

**Vision:**

Clarkfield Area Charter School envisions itself as a school of excellence that fosters a love of learning which allows all students to reach their maximum potential.

Clarkfield Area Charter School will accomplish educational excellence by utilizing highly effective teachers, whose data driven instruction, will focus on their students' individual learning styles in order to build concrete foundation in academics. Educators will promote strong moral values, healthy lifestyles, global and local awareness, and utilize community involvement to ensure academic success. AS a change friendly school, CACS faculty and staff will embrace opportunities and innovation that will increase their effectiveness and sustain a financially sound institution. CACS Faculty and staff, along with strong parental partnerships, will guide each student to reach his/her full academic and social potential in order to ensure success in their future.

**Mission:**

At Clarkfield Area Charter School, we believe that all K-6 students have a purpose and learn in a unique way. Our mission is to develop a love of learning by finding and teaching to the students' individual learning styles and expanding their knowledge through community based learning. This will allow students to master academic building blocks necessary for a successful transition to junior and senior high school. Learning will take place in a nurturing and stimulating environment with a 15 to 1 student to teacher ration where staff, families and community members support students to become life-long learners leading healthy, active and productive lives.

**Core Values:**

Student needs, Honesty, Integrity, Respect for all, and Teamwork (S.H.I.R.T.)

**Attendance Policy**

At Clarkfield Area Charter School we believe consistent attendance is a vital part of student success. Our expectation is to have students miss as little class time as possible. If a student should miss class for any reason, they are to bring a written excuse to their teacher when they return to class. The written excuse should include a reason for the absence and a parent signature. Parents/Guardians ~~can~~ should also contact the school office **prior to school starting (8:15am)** if their student will be absent.

An absence or tardy will be considered *Excused* for the following reasons:

- Illness
- Serious illness in student's immediate family
- Death in student's immediate family, close friend, or relative
- Medical or Dental appointment that can not be scheduled at any other time (excessive absences will require doctor verification)

Any absence without a parent/guardian excuse will be considered *Unexcused*. An absence will also be considered unexcused if no written excuse or phone call is received within three days of the absence. For absences of three days or more a doctor's note may be requested from the school before the absence will be considered excused.

Any student absent from school without excuse for seven days in any school year is considered truant. Truant students will be referred to the County Attorney's Office.

If you know in advance that your child will be absent please notify the school as soon as possible so your child's teacher can prepare any assignments for him in a timely manner. Please try to schedule appointments outside of regular school hours whenever possible.

### **Behavior Policy**

All students have the right to learn. At Clarkfield Area Charter School we expect each student not to interfere with the learning of any other student. Each classroom will have its own procedures, but we hold the following expectations for all students at all times:

Show respect to each other and to staff members at all times.

Treat others as you would like them to treat you.

Do your best. (DYB!)

Use school appropriate language at all times.

Dress appropriately every day.

### **Birthday Treats**

We welcome any student to bring treats for their birthday if they wish. Any treat brought to school must be commercially made. Please ensure there are sufficient treats for all students in your child's class. **Due to peanut allergies in our school we ask that treats not contain peanuts.**

Students are welcome to share invitations to a home party in school if all the boys and girls in the class are invited to the party, otherwise invitations are not to be shared during school hours.

### **Books and Equipment**

Students are responsible to care for any books and/or equipment provided to them to keep it in the best possible condition. Excess damage will be fined to the student at a rate deemed appropriate by the school considering the age and prior condition of the book or equipment.

### **Computer Use Policy**

In an ever-changing society, Clarkfield Area Charter School recognizes the importance of technological education for all students. We use computers and the

Internet on a regular basis to provide students with current data and the skills to locate and use online resources as well as to communicate with other students and individuals as necessary for their education. We view computer/technology use as a privilege, not a right. The following is expected of our students, and is our Acceptable Use Policy:

- Be Polite
- Use Appropriate Language
- Do not reveal any personal data

Unacceptable use of school networks, computers, software, Internet, e-mail, includes but is not limited to: accessing, downloading, viewing, or storing, or printing obscene, pornographic, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit material or language.

