



2018-2019 Parent-Student Handbook

This handbook is designed to acquaint parents and students with the policies and procedures of Cardinal School, Inc. It is not intended to be comprehensive nor to address all the possible applications of or exceptions to the general policies and procedures described. Please read, understand, and comply with all provisions in this handbook.

Parents are required to sign the "Parent-Student Handbook Signature Page" located at the end of this document for submitting with registration paperwork.

Cardinal School
100 Spenryn Drive
Madison, AL 35758

(256) 690-2914

www.cardinalschool.org

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Introduction

The Cardinal School strives to provide the educational environment necessary to prepare each child for higher learning and social contributions, enabling students to reach their full potential by individualized curriculum and teaching strategy. We believe that all children are exceptional and that all their needs can be met. Our school is dedicated to helping children not only with exceptional needs but the gifted child as well.

The Cardinal School is a home school cooperative, or co-op for short. As a ministry of the Church of Our Daily Bread, and a 501(c)3 non-profit organization, it is organized and run by the members of the Cardinal School Board, who have hired staff and teachers to work with your children. Parents generally remain highly involved in the educational process, volunteering with traditional classroom activities and hands-on construction, cleaning, fundraising, and more.

Section 1: Admissions and Enrollment

Admissions Policy

Students who are of age for preschool, or kindergarten through 8th grade will be admitted. Students who are 9th grade the 12th grade will be admitted on a case by case basis. Students will be evaluated by the School Administrators and a certified teacher to ensure that we are able to further the child's education.

Admissions Procedure

The procedure begins when a request for an enrollment packet is made by a parent, guardian, or school system. The administration will gather basic information and schedule a tour and interview with the family. During this interview the prospective students' current abilities, diagnosis, and goals will be discussed. At this time an assessment will be made as to whether Cardinal School can advance the child's education. If it is determined that Cardinal School is a good fit for the student, the parents will be given the enrollment packet. This packet includes all paperwork and a checklist that is needed to quickly and successfully enroll the child into Cardinal School. Once the student's file has been created the family will receive confirmation of paperwork and given the student's start date by email. If there is any missing information an email will be sent regarding the outstanding documents. Enrollment requires a yearly \$150 registration fee along with the following paperwork:

- Enrollment Form
- Church School Enrollment Form
- Tuition & Fee Schedule
- Enrollment Contract
- Copy of Birth Certificate
- Immunization Records or Waivers

- Photography, Videotape, Audiotape and Observation Release Form
- Technology and Software Use Form
- Student Pick-Up Authorization Form
- Parent-Student Handbook Signature Page
- Latest Report Card or Transcript and/or IEP (if transferring from another school)

Non-Discrimination Policy

Cardinal School admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the School. It does not discriminate on the basis of race, color, gender, national and ethnic origin, administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Privacy Statement

Cardinal School respects the privacy of all our students and their families and will never release contact information, check, or credit card information.

Tuition

Tuition amounts are recommended by the accountant and treasurer and are approved by the Cardinal School Board. Tuition payment options include:

- Single Payment - Pay 100% of the tuition and fees
- Monthly - Pay the monthly tuition each month on or by the 1st Monday of each month.
- Bi-Monthly - Pay the bi-monthly tuition each month on or by the 1st and the 15th of each month.
- Weekly - Pay the weekly tuition each week on or by Monday of each week.

Payments will be accepted in the form of cash, check, or credit card and can be paid in person, by mail, or by reoccurring credit card authorization.

- Late payment fees - A late fee of \$25 per month will be assessed if payments are not received within 5 business days of the due date. If there is any reason payments cannot be made, please contact the Business Manager to make payment arrangements.

Tuition Contract

The Fee Schedule is for the entire school year, and the obligation is unconditional. There will be no reduction or remission of fees for school closures, absences, weather closures, withdrawal (unless moving out of the area), or dismissal of a student. This Fee Schedule must be signed by the parent/guardian. In the case of joint custody, both parties must sign the Fee Schedule.

Section 2: School-Parent Communication

Contact Procedures

A parent may wish to phone or email the school regarding academic or behavior issues. We ask that you contact the teacher first. Each of our teachers are assigned a school email address for the purpose of addressing any issues, concerns, or advances with parents.

You are welcome to contact the School Administrators of the school if the issue has not been resolved or if it has not been addressed appropriately or promptly. Please feel free to email throughout the day, although a response may not be provided until the school day has ended.

