



***2017-2018
Student/Parent Handbook***

“Soaring to New Heights”

***730 Neely’s Bend Road
Madison, Tennessee 37115
(615) 228-9886 School
(615) 865-6308 Fax***



WELCOME

We are excited to welcome your family to a new school year. Our school and staff appreciate the opportunity to work with your family to provide your student a great education in a caring and supporting learning environment.

This year, we are excited to again offer breakfast and lunch at no cost to every student, regardless of income. Our school cafeteria offers a wide variety of foods that meet nutrition guidelines and appeal to students. You can still pack a lunch for your child if you want. This program ensures every student gets nutritious meals every school day but does require us to collect some important information from each family.

If you have not done so already, please complete all registrations forms and return the necessary documentation for compliance. This will allow us to confirm some basic information so we can update our system. You should receive a form that asks for your address, phone number, the number of people in your house and a simple yes or no question asking if your income is above a certain number. It helps us track student achievement and helps us receive much-needed federal money. Please help us by looking for this form and returning it as soon as possible.

This Student/Parent Handbook provides information about expected behaviors, disciplinary procedures and all state codes pertaining to school safety. Please read through this guide as a handbook family to be certain you understand all school rules and policies. After reading through the, parents or guardians should read and sign on the signature page at the end of the handbook, and return it in your child's folder.

When students understand expectations and follow the rules, we have taken an important step toward making this an excellent school year for every child. We look forward to working with you this year.

If you have questions, please feel free to contact the school. You can also find a copy of this information on our website at <http://www.projectreflect.org/smithson-craighead-academy/>.

The Mission of Smithson Craighead Academy

The mission of Smithson Craighead Academy is to provide children with a strong foundation in academics and positive behavior skills, enabling them to learn and grow toward being successful citizens.

The Vision of Smithson Craighead Academy

We strive to establish and maintain a collaborative culture that propels each child toward success in school and in life.

Introduction

This handbook is intended to help students/families become familiar with school policies. Some Metropolitan Nashville Public School policies will also be included when it pertains to Smithson Craighead Academy. It is the responsibility of each student/parent to read this handbook carefully and to follow all guidelines within it. Have a great school year!

Mr. Ahmed White, Administrator

(615) 228-9886 ext. 202

[*Ahmed.White@SCANashville.org*](mailto:Ahmed.White@SCANashville.org)

POLICIES AND PROCEDURES

School Management/Behavior

Smithson Craighead Academy will be implementing and using the **Positive Behavior Support Program** (PBIS) again this year. Our faculty and staff are committed to fostering an environment that encourages academic, social, and behavioral growth for each individual student. It is our belief that our commitment to Positive Behavior Support will allow our community to continue to grow and strengthen. As a way to maximize the program's effectiveness, we at Smithson Craighead Academy will provide the parent community with information regarding our Positive Behavior Support plan. Thus, a brief description of Smithson Craighead Academy's Positive Behavior Support plan and expectations can be found below. We hope that many of you will hear more details about this program from your students! Please do not hesitate to contact Smithson Craighead Academy if you have any questions and/or comments.

What is Positive Behavior Support?

Positive Behavior Support refers to a three-tiered model of support. The first part of Positive Behavior Support is a school-wide component. **Each and every student is impacted by this program just by virtue of showing up to school!** The goal of this school-wide plan is to equip students with meaningful tools that will ensure lasting success and change within the school environment. Students will be taught school-wide expectations and, through the use of positive reinforcement, students are provided maximum opportunities to practice these expectations. In addition to verbal praise, students may receive a Smithson Craighead Academy Positive Behavior Support Ticket, which will be recorded using the Class Dojo App. We encourage you to download and connect with your child's teacher. You will be notified when your child is caught in the act of performing expected behaviors.

If the primary plan (as described above) is not enough for some students, additional levels of support may be used. Some students may benefit from small focus groups (secondary support) whereas others may benefit mostly from individual supports (tertiary support). Each of these levels of support—school-wide, secondary, and tertiary—are a part of our three-tiered Positive Behavior Support plan. We hope to foster a positive learning environment for all students in order to support each student to the extent necessary for success.