## **Conferences**

At Clarkfield Area Charter School we value open communication between parents, teachers, students, and administration. Parents are welcome to schedule individual conferences at any time with their child's teacher. Conferences will be held twice per year. This offers an opportunity to discuss learning styles, past successes and challenges, and set personal learning goals and physical fitness goals for the year

## **Curriculum**

Clarkfield Area Charter School offers a high quality core curriculum as well as enriching exploratory opportunities. The core curriculum is aligned to the Minnesota Academic Standards and meets all requirements set by the state of Minnesota. Throughout each school day students will experience mathematics, language arts, reading, social studies, science, ~~health~~, and physical education. K-6 students will also receive instruction in music, health, and art and grades 3-6 will have a technology and library course.

## **Community-Based Learning**

Clarkfield Area Charter School's educational program includes community-based learning as an approach to instructing students. This approach allows students to:

- help determine the needs of the community and empowers them to identify solutions
- benefit both the community and themselves
- learn in a variety of subject areas
- satisfy educational goals
- work with all ages

Teachers supplement their instruction by utilizing community members, local experts and business owners as guest speakers. They will share their expertise and experiences about the local environment, government, and business community along with knowledge of history and the importance of physical activity to help bring learning to life. These guest speakers will be selected based on units being studied by

the class and will be aligned with Minnesota state standards. Students experience new and ever-changing learning opportunities by having community experts teach them about their specialty area and they have the added advantage of knowing the people in their community care about them and want to be involved in their education.

### **Family Involvement**

Clarkfield Area Charter School strongly encourages each family to volunteer a minimum of 20 hours a year. Volunteering can take a variety of different forms from helping in the classroom, supervising after school extra curricular activities, chaperoning field trips, serving on board committees, cutting out letters for a bulletin board from the leisure of your own home, and as needed by staff. In addition, attending student/parent/teacher conferences and assisting your child with homework or tutoring another child are also volunteer hours. The charter school development team believes that for a student to be successful there needs to be support from the school, parents, and students. However, it is understood that participation will not impact a student's enrollment opportunity.

### **Dress Code**

We believe student dress is a reflection of student attitude. Student dress should be neat and appropriate at all times while on school property. School officials will determine appropriateness of student dress on a consistent basis, considering the following:

- Student dress should be appropriate for outside play.
- Any clothing advertising illegal substances will not be allowed.
- No undergarments should be visible.
- Clothing with sexual or profane innuendo or language will not be allowed.
- No gang related symbols will be tolerated.
- No hats/caps worn inside the school building

School staff may require a student to change their dress or grooming when it causes distraction to themselves or others. If needed, a parent may be asked to bring a change of clothing to the school for the student.

### **Electronic Devices**

We discourage students from bringing personal electronic devices to school. These include, but are not limited to, cell phones, CD players, MP3 players, laptops, etc. . . If a student chooses to bring one of these items to school they must keep it turned off and put away during the school day. The school is not responsible for any lost or stolen items. If a student brings one of these items to school and a staff member takes it from them they will receive a warning upon the first offense and will get the item back at the end of the school day. The second offense will result in the parent having to come in to get the item back.

## **Emergency Information**

The school must be able to reach a parent or guardian in case of an emergency. Emergency contact information will be requested from each family at the start of the school year. It is important that any changes be reported to the school office immediately.

In the case of an emergency or inclement weather, school may be dismissed early. Busses will be sent in a timely manner to ensure students arrive home safely. If a student is to go someplace other than home parents need to let the office know. The following TV/radio stations will report early morning announcements as well as early dismissal information.

Radio:        KDMA 1460 AM/KMGM 105.5/FM – Montevideo/Granite Falls  
                  KMHL 1400 AM – Marshall  
                  WCCO 830 AM – Minneapolis, St. Paul  
                  KKRC 93.9 FM – Granite Falls  
                  KDJS 95.3 FM – Willmar  
                  K-Q102 102.5 FM – Willmar  
                  KKCK 99.7 – Marshall

TV:             KARE – Channel 11 – Minneapolis, St. Paul  
                  KSAX/KSTP – Channel 5 – Alexandria  
                  WCCO – Channel 4 – Minneapolis, St. Paul

## **Field Trips**

As a part of our focus on community-based education, classes may occasionally take a field trip. Teachers will send a permission slip home with details of the trip in advance. These permission slips must be returned for a student to be eligible to attend. A student may be considered ineligible for the trip as a school consequence; in this case an alternative learning experience will be offered to that student on the day of the field trip.

