be children outside.
5. Avoid cell phone conversations during student drop off and/or pick up.

6. **Have your child ready (coats on, book bags zipped etc.) before pulling up to a teacher.**

7. **Children should not be standing up through sun roofs during carpool.**

To insure a safe playing area, the back portion of the driveway will be closed from 9:15 a.m. - 11:30 a.m. and from 12:00 p.m. - 3:00 p.m.

RELEASE OF STUDENTS: Students will be released only to parents, legal guardians and other individuals designated by parents/guardians. At the beginning of the year, you are required to complete an emergency form on which you indicate other individuals authorized to pick up your child and individuals to be contacted in the event of a medical emergency. Your child cannot be released to any other individuals without your consent. It is important that you notify the school of any changes in your child's normal pick up routine including those times when you are allowing your child to go home with a classmate. This notification should be in the form of a written note unless it is a last minute change and you call the office.

If you notify us by telephone that a different person is picking up your child that day, please be prepared to give us the person's complete name and a description of their vehicle. We will not release your child if we cannot confirm with you that you have authorized this person to pick up your child.

If there are any persons (particularly non-custodial parents) prohibited by court order from picking up or having contact with your child, you must provide the School with a copy of the court order.

PICKING UP AFTER CARPOOL: Students not picked up during scheduled carpool times will be taken to the School office. They will be supervised in the office until a parent or authorized party arrives to pick them up. The person picking up must park and come into the office. Please do not leave younger children unattended in your vehicle when you come in to pick up your child. Students may not leave the building until a teacher or office staff has confirmed that an authorized person has arrived to take the child.

We understand that there may be unexpected delays that may result in your being late. We ask that you call if possible so that we know you are on your way and can reassure your child. Our teachers are not on duty past the scheduled carpool times. When you arrive late, teachers and/or office staff must remain on duty past their scheduled hours.

We allow approximately 10 minutes past carpool time before we begin calling. If we cannot reach the child's parents, we will call the people designated on your emergency form.

If an extended time passes without the child being picked up, we will attempt to call all emergency contacts listed on the emergency form. If we are unable to contact anyone designated on the emergency form, we must contact local authorities for assistance.

ATTENDANCE POLICY:

Regular attendance and promptness are essential to a student's success in school. Doors open at 8:30 a.m. **Students are counted tardy if they arrive after 8:40 a.m.** Late arrivals must be accompanied by the driver to the office for a tardy slip. Please note that the doors on the Centenary side of the building are locked immediately when morning car pool is completed.

Parents are expected to call the school office or send in a note:

1. Any absence from school
2. Before an absence (vacation, etc.)
3. Anytime a child is going to be picked up during the school day OR if someone other than the regular carpool driver is picking up.
4. To explain extreme or repeated tardiness.

We strongly discourage taking your child out of school for vacations. If you must take your child out of school for a vacation, please notify the teachers one week prior to the absence so they can gather required assignments.

Children who are absent are accountable for all work missed. Completed work must be returned to the classroom teacher so she can assess what further makeup instruction is needed. Teachers will work closely with parents and students to make up all work and instruction when there are extenuating circumstances causing excessive absences such as prolonged illnesses, deaths in the family, etc.

For Elementary Students, work for that day will be placed in an envelope and sent to the school office by 12:30 p.m. Please try to make arrangements to pick up your child's work each day he/she is absent.

For Kindergarten Students, teachers will work with students to make up missed work. They may send some work home for parents to help students complete. Due to the hands-on nature of the work, kindergarten assignments are difficult to send home.

If your child is frequently late 10 to 15 minutes, critical instruction is missed. A record is kept of the number of times your child is tardy. **Five days tardy equal one day absent.** **Absences in excess of 20 days may mean that your child cannot be promoted to the next grade.** If being excessively tardy or absent is resulting in unacceptable academic progress, a conference will be scheduled with you.

HEALTH: The School makes every effort to protect the health and safety of the children. Cooperation of parents in helping to prevent the spread of communicable diseases is of great importance. Parents should watch their child for cold (and other disease) symptoms. For the child's own protection and others in the group, parents should keep him/her at home when he/she shows such symptoms as: SORE THROAT, NAUSEA, OR VOMITING, RUNNY NOSE, DIARRHEA, SKIN RASH, INFLAMED EYES, DISCHARGING EAR, COUGHING, EAR ACHE, ENLARGED GLANDS OR FEVER. If a child develops any of these symptoms at school, a parent will be notified to pick him/her up as soon as is possible. Parents are required to notify the school within 24 hours of the next business day if their child or any members of the immediate household has developed any reportable communicable disease.

MEDICATION: Virginia law requires that a Medication Consent Form is completed and signed by your child's physician for any medication that is to be given for more than 10 days. This includes topical creams and over the counter medications such as Tylenol. Forms have been mailed to you and are available in the office. **This requirement also applies to medications that are used only when needed such as inhalers and epipens. We must have the signed Medication Consent Form in the office for such medications by the first day of school. To ensure that the medication consent form is valid for the entire school year, please enter "School Year 2009-2010" in block #15. Otherwise the form will have to be signed again by the physician in 6 months. Medications that will be given less than 10 days require only the parent's signature on the form. All medications administered at school must be sent to the office in the original container with the directions clearly visible on the label or box. NEVER PLACE MEDICATION OF ANY KIND, INCLUDING INHALERS AND TOPICAL CREAMS, IN YOUR CHILD'S BOOK BAG OR LUNCH BOX.**

CHILD ABUSE/NEGLECT: State law requires that schools must report any suspected cases of child abuse or neglect. Any teacher or staff member who feels that such a report is necessary must bring it to the attention of the Head of School. The Head will contact the appropriate social services agency. In the event the Head is unavailable, the teacher or staff member will assume responsibility for filing the report.