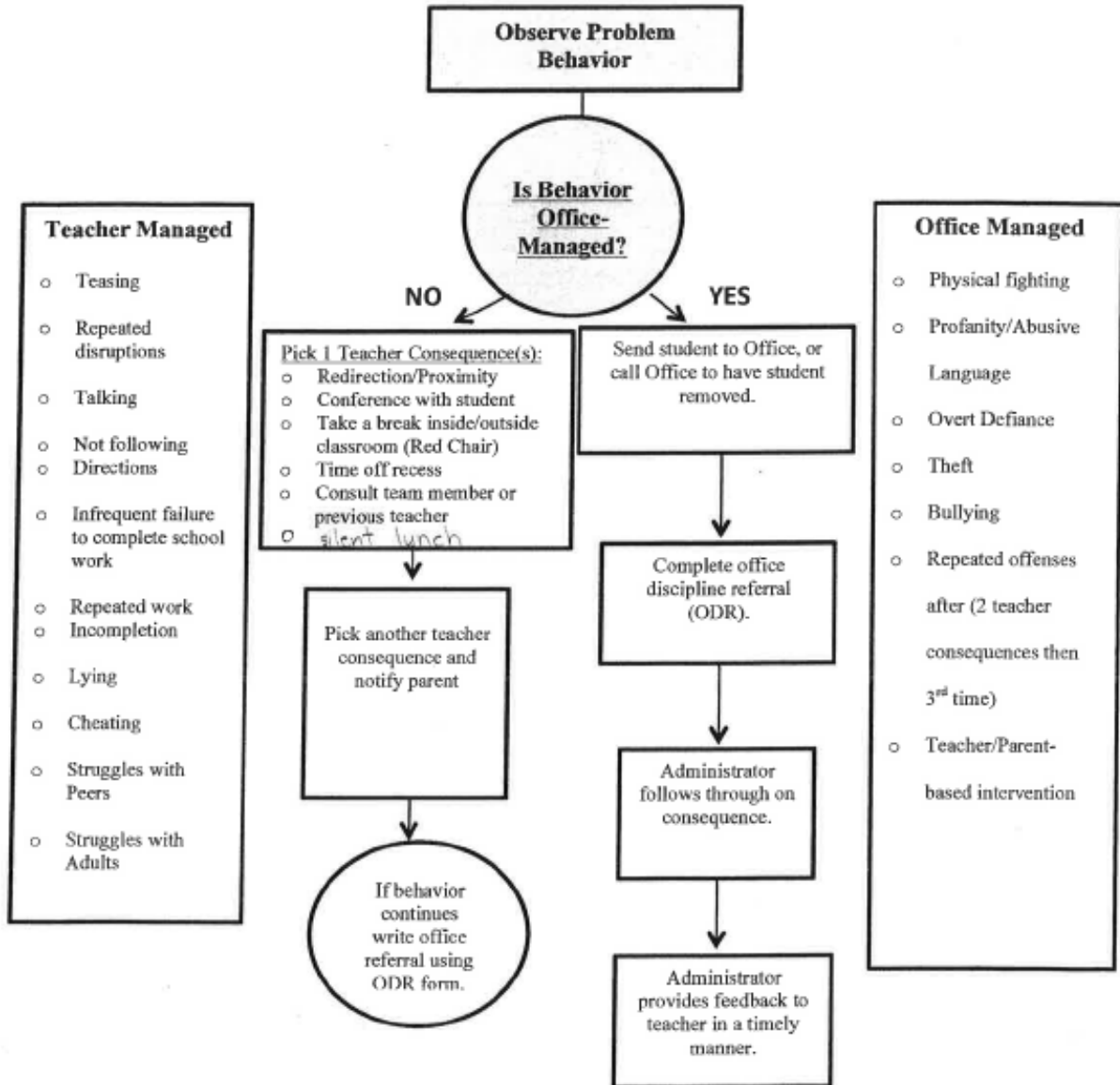
What is the goal of Positive Behavior Support?