## **Food Service**

For the 08-09 school year, meal prices are as follows: student breakfast \$1.10, student lunch \$1.90; reduced price lunch \$.40, adult lunch \$2.90, half-pint milk price, \$.40; milk ticket for milk break (20 milk) \$8.00 (Kindergarten milk for milk break is free as it is provided through a State Department program.) To help the school reach its goal of being a financially responsible organization please keep lunch accounts current! Students of families who have a \$-25 or more balance on their lunch account will only be offered a peanut butter sandwich and milk for lunch.

## **Forbidden Items**

There are many items that have no place within our school facility or on school grounds. They include, but are not limited to, guns, knives, weapons, cigarettes, drugs, water guns, and pornography. Students will be suspended for bringing any of these items to school. There may also be criminal consequences.

## **Grading Policy**

Student grade reports will be printed for parents at the end of each quarter and for student conferences. Teachers will inform parents of the grading scale used in each classroom.

In some instances, if a student is not achieving academic success, it may be necessary to repeat a grade or course to master the content. In such a case, a meeting will be called with the student, parent, teacher, and school director to determine the most appropriate course of action.

## **Homework Policy**

At Clarkfield Area Charter School, we recognize homework as an aspect of school success. Students should expect some homework assigned on a daily basis. While we strongly encourage students to miss as little school as possible, we understand that from time to time a student will miss class due to some circumstance. For each day a student is absent he will be allowed one day upon his return to complete the work he missed for full credit. For extended absences, a reasonable due date for the missed work may be arranged with the teacher.

Parents can call the school to arrange to pick up homework assignments for their child.

If a student has been suspended from school, parents can arrange to pick up homework assignments in the office. The work is due upon the first day the student returns to class for full credit. No extra time will be offered.

## **Lost and Found**

Any items found should be brought to the office immediately. Students can describe the lost item to a staff member to pick it up. Items left in the lost and found after the end of the school year (or if the amount in the lost and found becomes excessive) will be either given to a local charity or disposed of.

## **Pupil Fair Dismissal Act**

The Fair Dismissal Act applies to any student being denied the current educational program. It does not include a student being removed from class. Clarkfield Area Charter School follows this policy; a copy of the policy is available in the school office for review.

## **Records**

Parents have the right to review and inspect school records. Requests to review student records should be made to the school Director, who will arrange for the records to be reviewed.

## **Report Cards**

Report cards will be printed at the end of each academic quarter. This report will show student progress in academic areas and may also show progress in areas of student habits and social growth. Grades will reflect students' daily work, quizzes, tests, and class participation. Students with Special Needs may be graded in a manner deemed appropriate by their Special Needs Teacher and their IEP.

## **Smoke Free Environment**

Clarkfield Area Charter School is smoke and tobacco free. Smoking and the use of tobacco had been identified as a major health concern; in an effort to provide a safe, healthy, and clean environment for all students, staff, and community members smoking and the use of tobacco products is prohibited both in the school and on school grounds.

## **Telephone Calls**

Students may be reached by leaving a message for them with the school office during the school day. Students will not be excused for phone calls. Students are encouraged not to make any phone calls during the school day. In the case of an emergency, students may be allowed to make a call from the school office. We ask that any after-school plans be arranged before the school day begins.

Teachers are often not available to take calls during the school day either. If a parent needs to contact a teacher, they can either send an e-mail to the teacher or leave a message with the school office. The teacher can then call the parent back at his earliest convenience.

## **Testing**

Clarkfield Area Charter School staff believes that students develop a love of learning by identifying their individual learning style. In the fall of each year, all students will be tested to determine their learning style. Teachers which will use the identification of students learning styles to create instructional opportunities that are adapted to diverse learners.

CACS use the NWEA MAP Assessment Tests, given in the fall and spring, in addition to non-traditional assessment methods, such as portfolios, presentations, models, charts and other displays to ensure students are achieving adequate individual goals. Test scores will be reviewed and areas of concern will be addressed to increase student achievement. **It is our goal to have our students meet or exceed their individual growth projections.**

## **Visitors Policy**

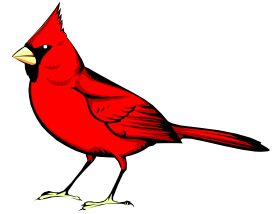
At Clarkfield Area Charter School we appreciate parent and community member enthusiasm with our students' education. In an effort to maintain a safe environment for all our students, we request that all visitors check in at the school office upon

entering the school. Visitors will receive a Visitor Pass to wear while they are in the school or on school grounds during the school day.