ASBESTOS AHERA PLAN: An asbestos inspection, as required by the Department of Social Services, was performed of Christopher Academy in 1988 by BCM. At that time, all hazardous materials were removed. While there are asbestos containing materials still present in the building, none are friable and, therefore, pose no health hazard. A re-inspection was conducted in 2007 by Marine Chemists to ensure that there had been no deterioration of the building materials. An Operations and Maintenance Plan has been developed and implemented. Periodic inspections of the building will be conducted to determine that all asbestos containing areas of the building are properly maintained. The next formal re-inspection is scheduled in the fall, 2010. The re-inspection report and operation/maintenance plan are on file.

COMMUNICATION: The school communicates each month with a detailed newsletter that each family elects to receive either by email (preferred) or by hard copy. It is also posted on the school website, www.christopher-academy.org.

We URGE you to read the newsletter and suggest you post the calendar of upcoming activities so you do not miss any special events or deadlines. **General notices** apply to all grade groups; **please read them**. There is a separate section for **each grade group** where you will find information about field trips, programs, special needs, etc. To volunteer, fill out the appropriate "detach and return" forms as soon as possible.

There are times when the office staff is out of the office and elsewhere in the building assisting a teacher or student. We have voice mail and encourage you to leave a message if you call and there is no answer or the line is busy.

All parents are required to complete an emergency form listing all possible persons and numbers to contact in case of emergency. It is important that you notify the office if any information changes on that form.

STUDENT COMMUNICATION: Elementary students are encouraged to talk to teachers whenever they have a question, concern or problem. Students are expected to treat peers and adults in a respectful manner. When problems occur between students, they should go to a teacher for assistance. Elementary students are also advised that they are permitted to request to meet with the Head of the School to discuss their concerns, worries, or ideas.

STUDENT CELL PHONES: Students are not allowed to use personal cell phones at school. The School's policy is to allow students to call their parents on the office or a teacher's phone if he/she needs to talk with them privately.

WHO TO CONTACT: The classroom teacher and the teaching assistant are responsible for your child's daily instruction and for their supervision. Concerns about your child's progress, behavior and interactions with other students should usually be brought to the attention of the classroom teacher first. If you are not satisfied with the response from the teacher, you may bring your concern to the attention of the Head of the School. If the matter is urgent and you cannot speak with the teacher first, you should contact the Admissions Director or Head. They will make the concern known to the teacher who will contact you.

Questions regarding tuition payments and any other financial concerns should be directed to the Admissions Director. If your concern is not satisfactorily addressed, you may contact the Head of the School.

At any time you feel that the teachers or staff are not addressing your concerns satisfactorily, you may contact the Board of Trustees' Chair. Please refer to page 6 for further information regarding the Christopher Academy Board of Trustees.

CONFERENCES: Parent/Teacher Conferences are scheduled for November, February and June for Kindergarten and Elementary. Preschool and Pre-Kindergarten have two regularly scheduled conferences in November and February. An optional June conference may be requested by parents of Preschool and Pre-Kindergarten students. Additional conferences, telephone or personal, may be scheduled by calling the school office. Please avoid coming in for an unscheduled conference between 8:30 and 8:40a.m. Teachers are greeting students during this time and preparing to begin class. If the matter is urgent, please come to the school office for assistance.

CLASS VISITATION: Permission for visits can be obtained from the school office. If you need to bring forgotten items to your child at school, please bring them to the office and they will be delivered. It is important to minimize interruptions during instruction time.

ELEMENTARY HOMEWORK: If for any reason your child does not complete a homework assignment, a note of explanation is helpful. Please accommodate your child's needs by providing a place and time to complete assigned tasks. Have your child put completed assignments in the homework folder. It's better to organize the book bag after homework is completed, rather than the next morning. Second through fifth grade students record homework assignments in their agenda books. **Parents are asked to check the agenda books daily and initial them.**

PROJECTS: Projects will be announced well in advance of the date due. An outline will be provided to assist with research and recording. Be aware of project deadlines. Posting them on a highly visible family calendar is a good idea. Students are expected to do the projects themselves with assistance from parents. Please do not make a project for your child.

EMERGENCIES: There are a number of possible emergencies that could affect your child in the school setting. The School has developed plans that will ensure your child's safety at all times. The following is a brief description of the School's emergency procedures. If you have questions or concerns, please contact the school office.

***Medical Emergencies:** Our faculty/staff are trained in first aid and CPR. Minor injuries such as a skinned knee are treated with basic first aid.

If your child becomes ill during the school day, he/she will be taken to the school office. Our office staff has first aid, CPR, medication administration, and general health observation training. If your child appears to have symptoms suggesting that he or she is ill and should not be in school, you or one of your emergency contacts will be called. We will describe the symptoms to you and advise you how we are caring for your child. We will make your child as comfortable as possible and reassure them that you are on your way.