The identified purpose of Smithson Craighead Academy's Positive Behavior Support program is to instruct and reinforce students for displaying our three school-wide expectations: **(1) We obey our teachers, (2) We work before we play, and (3) We use self-control.** The Expectation Matrix (see attached) defines what each expectation looks like in all of our school meeting locations. For example, what does respect look like in the cafeteria, hallways, or classrooms?

The Smithson Craighead Academy community is extremely grateful for the tremendous support of our parents and families. By volunteering and being present on the school campus, you are an integral member of Smithson Craighead Academy's Positive Behavior Support plan. Thus, your commitment to this Positive Behavior Support plan is valuable. After reading the "positive behavior support primary plan" and "school expectations" carefully, please sign the signature of support form at the bottom of this sheet, and return along with the other required forms.

We want to thank you for your faithful support and commitment to our school, our students, and our staff. It is with eager anticipation and excitement that we look forward to the successes of the coming school year.

Reactive Component: Responding to Problems





SMITHSON CRAIGHEAD ACADEMY at School Expectation Matrix

Expectations		Settings			
	Classroom	Hallway	Cafeteria	Playground	Restroom
We Obey Our Teachers	<ul style="list-style-type: none"> -Listen and Follow Directions -Control your temper -Keep hands, feet, and objects to self -Cooperate with others 	<ul style="list-style-type: none"> -Keep hands to yourself -Stay calm controlled in conflict -Be courteous of other classrooms 	<ul style="list-style-type: none"> -Use manners -Listen and Follow a dtlr requests -Follow directions the first time asked -Raise your hand for help 	<ul style="list-style-type: none"> -Respect other peoples personal space -Follow the rules of the game -Respond immediately when teacher/ a dtlr calls -Be kind to peers when playing 	<ul style="list-style-type: none"> -Take care of your own business -Give others privacy -Remain in your own stall -Zero Zone
We Work Before We Play	<ul style="list-style-type: none"> -Exercise Self-Control -Arrive at school on time and remain in school for the whole day -Use time wisely 	<ul style="list-style-type: none"> -Follow instructions -Recognize and walk away from drama -Report unsafe behaviors 	<ul style="list-style-type: none"> -Clean up after yourself -Eat your own food -Raise hand for permission to get up 	<ul style="list-style-type: none"> -Use equipment appropriately -Stay in established area -Report problems and unsafe behavior to teacher 	<ul style="list-style-type: none"> -Clean up after yourself -Always flush -Go directly to and from the restroom -Wash your hands -Put paper towels in trash can -Keep water and soap in the sink -Use appropriate amount of toilet paper -Report any problems to staff
We Use Self-Control	<ul style="list-style-type: none"> -Participate in class activities -Remain on task -Show a positive Attitude -Demonstrate best effort 	<ul style="list-style-type: none"> -Walk quietly -Use hallway time appropriately and efficiently 	<ul style="list-style-type: none"> -Make healthy choices -Eat lunch 	<ul style="list-style-type: none"> -Control your temper -Including others in activities -Wear appropriate clothes and shoes 	<ul style="list-style-type: none"> -Be safe -Only one person per stall -Close and lock stall door carefully and quietly -Keep feet on floor -Keep floor and sink area clean and dry -Walk