You can also call after 2:30pm to the school's main number. If a parent calls during school hours a message will be taken to the teacher and returned at a more appropriate time.

A teacher may need to reach out to a parent either by phone or email. Please make sure your contact info is up to date so that communication is not delayed.

Early Pick up/ Late Drop Off

If a student is late or is being picked up early, please notify the teacher in person, by phone, or by email. When you arrive, sign the student in or out and allow the student to enter/leave the classroom with the teacher, aide, or support staff. This eliminates the other students from becoming distracted and off task.

School Closings during Inclement Weather

The Cardinal School will close when weather or other conditions are too hazardous for safe operation. We will closely follow the local public school system for school closings due to inclement weather and/or other conditions. Cardinal School will also send out a text and email to notify parents of any school closing or delay. Local news media will be notified as well.

Parent Teacher Conferences

We request that parents attend at least 2 conferences each year. The conferences will be held during school hours between 7:30am-2:30pm. Please make accommodations for that time frame. The teachers will set out sign-up sheets a week prior to the conference days. Please note that conferences are only 30 minutes long. If you need a longer conference time you will need to coordinate with the teacher to schedule a more appropriate time.

Section 3: Parent Commitment

Cardinal School, Inc. is a Homeschool Cooperative and relies on its families to help ensure that each student has a successful day. Although, Cardinal School provides all day education for the child because it is a homeschool it is still ultimately the parent's responsibility to educate the child. We open our doors at 7:30am so that students are able to come in, get settled, and have

time on electronics and visit with friends before the day's start. We ask that each you support your child by doing the following each day:

- Please let us know if your child has not slept well or is not eating well
- Make sure that your child is dressed appropriately for school.
- Pack and bring a lunch for your child and a water bottle.
- If at all possible make sure they are on time and at school by 8:00am.
- Make sure the communication folder is signed and brought back to school each day.

Communication Folder

You student will be given a communication folder on the first day of school. This folder will provide a daily communication sheet that the teacher will fill out each day regarding student's behavior, task completion, and eating habits if necessary. This will be signed by the teacher each day and will have a line for you to sign. This page will be returned on the following Monday and put in the child's file. This ensures proper communication between parents and Cardinal School.

Commitments

Since Cardinal School is not only a homeschool coop but also a non-profit we rely heavily on continue to offer the same level or better of education and the low cost that we are constantly trying to maintain. We require that parents volunteer at minimum of 2 hours a semester. This is a total of 4 hours for the school year. If a parent is unable to provide their minimum requirement, they also have the option of paying a \$125 fee per semester. There are many different ways to meet this requirement including:

- Volunteering at the school to organize parties and events, assisting teachers with cutting, copying, and organizing activities, and helping create activities, boxes, and materials for the school
- Chaperoning and driving other students on field trips
- Volunteering at fundraisers and other events
- Helping to send in Box Tops throughout the year
- Helping to organize other fundraisers

Section 4: Student Policies, Procedure, and Rules

Dress Code Policy

Many studies have shown how students who wear uniforms perform better in school. We are not requiring uniforms but we do want to enforce a dress code that will help to eliminate distractions, boost self-confidence, and teach a life skill of dressing oneself. We want our students to be able to learn in the least distracting environment we can create. If students come in out of dress code we will contact the parents and ask that you either bring the

appropriate clothes or pick the child up and bring them back when they are dressed correctly. Our dress code is as follows:

- Solid color, pattern, or plaid t-shirts, polos, or button down shirts
- No graphic tees or tees with pictures on them- except on Fridays
- For boys shorts and pants are fine. No gym shorts or pants. Denim, khaki, or chino
- For girls shorts, pants and skirts are all acceptable. No gym shorts or pants. Denim, khaki, chino, or other fabrics
- Students are required to wear socks and tennis shoes or rubber soled shoes with closed heels and toes. There is no requirement as to type however, the shoes must fit well and not easily come off.
- Students are permitted to wear any jacket, hoodie, sweater or sweatshirt desired. It is recommended that students leave a sweatshirt or light weight jacket at school in case they get cold.
- Students need to come to school clean and with clean clothes.
- If there are sensory issues regarding clothing this can be worked on an individual basis.