If the illness or injury appears to require immediate medical attention, we will contact you and advise you of the situation. If we cannot reach you or your designated emergency contacts, we will call 911 for assistance.

If the illness or injury appears to be life threatening, we will first call 911 and attempt to keep your child stable until assistance arrives. We will also contact you or your designated emergency contacts.

***Fire and Evacuations:** In the event of a fire or other emergency necessitating evacuation of the building, the students will leave the building by designated exits in an orderly fashion moving to a safe distance from the building. Students will not re-enter the building until it has been determined it is safe to do so. The School conducts monthly fire drills so that students know how to exit the building safely. Teachers and teaching assistants remain with their class at all times.

In the event that the evacuation requires that the students be moved to a different location, emergency rosters are kept with teachers so that we can contact parents to notify them where their children are. Classroom teachers remain with the students at all times during an evacuation.

***Storm Emergencies:** In the event of a tornado or other storm with strong winds, students will be moved to interior areas of the building without windows. Tornado drills are done twice a year so that they know where to go and how to assume a protective position to minimize potential injury. Students will remain in the interior areas until the storm threat has passed. We monitor a weather radio in the office during periods of severe weather.

***Lock Down:** The building will go into lock down in the event of a threat to the safety of our students such as an intruder. Teachers immediately lock classroom doors and windows. They move students to the safest location in the room away from doors and windows. In extreme situations, tables will be turned on their sides to provide an extra barrier to protect the students. Students and teachers remain in a safe mode until school staff or local authorities notify them there is no longer a threat.

***National Emergencies:** In the event of a national emergency, the School will follow the recommendations of the local authorities. We are prepared to stay with our students until arrangements can be made for parents or designated persons to pick them up. The Church has a food pantry that is always well stocked if it were necessary to prepare a meal or two. If local authorities advise us to move students to a different location such as a designated shelter, we will follow the evacuation procedures noted above.

***Keeping Our Students Safe:** Please assist us to keep your child safe by making certain all emergency information is current throughout the year. Please honor our safety procedures during carpool, driving on field trips, and assisting with school events. If you are in the building at the time of a fire/storm drill or an actual emergency, please follow the school guidelines and classroom teachers' directions.

SNACKS:

Food Allergies: There are students who have serious food allergies. Restrictions may be placed on the type of snacks, lunch items, and party treats that may be sent to school. Guidelines are sent home at the beginning of the year regarding any restrictions necessary for the classes in which these students are enrolled.

Preschool and Pre-Kindergarten students will each bring their own snacks. Simple snacks such as fresh fruit (i.e. 1/2 apple) or vegetables or crackers are suggested and **must be in a zip lock bag labeled with your child's name and date** in their book bags. Do not send Gogurts, Fruit Roll-ups etc. They are difficult for the children to handle and eat quickly. Lunchboxes, thermoses, and drinks of any kind are not permitted.

Kindergarten students will each bring their own healthy snack daily such as carrot sticks, apple slices or raisins, accompanied with a napkin in a zip lock bag labeled with his/her name on it. Please do not send box drinks as children have ready access to drinking fountains. Do not put snacks in lunch boxes.

On Tuesdays only, students will need to bring a healthy lunch and drink in a separate lunchbox. K- Cub students will bring lunch every day. The lunch box should be clearly marked with their name on the outside. Please NO "Lunch-ables" or canned soda.

Elementary Snacks: Elementary students may bring a healthy snack in addition to their lunch. They will have a short break during Mouse and Lion Time to enjoy a snack if they choose. No beverages should be sent for snack; students will be able to get a drink of water.

Elementary Lunch: All elementary students bring their lunch (to include a drink such as milk or fruit juice) to school each day except for early dismissal days. Lunch must be in a lunchbox or lunch bag, not in the book bag. Although teachers encourage students to eat most of their lunch each day, they cannot force them to eat everything. Please limit sweets. We discourage bringing fast food and sodas for lunch. Drinks by themselves cannot be placed in the hallway as they spill easily and make a mess.

All grades: Parents of children with serious food allergies are asked to provide the teacher with a box of safe snacks to keep on hand. The office keeps a supply of snacks available if a child occasionally forgets his/her snack or lunch.

Birthdays: Birthday treats for the entire class are welcome. Please make prior arrangements with the teacher. Brownies and cookies are preferred over cupcakes or cakes which are messy to handle. Parents must check with teachers before handing out treats to students due to possible food allergies. Birthday party invitations will not be handed out in school. The school directory provides the telephone numbers and addresses of your child's classmates so that you may easily phone or mail invitations.

SUPPLIES:

Preschool and Pre-Kindergarten Book Bags: Preschool and Pre-Kindergarten students need a suitable book bag to bring home their papers and school notices. It should be at least 10" x 12" in size and cannot be a rolling book bag on wheels. They are too large and awkward for the Pre-K student to handle. Please **LABEL** all book bags with your child's name.

Kindergarten Supplies: Kindergarten students are responsible for turning in all homework and notes **independently**. A red folder will be given to each child on the first day of school. Homework and notes to the teacher and/or office should be returned in the red folder. Pencils, crayons, glue sticks, paper, etc. are provided by the school. Kindergarten students **cannot** have rolling book bags.