SMITHSON CRAIGHEAD ACADEMY at Home Expectation Matrix

Time and Place Expectation	Family and Friend Time	Bathroom Time	Bedroom Time	Meal Time	Homework Time	Going to School	Coming Home After School	Car or Bus
We Obey Our Teachers	-Follow directions from adults -Control your temper with adults and friends -Use appropriate voices -Use kind words and actions -Respect others' things and feelings	-Respect other's privacy	-Respect other's privacy	-Use inside voice -Use table manners	-Complete all work to the best of your ability -Listen to and follow instructions	-Be on time -Wait quietly -Listen to and follow directions	-Be on time -Wait quietly -Listen to and follow directions	-Be on time -Walk to and from bus/car -Listen to and follow directions
We Work Before We Play	-Exercise self-control -Use free time in an acceptable way -Use materials and equipment appropriately -Tell an adult about unsafe behaviors	-Flush toilet -Wash hands in a timely manner	-Clean up -Make your bed	-Clean up after yourself and others	-Complete homework -Use materials and equipment appropriately -Bring all materials home	-Bring homework -Bring all materials, including folder	-Take home all of your personal items -Pack your backpack -Take home all work	-Stay in seat -Aisles clear (bus) -Only approved items -Obey driver -Hands/feet inside bus
We Use Self-Control	-Participate in activities with others	-Use the restroom and return to activity promptly -Use only what you need (paper towels/toilet paper)	-Keep your room clean	-Use inside voice -Use table manners	-Try first, then ask questions -Complete work with best effort -Try to do all homework	-Do your best to be at the right place at the right time -Come prepared with shirt tucked in, backpack/bag with you, and folder	-Listen to and follow the directions --Do your best to be at the right place at the right time -Come prepared with shirt tucked in, backpack/bag with you, and folder	-Talk quietly with friends -Be helpful to driver

INAPPROPRIATE USE OF INTERNET/ELECTRONIC DEVICES

Students are not allowed to use personal technology devices during school hours. If a parent gives a student permission to bring a cell phone to school, it is to be off and put away in a backpack before arriving at school. It must remain there until school hours are over. A student who brings his/her personal device to school does so at his/her own risk. No searches or investigations will be conducted for lost, damaged, or stolen devices. Personal technology devices includes, but is not limited to, cell phones, wireless earpieces, iPods, iPads, tablets, mp3 players, calculators, and portable gaming devices. A student in possession of personal technology devices in violation of this policy is subject to disciplinary action.

SAFE HARBOR PROVISION

A student may approach a school official and voluntarily surrender an object that is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds (such as a pocket knife) and is not a firearm. This safe harbor provision does not apply if a search is in progress at the school. If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to any disciplinary action under these rules. Arrangements will be made to return the object to the student's parents or legal guardian, when applicable.

If a student discovers an illegal item such as drugs, a weapon or other contraband e.g. tobacco, alcohol) on school property, or a school bus, the student may approach a school official and report the discovery. A student will not automatically be in violation of school codes by solely making such a report. School officials will use discretion in determining whether the circumstance surrounding the report warrant further investigation of the reporting student.

SEARCHES AND SEIZURES

The following procedures apply to the search of lockers, other areas of school property, including buses, assigned or accessible to students for the holding or storage of property, packages and containers brought onto school property by students and visitors. Lockers and other storage areas are the property of Smithson Craighead Academy and are subject to search. The search will be conducted by the Administrator or the School Resource officer in the presence of an adult witness.

- There should be reasonable suspicion* for school authorities to investigate that the student(s) or visitor(s) possess(es) an item, the possession of which constitutes a crime or school rule violation.
- If circumstances dictate, either a general or random search of lockers or other school property accessible to students may be conducted.
- A notice will be posted that lockers and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, and weapons.

The following procedures apply to the search of students' or visitors' vehicles located or parked on school property. The search will be conducted by the Administrator or School Resource Officer in the presence of adult witness.

There should be reasonable suspicion* for school authorities to investigate that the vehicle contains weapons, drugs, drug paraphernalia, or other illicit items.

- If circumstances dictate, either a general or random search of vehicles may be conducted.
- A notice will be posted at all school properties indicating that vehicles located or parked on school property are subject to search. The following procedures apply to the search of a student for items in the student's immediate possession. The search will be conducted by the Administrator or School Officer in the presence of an adult witness.
- The search will be conducted in private and in the presence of an adult witness. Situations where there is an immediate threat to the safety and welfare of students and staff, and in the school official's judgment the immediate control of the student and item(s) which are subject of the search is necessary, a search may be conducted in a non-private setting and without an adult witness, provided all of the requirements of reasonableness above are met.

The following procedures apply to item(s) discovered and/or seized in the course of searches conducted on school facilities. Any item reasonably felt to necessitate criminal prosecution will be turned over to the appropriate law enforcement officials.

- School authorities may seize any item reasonably felt to be a threat to the safety of others or is used to disrupt or interfere with the educational process.