Electronics Policy

- Students are allowed to bring in personal electronics including: iPads, tablets, nooks, kindles, and iPods. These are to be used in the mornings prior to school starting and at the end of the day during pick-up.
- Personal electronics are the responsibility of the student. Cardinal School is not responsible for any damages or loss that may occur to these personal devices while at school.
- Students are not permitted to have cell phones at school unless granted special permission by the School Administrators.
- Students may not use personal electronics to record or photograph faculty or other students.

All items brought onto school property in back packs, lunch boxes, bags, on the person are subject to search.

Harassment Policy

Cardinal School strives to be a place that every individual is treated with sensitivity and respect. The school does not tolerate intimidation, humiliation, or degradation by any member of its staff, parent, or student for any reason.

Section 5: Attendance and Absence

Alabama Compulsory Attendance law requires children ages 7-16 attend school. Parents must enroll children in either public, private, or church school. Cardinal School is a church school and enrollment fulfills this law. Cardinal School maintains attendance of all students.

Absences

We request that if at all possible an excuse be provided for absences. If the student is out but is being taught at home the work that was done will supplement for the absence and will not be counted as an absence. We ask that students come to school as much as possible, if frequent absences interfere with a student's progress a meeting will be held to discuss how to help the child catch up and remain enrolled in the school.

Call Out Procedure

When your child is sick or unavoidably absent

- Call Cardinal School by 8:30am
- Provide the school an explanation of absence, in the event of an illness please let the staff know what the illness to watch for symptoms in other students

Section 6: Daily Procedures

Morning Drop Off

Cardinal School will open its doors each morning at 7:30am. Class starts at 8:00am. Students are not permitted in the building prior to 7:30am. Parents should pull up each morning to the Drop Off/Pick up car lane that runs in front of the school and wait until the doors are opened. A staff member will assist with getting your child into the school and to their classroom.

The parking spaces in front of the building are reserved for the Early Learner parents and other clients to drop off and pick up in the mornings.

K-8 parents, we ask that you not park and walk inside and wait in the lobby or send your child across the parking lot to come inside. This is for the safety of our students and to ensure a smooth drop off each morning. If you need to speak with a teacher or staff member please call or email to set up a time to meet outside of school hours.

Afternoon Pick Up

Cardinal School day ends at 2:00pm each day. We allow thirty (30) minutes for students to be picked up from school. Students can be picked up between 2:00 and 2:30pm. Please use the Drop Off/Pick up lane. Students who are picked up after 2:30pm will be charged a fee for late pick up. If a parent is more than 5 minutes late a fee of \$10 will be applied to your account. If a

parent is more than 15 minutes late an additional \$10 fee will be assessed and will be \$5 for every five minutes after that.

During student departure and arrival all staff members are working to keep each child safe; lengthy parent conversations with teachers can cause issues during these transitions. We want to answer any and all questions or concerns you might have, we just ask that they be brought up outside of this time frame. We ask that if you need to speak with a teacher or staff member to call or email to set up a time to meet.

Parents will receive a "Student Pick-Up Authorization Form," this form tells us who is allowed to pick up the child. We will ask that unknown individuals provide state issued identification for verification.

Visitors

During the day parents, visitors, and volunteers will be required to sign in on school grounds.

Snacks and Lunches

- Students are required to bring a snack and a lunch each day. These lunches need to be able to be quickly prepared by faculty and teachers.
- The students need to also bring either a refillable water bottle or drinks for both snack and lunch.
- Drinks and food will not be provided to the students.
- We have a microwave and toaster oven to prepare food, items should already be cooked and only require reheating, or require less than 5 minutes in a microwave to cook.
- There is a refrigerator to store foods that need to be kept cold if a cold pack is not inside the lunch box.
- Fast food, candy, sodas, and having food delivered are not permissible.

Section 7: Field Trips

Field trips are an excellent time to generalize knowledge learned inside the classroom. We encourage all students and families to participate in field trips. Cardinal School does not provide transportation for students and families for trips. We need volunteers to drive their child and other students on the field trip if necessary. Parents need to ensure that the school has a copy of their valid driver's license and insurance card. Parents, we request that you volunteer to drive for at least one field trip, this will count towards the mandatory volunteer hours. In order to go on a field trip we must have:

- A permission form signed by a parent or guardian
- Required funds for the field trip

For Drivers:

- Make sure that each student is buckled in securely, if a student is unwilling to stay buckled please alert a teacher or aide. Students who are unable to be secured in a car will not be allowed to go on the field trip.
- Only the driver's child of appropriate height may ride in the front passenger seat
- Driver's must go directly to the location of the field trip and return directly to the school. If you are not taking additional students and would like to meet us there with your child and then leave from the field trip and return home that is acceptable.
- Parents are responsible for their children during the field trip.
- Obey all speed limits and other traffic laws to and from the location of the field trip
- There is no smoking while driving or during the field trips.
- Drivers will be given a set of driving instructions, an address, and a cell phone number if there are any issues.