Elementary Supplies (Grades 1-3): All textbooks and most consumable supplies are provided by the school. Appropriate wide-lined paper will be supplied for first graders. Please note the list of supplies needed to begin the school year:

A RED Pencil Bag will be given to each student entering first grade as well as those students new to our elementary program. Parents of returning second, third, fourth and fifth grade students can purchase a replacement bag, if necessary, for \$6.00. Remember to frequently check and replenish supplies as needed throughout the school year.

Scissors

Crayons

Glue Stick

Scotch Tape

Sharpened # 2 Pencils with erasers (avoid novelty pencils and mechanical pencils)

Two EXPO large dry erase markers (red, blue, or green)

One large white athletic sock (for dry erasing)

Book bag (an adequate size to allow for textbooks, notebooks, and other items)

*****Please note*****

A "book bag on wheels" with zippers at the top is acceptable.

A suitcase on wheels with zippers that go all the way around is not allowed.

Also, please be sure students can easily lower the handle on a rolling book bag.

Second grade only:

A plastic 3 x 5 index card box (with name on box)

500 lined 3 x 5 index cards

One set of 3 x 5 alphabetical dividers for the box

Third grade only:

A mini stapler with staples (no large staplers)

Agenda Books: Second and third grade students are provided agenda books. The students will record daily homework assignments in the agenda books. Parents are asked to initial the agenda books daily to indicate that they have been checked for homework and project assignments. Using homework notebooks helps students become more organized and enables them to take greater responsibility for their own work.

Elementary Supplies (Grades 4-5): All textbooks, agenda books, and most consumable supplies are provided by the school. Please note the list of supplies needed to begin the school year:

scissors
glue stick
scotch tape
sharpened #2 pencils with erasers
highlighter
1 black pen
1 red pen
1 red pocket folder
2 pocket folders (any color or design)
1- 1 $\frac{1}{2}$ inch three-ring binder
1 set subject dividers
1 package colored pencils
2 pkgs. wide ruled notebook paper
1 protractor
1 compass

All items should be stored in back packs and replenished as needed

STUDENT CONDUCT POLICY: Christopher Academy strives to provide a nurturing, developmentally appropriate environment in which students are challenged to explore, learn, acquire, improve, and master skills. To fulfill our educational responsibilities, the School must maintain standards of conduct that will be conducive to a positive learning experience and protect the integrity of our academic program. Therefore, students are expected to display high standards of conduct that reflect respect for others and for the classroom environment.

All students, parents, guardians, faculty, staff and visitors are expected to treat each other in a respectful and courteous manner at all times. Students displaying behavior that disturbs the learning environment of the classroom; presents a threat to other students, faculty or staff; or presents a threat to his/her own personal safety will be subject to disciplinary action. Unacceptable behaviors include, but are not limited to, the following: hitting, kicking, spitting, biting, use of profane or obscene language, teasing, taunting, physical or verbal threats.

Teachers and staff observing unacceptable behavior will redirect students to acceptable behavior. Often, a simple reminder or a brief time-out is all that is needed for a student to regain self-control. Corporal punishment is not acceptable. Students who refuse to modify their behavior may be removed from the playground or classroom for a meeting with the Head of School. If the offense merits further attention, the parents will be notified.

Teachers may not feel it is necessary to contact a parent if the incident was minor and the child responded to the intervention in a positive manner. However, whenever teachers feel that the child is displaying a pattern of inappropriate behavior or the behavior is very unusual for that particular child, parents will be contacted. Often, unacceptable patterns of behaviors or unexplained outbursts are symptomatic of other problems and frustrations the child may be experiencing. We will work with parents to identify the cause of behavior issues and develop a plan to correct the problems.

Any student behavior causing significant disruption of the class or injury to another person may result in immediate suspension. A parent or guardian will be contacted to pick up the child. A conference with all parties involved will be held to determine when and under what circumstances the child may return.

Students who display a consistent pattern of unacceptable behavior which is disruptive to the learning environment or which is threatening to others may be withdrawn from the School. Prior to any withdrawal, the Executive Committee of the Board of Trustees shall be informed of the problem and asked to concur with the decision to withdraw the student. Parents may request a meeting with a Board representative if they wish to challenge the decision to withdraw the student. In the event of a withdrawal, all tuition and fees that are due through the month of withdrawal will be owed. All tuition and fees that would otherwise be due after the month of withdrawal shall be waived.

Students may not bring weapons, real or toy, to school. If faculty or staff observes an object in a student's possession which could pose a hazard, the object will be confiscated immediately. If the object is a toy, it will be given to the carpool driver at the end of the day with a note attached advising that the object may not be brought to school. If the student brings the object again, the object will be taken away. If a real weapon is found, it will be taken to the office, and not returned until a parent conference is held. Any student threatening another with a weapon will be immediately suspended. The Head of School, in consultation with the Board of Trustees, will determine if the student may return to school, and under what conditions.

It is our expectation that our students will grow and develop into excellent school and community citizens. Young children frequently make mistakes and simply need guidance toward better behavior. Sometimes they are not careful and may accidentally cause an injury to another child or adult. We try to distinguish between accidental and intentional actions. We help our students become aware of themselves and their surroundings so that they may avoid and prevent accidents. Our goal is to help our students function in harmony with one another so that they are able to learn together.