NOTE: State law permits school officials to make use of metal detectors or other devices, as well as dogs trained to detect drugs or weapons, to assist in the discovery of weapons and drugs on school properties. Any contraband (such as knives, night sticks, gang-related paraphernalia, etc.) confiscated- during searches or turned in to school staff will be stored at Metro School's Security Office for 60 days. After 60 days, unclaimed items will be discarded or destroyed.

Harassment

The Administrator of Smithson Craighead Academy strives to provide an environment where students, teachers, and all staff are comfortable and free from any type of harassment, physical, sexual, racial, or otherwise. Any type of undesirable or unwanted language, gestures, or physical contact, which destroys that environment, will not be tolerated. Any occurrence of this type of behavior should be reported to the Administrator or School Resource Officer. Any such report will be investigated and resolved in a manner that respects you and your child's individual privacy.

EL Assessment & EL Services

To ensure a student is receiving the best support, SCA must assess English proficiency. The WIDA-Access Placement Test (W-APT) has no bearing on school assignment or grade placement. It simply gives teachers a better understanding of the language support the child will need in the classroom as an English Learner. When students are identified as English Learners, they will receive EL services during the regular school day from an ESL-endorsed teacher. Students who are deemed proficient in English through the W-APT do not receive EL services.

Attendance and Truancy Policy

The school day begins at 7:30 a.m. and ends at 2:45 p.m. If a student is absent or tardy, a child must return to school with an excuse note. (Examples: students who have dental appointments, doctor's visits, etc.)

Tennessee law requires that children between ages six (6) and eighteen (18) attend school. Attending school daily helps children succeed academically. Missing school leads to difficulties for a student academically, socially, and emotionally. If a student is found to be lawfully absent from school and/or habitually truant, the student may be taken into custody by law enforcement personnel and transported to the Metro Student Attendance Center (M-SAC). Juvenile court may also become involved if a student is truant.

The parent/guardian of any SCA student should consistently update address records, emails, and contact numbers with the school staff to ensure the school can contact them at all times. Any information regarding attendance and truancy will be sent home via U.S. Postal Service, electronic email, and automated phone calls.

What absences are counted as excused absences?

- Student's personal illness
- Family member's illness that requires the student's temporary help
- Death in the family (up to 3 days)
- Deployment of a parent/guardian serving in the military (one day for deployment; one day for return; and up to 10 days when the service member is on temporary leave at home)
- Head lice (up to 3 days per infestation)
- Recognized religious holidays regularly observed by persons of the child's faith
- Court appearance or legally mandated meetings
- Documented college visitations (up to 3 days per year; only juniors and seniors)
- A Team Leader may allow the following circumstances to be considered an excused absence if the parent/guardian submits a written request:
 - Unexpected emergencies such as car problems
 - Job interview or conference
 - Doctor or dental appointments

Other circumstances requested in writing by the parent/guardian that the Team Leader considers requiring a child's absence. How do absences need to be documented to be considered excused absences?

- The parent/guardian of the student must send in a written note explaining why the student missed school within three (3) days of the student's return to school after being absent.
- Because students sometimes lose notes or forget to turn them in, the parent/guardian should make sure the designated school staff in the front office has received the written excuse notes.
- The parent/guardian should keep a copy of the written excuse note for personal record.
- If a written excuse note is not turned in, the absence will be considered an unexcused absence.
- Absences will be marked on the student's attendance record as either excused or unexcused. The parent/guardian can request copies of the student's attendance record from the school's front office.

What role does the Team Leader have in deciding whether an absence is excused?

- Every Team Leader establishes different rules regarding excusing absences. Parents and guardians should make sure they know the attendance policy for each school that their child attends.
- When a written excuse note is turned in, the Team Leader may do the following:
 - Excuse an absence
 - Refuse to excuse an absence
 - Require a written or verbal explanation from the parent or guardian explaining the reason for each absence
 - Require other documentation that the Team Leader thinks is appropriate to excuse the absence
 - Require a doctor's statement that the student's absences are related to an illness
 - Require a doctor's statement approving the student to participate in the regular school program or extracurricular activities

What if there is concern about the accuracy of the student's attendance record?