Section 8: Illness and Medication

Illness

A student will not be kept at school or admitted if he or she is known to have a fever, communicable disease, or parasite that may be spread by any form of causal contact and considered a health threat to school population.

Students sent home with any of the symptoms listed below must be free of all symptoms (not demonstrating any symptoms after medication has been discontinued) for a twenty-four-hour period before being readmitted to school. Students who try to return prior to the twenty-four-hour symptom free time frame is up will be denied entry to school.

- Fever above 99.5 degrees or higher
- Vomiting and/or diarrhea
- Discharge of mucous or fluid from eyes, ears, or nose that is green or yellow in appearance
- Rashes of unknown origin (students will be readmitted with a physician's note)
- Conjunctivitis or pink eye (students may return twenty-four hours after treatment started)
- Streptococcus or other infection (after 24 hours of treatment and a physician's note student may return)
- Head lice - the school must be notified of any case of lice. (Treatment with proper medication is required. Parents, you must accompany your child to school following treatment to be rechecked and cleared by the staff.)

In accordance with public health guidelines designed to decrease the spread of communicable diseases, should a student become ill during school, parents will be notified to pick up their child. If the school is unable to locate a parent to pick up a child, the designated emergency contact will be called to pick up the student. The child will be isolated and made as comfortable as possible. We want to ensure all of our children stay as healthy as possible and ask that you please adhere to these rules.

Medication

Cardinal School employees are not permitted to administer medication to students, including over-the-counter medications, unless directed to do so by a parent. Medications may be given with prior written consent from parent.

Parents must supply the medication in its original bottle or packaging with the student's name and dosage clearly labeled. Cardinal School will not deviate from the listed dosage on the medication unless authorized in writing by a physician. Students may not carry medications prescription or OTC in their possession during the day.

Parents will need to fill out and sign a "Medication Authorization Form". This form is signed by staff each time medication is administered. Cardinal School is unable to keep medications that need to be refrigerated, we do not have a refrigerator that is locked or out of student's access. If medications need to be taken home, it MUST be taken at the time of pick-up. The school will not reopen to pick up medication.

First Aid

Cardinal School keeps a basic first aid kit on site. Parents will be informed of all injuries beyond minor bumps and scratches. Parental permission must be presented to administer any medication. If a student registers a fever above 99.5 they are to be picked up from school immediately.

Section 9: Technology Expectations and Code of Conduct

Cardinal School encourages the use of technology in the classroom and in everyday life. It is an excellent tool that can be used to teach a long list of valuable skills and to reinforce newly learned skills. Students will have access to computers, tablets, and iPads with internet access. There are other items that they will have access to such as USB drives, microscopes, headphones, etc.

Students using these items will be expected to keep these items in the same condition as they got them in. Teachers will discuss and continually remind students of the rules that go along with use of technology. These rules are:

- When using any form of technology students are to be seated at all times

- Students must use appropriate language
- Shooting, bloody, or fighting games are not permitted
- Students must ask permission of the teacher before they are allowed to use any of the technology
- Social media is not permissible on school technology or internet
- If a student breaks or damages any school property, parents are responsible for replacing or repairing these items.
- Parents are to sign the “Technology and Software Use Form” and return with registration paperwork.



Parent-Student Handbook Signature Page

I have reviewed the 2018-2019 Parent-Student Handbook that has been given to me. In doing so, I acknowledge and agree to policies contained therein and will comply with all policies.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school policies.

I understand the school reserves the right to change policies at any time with or without advance notice. I further understand it is required of me to sign this form in order to continue my child's enrollment at the Cardinal School.

Student's Name: _____

Parent/Guardian's Name: _____ Date: _____
(please print)

Signature of Parent/Guardian: _____

Signature of School Representative: _____ Date: _____

Note: Failure to sign and return this form does not exempt cooperation regarding the policies in the Parent-Student Handbook.