VOLUNTEERS: Throughout the year, there are many opportunities for parents to volunteer with special activities. Announcements regarding the need for parent volunteers usually appear in our monthly newsletter. If you have ideas of ways you would like to help, please talk with the classroom teacher. While we enjoy having parents help with our classes, remember that your child is expected to follow all class rules and teacher directions even when you are present. Any incidents of misbehavior should be brought to the immediate attention of the classroom teacher. You are expected to follow all school policies regarding discipline.

Parent volunteers are also expected to respect the school confidentiality policy. Any confidential matters observed or overheard when volunteering must never be discussed with unauthorized persons.

Preschool, Pre-Kindergarten and Kindergarten Parent Volunteers: Please check the newsletter each month for opportunities to volunteer to help with parties and special projects. Detach and return forms will be at the end of each newsletter for those wanting to volunteer.

ELEMENTARY ROOM PARENTS: Volunteers will be asked to serve as Room Parents for each classroom. They will plan and coordinate special celebrations for our students throughout the school year. Class parties may be held only on Halloween, Winter Holiday, and Valentine's Day. All party plans must be approved by the classroom teacher.

Please follow these guidelines for class parties:

- *Room Parents must consult the classroom teacher with details of the party before finalizing plans. Games and simple crafts planned and prepared by parents are great. If a book is to be read as part of the party, please provide the teacher with title and author in advance.
- *Parties should not be longer than 30 minutes unless the teacher decides to allow more time.
- *Refreshments should be kept simple. Please try to select healthy snacks. Follow guidelines for food allergies.
- *Please refer to the sign-up sheet for parent volunteers when planning each party.
- *Class parties are meant to be for the students and not intended to be parent/child events.
- *Keep a list of parents who helped with previous parties and ask different parents to help with subsequent parties.
- *Room Parents are not expected to do all the work or bear all of the costs for a party. They are the organizers and should be able to share the work and costs among all parents.
- *It is helpful to send a note home for each party so that every parent is aware of what is being planned and how he/she can help.
- *Have fun! The students and teachers sincerely appreciate your efforts and enthusiasm.

FIELD TRIPS: Field trips are an **extension of our classroom instruction**. They should not be viewed as a social outing. Students are expected to follow all school rules on every field trip just as if they are in class. Unless your child is sick, students are expected to go on field trips.

Field trips are announced in the monthly newsletters. Parents on the approved driver list may volunteer to drive and supervise students. If your offer is not accepted, there will be other opportunities to drive. Some of our field trip destinations limit the number of adults that may accompany a group of students. At times we must select parents with larger vehicles due to limited parking spaces at our destination. We try to give every parent who wants to go on a field trip at least one opportunity each year.

Please note: The supervising teacher assigns students to each car. First, those students whose parents are driving will be assigned to ride with them. Then teachers will group the students much the same as they would for regular classroom activities. This means that students might not be in the same car with best friends. It is also possible that one girl might be in a car with a group of boys or one boy might be with a group of girls. Our students are expected to interact with their classmates in an appropriate manner at all times.

Teachers may not make last minute changes in the carpool assignments due to personal requests. Parents may not switch students with another parent without permission from the teacher. The School is accountable for the safety of our students. Insurance guidelines require that the School office must know at all times which students are in which car. Changes in carpool assignments can only be made in emergency situations (such as a car breaking down or a sick child) at the discretion of the supervising teacher. Requests to change a carpool assignment just to put specific friends together will not be honored.

Parents are asked to follow these guidelines when driving/supervising students on a field trip:

1. All students must wear seatbelts or be secured in a booster or safety seat if under the age of eight.
2. Do not place a child in the front passenger seat if there is an airbag.
3. Do not bring younger siblings.
4. Arrive promptly so that the class may leave in a timely manner.
5. **FOLLOW THE TEACHER'S DIRECTIONS TO FIELD TRIP LOCATION.** Even if you prefer a different way, please follow the directions given.
6. Stay in a caravan with other carpool drivers.
7. Do not make side trips en-route to or from field trip destination. Please fill your gas tank and prepare your bag lunch (if needed) before arriving at school.
8. You may not take the students in your carpool anywhere other than the designated location for the field trip.

9. Students must talk quietly and remain in seatbelts or booster safety seats during travel time.
10. Do not bring special treats or drinks for your carpool.
11. During field trip tours and activities, parents are asked to supervise their carpool group. This means keeping the group together and stopping any inappropriate behavior. Students must be supervised by an adult when crossing streets and parking areas (including the school parking lot).
12. Parents are expected to participate in the field trip by listening to presentations by tour guides/docents, following their directions, and assisting with activities when appropriate. Socializing among parents during presentations and activities is distracting to students.
13. If a particular child will not cooperate with a supervising parent, please bring the problem to the attention of the teacher immediately.
14. Visits to gift shops are not usually in our field trip plans. Please do not send money with your child or take your group to a gift shop unless it is planned.
15. Field trip drivers are expected to obey all posted speed limits and traffic laws.