If a parent/guardian has concerns regarding the accuracy of the student's attendance, he/she can contact the school to discuss potential discrepancies. Concerns about the student's absences may be appealed to the school's Team Leader, who will make the final decision.

LATE ARRIVAL AND EARLY DISMISSAL

- Students must attend 3.5 hours of a school day to be counted present.
- If a child attends less than 3.5 hours of a school day, the student will be marked as absent. A written excuse note should be turned in to the front office for this to be considered an excused absence.
- Students who arrive after the designated start time of school will be counted as tardy.
- The Team Leader will determine the time frame in which tardy students are able to go directly to class. Students are expected to get an admit slip to class from the office staff upon arriving at school.
- Students will not be released from school for early dismissal without prior approval from the parent or guardian.
- The names of the adults who are permitted to pick up the student from school must be documented in the student's school file. Without prior notification from the student's parent or guardian, a student will not be released to an adult whose name is not documented in the file.
- The parent/guardian or adult whose name is listed on file will be asked to show the front office staff a picture ID for the student to be released from school.

Before & After School Programing

The before care occurs Mondays through Friday from 6:30a.m. – 7:30a.m. beginning the first day of school. The Mid-Town Music Academy afterschool program occurs Monday through Thursday from 3p.m. until 6:00p.m starting September 11, 2017. This after school program offers enrichment, homework assistance, tutoring, mentoring, and music lessons/activities. There are a limited amount of seats for this free afterschool program.

Assemblies

Throughout the school year, we will have several all school assemblies. All school assemblies are held for events that are deemed to be beneficial to all students. Each teacher is responsible for his/her class during assemblies. Parents/guardians are welcome to attend the school assemblies.

Cold Weather Policy

Students are not to be required nor allowed to be sent outside to engage in any school activity when the temperature reaches 30 degrees or below.

Students must be properly dressed for the weather conditions. If a playground supervisor or other staff member determines that a child is not dressed properly, that child will not be allowed to go outdoors for recess.

Field Trips

Parents will be informed and permission slips should be signed ahead of time for all trips off school property. Each classroom will have access to buses for field trips. Parents/guardians may accompany students on field trips; however, they are responsible for the cost.

Health Services

- 1. Medical Distribution:** We are not able to distribute medication to students without the appropriate form on file in the office, signed by a physician. In addition to medications, all inhalers and bee sting kits should be kept in the office. Mrs. Stevenson will dispense medications for the students. If it is necessary for your child to receive medication at school, then a Self-Administration of Medication Form will need to be completed and given to Mrs. Stevenson to keep in the school health office file.
- 2. Head Lice:** If nits or live lice are found, the child will be sent home as soon as we can contact the parents. Upon returning to school, the student must have a note indicating that they have been treated,
- 3. Student and Staff Accidents:** All **student** injuries will be documented on an accident form **immediately** following the accident and the parent/guardian will be contacted.

Homework Policy

Homework is a valuable way to increase students' opportunities to learn. It can provide added opportunities to practice new skills that have been taught during the instructional day. Inform parents of what their children have been learning.

Teachers will:

- Give homework daily.
- Give homework that extends student learning on classroom topics.
- Provide homework that differentiates students' learning abilities.

- Provide instructional follow-up on **all** homework assignments. **Make sure you check the homework assignments you give.** If it is important enough to assign the homework, it is important enough to check the assignment.
- Make sure that students understand and can explain how their homework assignments relate to what they are learning in the class.
- Keep a record of homework assignments with their lesson plans.
- Discuss information regarding student progress with Mr. White and their grade level team members during the weekly team meetings.

Our Benchmark School Improvement Planning process includes a regular cycle of reviewing data on student performance and data on our alignment with Tennessee Standards. By analyzing that data, we will be able to tell how well this policy is being implemented and having an impact, and therefore, able to tell when changes are needed. Monitoring the homework policy and empowering parent/guardians to take an active role in the implementation of the homework policy should lead to academic success for the students.