Approved Driver List: Parents must submit a Field Trip Driver Application and be approved in order to transport students (other than their own) on school field trips. We need as many parents as possible to submit Field Trip Driver Applications so that we will always have sufficient drivers for our field trips. The application process includes:

1. Complete a Field Trip Driver Application form which will include your statement of having insurance coverage as required by state law.
2. Attach a copy of your driving record for the last three years. Your driving record is easily obtained online or directly from the Division of Motor Vehicles. Please note that parents with an out-of-state driver's license should go to the DMV site for that state.
3. Once approved, your Field Trip Driver Application is valid with the School for three years unless there is a change in your insurance coverage or driving record.
4. If you are already on the approved driver list, you will be asked to submit a signed affirmation that there has been no change in your insurance coverage or driving record.
5. Each time you submit a "detach and return" form volunteering to drive, you are signing a statement that there have been no changes in your driving record or insurance coverage.
6. Your approval to be a driver is not transferable to a spouse or grandparent.

ACCEPTABLE COMPUTER SYSTEM USE: Christopher Academy provides a computer system, including the Internet, to promote educational excellence. The term "computer system" includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, scanners, servers and personal computers, the Internet and other internal or external networks.

All use of Christopher Academy's computer system must be used in support of education and/or research, or for legitimate school business. Use of the computer system is a privilege, not a right. Administrative procedures relating to appropriate uses, ethics and protocol for the computer system have been established. These include prohibition of illegal material, prevention of access to material harmful to juveniles and measures to enforce this policy and regulation. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials.

Use of Christopher Academy's computer system shall be consistent with the educational or instructional mission or administrative function of the school as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The school's computer system is not a public forum.

Each teacher, administrator, and parent/guardian of each student shall sign the User Agreement Form before using the school's computer system. Students will have the rules of use explained to them by the computer lab instructor. Parents are encouraged to review these rules with their children. An adult always supervises students using the computer lab. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges and disciplinary actions.

Christopher Academy is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, Christopher Academy will not be responsible for any unauthorized charges or fees resulting from access to or use of the computer system.

UNACCEPTABLE COMPUTER USE:

Personal Safety:

- a. Students shall not post personal contact information about themselves or other people. Personal contact information includes name, address, telephone, school address, work address, etc.
- b. Students shall not agree to meet with anyone met online.
- c. Students shall promptly disclose to a teacher or school administrator any message that the student feels is inappropriate or that makes the student uncomfortable.

Illegal Activities:

- a. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or accessing another person's files.
- b. Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. Students shall not use the system to engage in any illegal act.

System Security:

- a. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from using their account. Under no conditions should students reveal their password to another person.
- b. Students shall notify a teacher or administrator of any possible security problems with the system.
- c. Students shall follow computer virus protection procedures when downloading software.

Inappropriate Language:

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Students shall not use obscene, profane, lewd, inflammatory, threatening, or disrespectful language.
- c. Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students shall not harass another person. Harassment is persistently acting in a manner that annoys another person.
- e. Students shall not knowingly post false or defamatory information about a person or organization.

Respect for Privacy:

- a. Students shall not repost a message that was sent privately to them without permission from the person who originally sent the message.
- b. Students shall not post private information about another person.

Preschool Daily Schedule

Mrs. Keene and Mrs. Deans

The schedule may vary at the teacher's discretion:

8:00 -8:30 Prepare Classroom

8:30- 8:45 Gathering Time

8:45 - 9:15 Circle Time

Calendar - month, day (counting the numbers)

Weather

Pledge of Allegiance

Music/Creative Movement - reinforce the unit

Story

9:15 - 10:00 Centers - Purposeful Play

*Computer (one day per week)

Art

Blocks and building

Dramatic play

Toys and puzzles

Sand/water table

10:00 - 10:15 Clean-up and snack

10:15 - 10:40 Craft/Art

10:40 - 10:55 Centers/ Books/Puzzles

10:55 - 11:35 Playground

11:35 - 11:45 Dismissal

*Mrs. Deans takes small groups of students to the computer lab for instruction throughout the morning.

PRE-KINDERGARTEN DAILY SCHEDULE

Time	Mrs. Davenport Art, Science and Playroom Learning Center Classroom Room 22	Ms. Hartley Music and Enrichment Learning Center Classroom Room 11	Mrs. Tarr** Language Arts and Math Learning Center Classroom Room 8a
8:00 -8:30 a.m.	Prepare Classroom	Prepare Classroom	Prepare Classroom
8:30-8:40 a.m.	Carpool duty	Hall Duty - Mrs. Tarr's Room	Hall Duty
8:40 - 9:15 a.m. (All Students)		Music & Story (alternate days with Mrs. Tarr's Room)	Music & Story (alternate days with Ms. Hartley's room)
9:15 - 10:00 a.m. (Group rotation)	<u>Fish Group</u> 9:15 - 9:25 Circle time: calendar, leader, weather, meeting 9:25 - 10:00 Learning Center Rotation: Art, Science, Blocks, Kitchen	<u>Bear Group</u> 9:15 - 9:35 Circle time: calendar, leader, weather 9:35 - 10:00 Playground or Big room for Physical Activities	<u>Duck Group</u> 9:15 -10:00 Circle time: calendar, leader, weather 9:25 - 9:45 Daily Project 9:45 - 10:00 Learning Centers
10:00 - 10:50 a.m. (Group rotation)	<u>Duck Group</u> 10:00 - 10:10 Meeting & Snack 10:10 - 10:50 Learning Center Rotation: Art, Science, Blocks, Kitchen	<u>Fish Group</u> 10:00 - 10:20 Daily classroom activities 10:20 - 10:40 Playground or Big room for Physical Activities 10:40 - 10:50 Snack and class activities	<u>Bear Group</u> 10:00 - 10:20 Daily project 10:20 - 10:30 Snack and Class Activities 10:30 - 10:50 Learning Centers
10:50 - 11:45 a.m. (Group rotation)	<u>Bear Group</u> 10:50 - 10:55 Meeting 10:55 - 11:40 Learning Center Rotation: Art, Science, Blocks, Kitchen 11:40 - 11:45 Prepare for dismissal (stack boxes, collect jackets & book bags)	<u>Duck Group</u> 10:50 - 11:10 Playground or Big room for Physical Activities 11:10 - 11:40 Classroom activities 11:40 - 11:45 Prepare for dismissal (stack boxes, collect jackets & book bags)	<u>Fish Group</u> 10:50 - 11:10 Daily Project 11:10 - 11:40 Learning Centers 11:40 - 11:45 Prepare for dismissal (stack boxes, collect jackets & book bags)
11:45 a.m. (All Students)	Carpool	Carpool	Carpool
** Mrs. Tarr takes each group to the Computer Lab once a week.			

KINDERGARTEN DAILY SCHEDULE

Kindergarten Daily Schedule		
Time Morning Kindergarten	Mrs. Crandall Math, Science, Music Room 20	Mrs. Perkins Language Arts, Art Room 8b
8:15 - 8:30 a.m.	Classroom Preparation	Classroom Preparation
8:30 - 8:45 a.m. (All Students)	Opening Music in Mrs. Crandall's room	Carpool Duty
8:45 - 10:05 a.m. (Group Rotation)	<u>First Group:</u> Math Instruction Science Activities	<u>First Group:</u> Reading Writing Oral Discussions
10:05 - 10:10 a.m.	Meet in Big Room to change groups	Meet in Big Room to change groups
10:10 - 11:10 a.m. (Group Rotation)	<u>Second Group:</u> Math Instruction Science Activities Snack	<u>Second Group:</u> Reading Writing Oral Discussions Snack
11:10 - 11:30 a.m. (All Students)	Music & Movement-Big Room Technology Instruction *	Music & Movement-Big Room Technology Instruction*
11:30 - 11:45 a.m. (All Students)	Story in Mrs. Perkins' Room	Story in Mrs. Perkins' Room
*Students go in small groups to the computer lab for instruction once a week.		
Tuesday Afternoon Only (All Students)	Mrs. Deans Art - Room 8a	Mrs. Perkins Language Arts - Room 8b
11:45 - 12:05 p.m.	Lunch in Big Room	Lunch in Big Room
12:05 - 12:25 p.m.	Playground or indoor recess	Playground or indoor recess
12:30 - 1:30 p.m.	Language Art Activities	Language Arts Activities
1:30 - 2:45 p.m.	Art Activities	Art Activities
2:45 - 3:00 p.m.	Clean up, prepare for & go to carpool	Clean up, prepare for & go to carpool

K-CUBS DAILY SCHEDULE

Typical Schedule (may be changed according to type of activities planned for the afternoon):

11:45 - 12:30 (45 minutes) Mrs. Penland	Center/game time - Big Room unless elementary eats lunch inside. Alternate location is Ms. Hartley's room.
12:30 - 1:15 (45 minutes) Mrs. Keene	Lunch & Playground time (mulched playground)
1:15 - 2:00 (45 minutes) Mrs. Keene Mrs. Penland	Theme activities (art, craft, science, cooking) Mrs. Keene's Room or Big Room
2:00 - 2:30 (30 minutes) Mrs. Keene Mrs. Penland	Organized games indoors or outdoors depending on weather Big Room, Mrs. Keene's Room or Ms. Hartley's room (11)
2:30 - 2:50 (20 minutes) Mrs. Keene Mrs. Penland	Story time, group reflections & sharing, closing of day Mrs. Keene's Room
2:50 - 3:00 (10 minutes) Mrs. Keene	Prepare for carpool

ELEMENTARY SCHEDULE

First Grade	8:30 - 10:35 a.m. LANGUAGE ARTS Wilson/Sexton	10:35- 10:55 a.m. <i>Mouse & Lion Break</i> Sexton	10:55 -12:15 a.m. MATH, Wilson/Sexton Spanish 11:45- 12:15 Smith	12:15 - 12:45 a.m. LUNCH
Second Grade	8:30 - 10:30 a.m. LANGUAGE ARTS Diorio/Vairo	10:30- 10:50 a.m. <i>Mouse & Lion Break</i> Diorio/Vairo	10:50 - 12:15 a.m. MATH Diorio/Vairo	12:15 - 12:45 a.m. LUNCH
Third Grade	8:30 - 10:15 a.m. LANGUAGE ARTS Riley/Morrell	10:15- 10:35 a.m. <i>Mouse & Lion Break</i> Riley/Morrell	10:35 - 12:15 a.m. MATH Riley/ Morrell	12:15 - 12:45 a.m. LUNCH