Internet Use

Internet access is provided to school employees and all students to assist in learning and to provide access to information needed to better perform work tasks. **Please refer to MNPS Information Technology Procedures Manual, Number 6130 Procedure: Internet and E-mail Use Procedures and Regulations.** This policy must be read, signed, dated and turned in to Mrs. Team Leader by all staff members who have access to the Internet. Please be aware that blogging and indiscriminate browsing of the Internet can result in serious consequences. Parent/guardians of the students in third and fourth grades will be required to sign a form giving their child permission to have access to the Internet. **Any staff or student who violates the conditions on the agreement form will lose computer and Internet privileges.**

Meetings

- Parent Conferences will be held during the teacher's planning time or as scheduled by the parent or teacher(s).
- Parent Advisory Council Meetings will be held quarterly.

Parent Communication

Teachers are strongly encouraged to communicate regularly with parents. An agenda, which specifies the student's behavior, are sent home daily and we ask that parents review homework and sign your child's folder to ensure that you are aware of your child's progress on a regular basis. We establish much better relationships when we communicate positive things. It is absolutely essential that all of our communications with parents be as positive as possible. Even when we have potentially negative behaviors or performance to report, we should attempt to word them in a positive manner.

Parent/Teacher Conferences

Conferences with parents will be held on a formal basis. **Please see school calendar for dates.** These conferences should be done in collaboration with the parents and students (when age appropriate).

It is a time for mutual discussion about the child's strengths and needs to develop a mutually agreed upon plan. Teachers may find it necessary to conference with parents on other occasions as well. You may also find it helpful to prepare an outline on each student as a ready reference during the conference. Information included can be derived from observation and/or work can be used.

Supporting information such as work samples, reports, etc. will be available at conferences. Parents are required to call the school office and request a meeting with the teachers during their scheduled planning times every time there is a scheduled parent/teacher conference.

Parties

Classroom parties are allowed. These parties should not monopolize the instructional day. Please contact the main office regarding coordinating the food for the parties.

Parent/School Compact

Smithson Craighead Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Staff Responsibilities:

- Provide instruction for each student at his/her own pace.
- Provide a safe school environment that promotes learning.
- Show respect with our words and actions for each child and his/her family.
- Provide appropriate homework to reinforce the skills that have been taught at school.
- Communicate with parents regularly about their child's progress.
- Schedule an annual parent-teacher conference to discuss academic and behavior progress.
- Come to school on time, prepared to teach the approved state and local curriculum.

Parent Responsibilities:

- Read to my child or have my child read to me every day.
- Show respect with my words and actions for my child, other children and their families, the teachers, and the school.
- Provide a place for homework and check to see that all work is completed.
- Ask my child about schoolwork and activities every day.
- Communicate and work with the school to encourage my child's learning and positive behavior.
- See that my child attends school regularly and on time.
- Communicate with the school about any changes in address or phone numbers.

Student Responsibilities

Be responsible for my actions and behavior each day. I will listen, do my work and learn. I will respect the feeling, property, and rights of others. I will be a good citizen by doing what is right because it is the right thing to do for others and myself.

Report Cards/Grade System

Listed below are the dates for issuing report cards. Place these dates on your desk calendar and in your agenda. Report cards will be reviewed during your conference times on the day before they go home to parents. *Reference School Calendar*

Teachers have the responsibility to keep parents informed of their child's progress at all times. This means that a child deviating greatly from the expected rate of progress at any time during the school year should be reported to the parents by conference, telephone, or letter. Mrs. Dillard-Jackson and Mrs. Clark should be made aware of any students who are experiencing learning difficulty during the weekly planning meetings. All communications with the parent should be documented.

Safety and Security

1. All visitors and volunteers are required to sign in and out at the school office. There is a binder in the front office for this purpose. This is to assist with knowing who is in the building at all times.
2. All staff should keep their Special Situation Folder easily accessible for quick, easy reference.
3. No student should be released to leave school from the classroom, playground, etc. Students should always be sent to the office first if they need to leave during the school day.

Student Dress

Students are responsible for wearing their uniforms everyday. Teachers are responsible for ensuring that students wear their uniforms everyday. Teachers can give incentives for being in uniforms.