Grade Level	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
First Grade	Music 12:45 - 1:30 Crandall Art 1:30 - 3:00 Davenport/Perkins	P.A. 12:45 - 1:15 Dryden Language Arts 1:15 - 3:00. Wilson/Sexton	P.A. 12:45 - 1:15 Dryden Social Studies 1:15 - 3:00 Hartley/Deans	Science 12:45 - 1:30 Sexton/Deans Music 1:30 - 2:00 Crandall Science 2:00 - 3:00 Sexton/Deans	Math Ex. 12:45 - 1:45 Wilson/Sexton P.A. 1:45 - 2:15 Dryden Math Ex. 2:15 - 3:00
Second Grade	P.A. 12:45 - 1:15 Hartley/Dryden Social Studies 1:15 - 3:00 Hartley	Science 12:45 - 2:15 Davenport Music 2:15 - 3:00 (With 3 rd) Crandall	Spanish 12:45 - 1:35 Smith Spanish Music 1:35 - 1:50 Music 1:50 - 3:00 Crandall	Art 12:45 - 1:45 Davenport Computer/Geography 1/2 in each subject 1:45 - 2:20 switch 2:20 - 3:00) Atchley/Riley	P.A. 12:45 - 1:15 Dryden Language Arts 1:15 - 3:00 Diorio
Third Grade	P.A. 12:45 - 1:15 Hartley/Dryden Language Arts 1:15 - 3:00 Riley	Science 12:45 - 2:15 Crandall Music 2:15 - 3:00 (With 2 nd) Crandall	Music 12:45 - 1:35 Crandall Spanish Music 1:35 - 1:50 Spanish 1:50 - 3:00 Smith	Computer/Geography Atchley/Riley 1/2 in each subject 12:45 - 1:15 switch 1:15 - 1:45) Art 1:45 - 3:00 Davenport	Social Studies 12:45 - 2:15 Hartley P.A. 2:15 - 3:00 Dryden

4TH GRADE DAILY SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 8:50 Homeroom TERRY	8:30 – 8:50 Homeroom TERRY	8:30 – 8:50 Homeroom TERRY	8:30 – 8:50 Homeroom TERRY	8:30 – 8:50 Homeroom TERRY
8:50 – 11:45 Math/Science Block TERRY	8:50 – 11:45 Math/Science Block TERRY	8:50 – 11:45 Math/Science Block TERRY 9:15 -10:25 Spanish SMITH	9:30 – 10:15 P.A. TERRY/BIKOWSKI 9:45 – 11:45 Math/Science Block TERRY	8:50 – 11:45 Math/Science Block TERRY 10:00 – 11:00 YMCA
11:50 – 12:20 Lunch DEANS	11:50 – 12:20 Lunch BIKOWSKI	11:50 – 12:20 Lunch TERRY	11:50 – 12:20 Lunch DEANS	11:50 – 12:20 Lunch BIKOWSKI/TERRY ALT.
12:20 – 1:20 Art DAVENPORT 1:20- 2:10 LA/S.S. Block BIKOWSKI 2:10 -3:00 P.A. DRYDEN	12:20 – 3:00 L.A. / S.S. Block BIKOWSKI	12:20 – 3:00 L.A. / S.S. Block BIKOWSKI 12:30 – 1:00 Keyboarding 1:00 – 1:30 Keyboarding DIORIO	12:20 – 1:20 Music CRANDALL 1:20 – 3:00 L.A. / S.S. Block BIKOWSKI	12:20 – 3:00 L.A. / S.S. Block BIKOWSKI
5TH GRADE DAILY SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 8:50 Homeroom BIKOWSKI	8:30 – 8:50 Homeroom BIKOWSKI	8:30 – 8:50 Homeroom BIKOWSKI	8:30 – 8:50 Homeroom BIKOWSKI	8:30 – 8:50 Homeroom BIKOWSKI
8:50 – 11:45 LA/S.S. Block BIKOWSKI	8:50 – 11:45 LA/S.S. Block BIKOWSKI	8:50 – 11:45 LA/S.S. Block BIKOWSKI 9:55 – 10:25 10:25 – 11:40 Spanish SMITH	8:45- 9:30 P.A. TERRY/BIKOWSKI 9:35 – 11:45 LA/S.S. Block BIKOWSKI	8:50 – 11:45 LA/S.S. Block BIKOWSKI 10:00 – 11:00 YMCA
11:50 – 12:20 Lunch DEANS	11:50 – 12:20 Lunch BIKOWSKI	11:50-2:20 Lunch TERRY	11:50 – 12:20 Lunch DEANS	11:50 – 12:20 Lunch BIKOWSKI/TERRY ALT.
12:20 – 1:15 Math/Science TERRY 1:15 -1:55 PA DRYDEN 1:55 – 3:00 Music CRANDALL	12:20 – 3:00 Math/Science Block TERRY	12:20 – 1:20 Art DAVENPORT 1:20 – 3:00 Math/Science TERRY 1:30 – 2:00 Keyboarding 2:00 – 2:30 Keyboarding DIORIO	12:20 – 3:00 Math/Science Block TERRY	12:20 – 3:00 Math/Science Block TERRY
3:00 Carpool	3:00 Carpool	3:00 Carpool	3:00 Carpool	3:00 Carpool