The dress code will be strictly enforced every day unless the Administrator sends home written notice prior to a free dress day. Free dress days will have to be earned before they are awarded.

Uniform for Kinder, 1st and 2nd Graders: Khaki bottoms, RED shirts, all black, all white, or black with white shoes

Uniform for 3rd and 4th Graders: Khaki bottoms, BLACK shirts, all black, all white, or black with white shoes

Shoes must be closed toes or tennis (*No sandals, flip-flops, or house shoes*). High heels, shoes with lights, or boots are not allowed.

Shirts must be tucked into pants except at P.E.

NO EXCEPTIONS - Students will be sent to the office, parents will be notified, and required to bring the proper uniform in order for the student to return to class.



Title I

Smithson Craighead Academy is a Title I school wide school. As a result, we receive Federal funds to help support our academic goals. Title I eligibility is determined by the number of low-income families in the school. Federal guidelines require that the following steps be followed in developing a Title I plan:

A school improvement plan is written for our school.
The plan must focus on increased literacy through intervention efforts.
Parental involvement must be a component of the plan.
Effectiveness must be measured each year.

**Please detach and return the next two signature pages to SCA.
Thanks!**



SIGNATURE OF SUPPORT

Please complete and return this “Signature of Support” form to the school office by Thursday, August 31, 2017.

I, _____, have thoroughly read Smithson Craighead Academy’s Positive Behavior Support plan and school expectations. (*Code of Conduct*)

____ I will support and participate in implementing the Positive Behavior Support plan each time I am at Smithson Craighead Academy. (*Code of Conduct*)

____ I will not support and participate in implementing the Positive Behavior Support plan each time I am at Smithson Craighead Academy.

Student Name: _____ **Grade:** _____

Signature: _____ **Date:** _____

Printed Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Number: _____



Signature Page

Receipt of 2017-2018 Student/Parent Handbook

Please sign one form, front and back, for each Smithson Craighead Academy student in your household and return the form in each student’s folder.

I, _____, have received the
(Parent or Guardian’s Name – Please Print)

Smithson Craighead Academy Family Handbook on the date noted below, and have reviewed and understand the policies stated therein. I fully understand the attendance and truancy polices that are clearly outlined in the handbook and will adhere to it.

I agree to fulfill all responsibilities described in this Handbook, partnering with SCA staff members to support the academic achievement and progress and developmental growth of my child.

Media Release and Student Displays

I give my permission for Smithson Craighead Academy/Project Reflect, Inc. to record, film, photograph, interview, and/or publicly exhibit, display, distribute, or publish my child’s name, appearance, or words during their tenure at SCA. This consent provides permission to the school staff and anyone outside of the school, including media outlets. I agree that the school may use, or allow others to use, the previously mentioned without limitations or compensation. I release the Mid-Town Music Academy, Smithson Craighead Academy, and Project Reflect Inc. staff from any claims that may arise as a result of my appearance or participation in these works.

Student’s Name (please print) Grade

Smithson Craighead Academy 0687

Student’s School

Name of Parent or Guardian (please print)

Signature of Parent or Guardian Date

Note: Failure to sign and return this form to the school does not relieve the student from the responsibility of conforming to SCA’s Student/Parent Handbook.



2017-2018 Release Consent Form

- Code of Conduct Received Signature** **Yes** **No**
- Honor Student Publicly** **Yes** **No**
- Share Info With Military** **Yes** **No**
- Photo or Recording For Media** **Yes** **No**
- Photo or Recording By The Media** **Yes** **No**
- Student Directory Info** **Yes** **No**
- Attendance/Tuancy Form Signed** **Yes** **No**
- Health Screening** **Yes** **No**
- Check Out Laptop From Library** **Yes** **No**
- Permission to Use Limitless Library** **Yes** **No**
- MNPS Technology Opted Out** **Yes** **No**
- School Social Work Opted Out** **Yes** **No**
- Climate Survey Opt Out** **Yes** **No**

Student Name _____ **Grade** _____

Parent Name _____ **Cell Number** _____

Parent’s Signature _____ **Date** _____

Current Address: _____

City _____ **State** _____ **Zip** _____