### **Volunteer Policy**

Clarkfield Area Charter School uses community experts and local residents as “educators.” Lesson plans include speakers, such as local residents and business owners; research using textbooks and the Internet; and potential community-based projects. Using community experts to help educate the children offers an opportunity for students to sharpen their listening, note-taking and interviewing skills, which all enhance many aspects of our literacy program. Volunteer time can be arranged with the classroom teachers and are asked to check in at the office upon arrival. The school volunteer policy can be found in the school office or on the school web site.

# Clarkfield Area Charter School Discipline Policy



At the Clarkfield Area Charter School we believe that each student has the right to learn and each teacher has the right to teach. Any person causing a disturbance to this right will receive a school consequence. We understand there are a variety of reasons for wayward behaviors, and will handle each situation on a case-by-case basis. We do not view school discipline as a punishment, but as a means for our students to correct their behavior. Our goal is to help students recognize their negative behaviors and to make wise choices to avoid making the same mistake again. The following will be used as a **guideline** for helping students correct their behavior to provide a safe environment for all to learn. For students with an IEP, student disabilities will be considered when issuing a school consequence. The school consequence is unrelated to any possible criminal charges; the local law enforcement authorities will be called if deemed appropriate. In some situations restitution will be required. A copy of any written warning will be sent home. A suspension may be either in or out of school.

<b><i>Infraction</i></b>	<b><i>1<sup>st</sup> Offense</i></b>	<b><i>2<sup>nd</sup> Offense</i></b>	<b><i>3<sup>rd</sup> Offense or More</i></b>
<b>Student/Student</b>			
Threats and intimidation	Written Warning and/or up to 1 Day Suspension	1-3 Day Suspension	3-5 Day Suspension
Verbal abuse	Written Warning and/or Detention	1 Day Suspension	3 Day Suspension
Physical intimidation	1-3 Day Suspension	5 Day Suspension	5 Day Suspension
Physical attack	1-10 Day Suspension	3-10 Day Suspension/ Expulsion	Expulsion
Fighting	1-10 Day Suspension	3-10 Day Suspension/ Expulsion	3-10 Day Suspension/ Expulsion
Scuffle/Inciting of others	Written Warning and/or up to 1 Day Suspension	1-3 Day Suspension	3-5 Day Suspension
Harassment/Bullying	Written Warning and/or up to 1 Day Suspension	1-3 Day Suspension	3-5 Day Suspension /Expulsion
Criminal Sexual Conduct	Expulsion		
Slander/Label (written, printed, or pictorial)	Written Warning and/or 1 Day Suspension	3 Day Suspension	5 Day Suspension

Disrespect	Written Warning and/or detention	1 day Suspension	3 Day Suspension
Extortion	1-3 Day Suspension	5 Day Suspension	5 Day Suspension/Expulsion
Swearing	Written Warning/ Detention	Written Warning/ Detention	Written Warning/ Detention
Theft	1-3 Day Suspension	5 Day Suspension	5 Day Suspension/Expulsion
<b>Student/Staff</b>			
Abusive, Offensive, or Disrespectful Language	Written Warning and/or Detention or Suspension	1 Day Suspension	3 Day Suspension
Insubordination	Written Warning and/or Detention	1 Day Suspension	3 Day Suspension
Interference, Disruption, or Obstruction	Written Warning and/or Detention	1 Day Suspension	3 Day Suspension
Cheating	0 on the work	0 on the work and ½ hour detention	0 on the work and extra ½ hour detention for each offense
Forgery	Written Warning and/or up to 1 day Suspension	3 Day Suspension	5 Day Suspension
Threatening Acts	5 Day Suspension	5 Day Suspension	Up to 10 Day Suspension/Expulsion
Physical Assault	Up to 10 Day Suspension/Expulsion		
<b>School Property</b>			
Trespassing	3 Day Suspension	5 Day Suspension	5 Day Suspension
Vandalism	3 Day Suspension	5 Day Suspension	5 Day Suspension
Theft	3 Day Suspension	5 Day Suspension	Up to 10 Day Suspension/Expulsion
<b>Public Safety</b>			
Ammunition Possession	1-5 Day Suspension	5-10 Day Suspension	Expulsion
Fireworks (Possession or use)	5 Day Suspension	Expulsion	
Explosives (Possession or use)	Expulsion		
False Fire Alarm	3 Day Suspension	5 Day Suspension	5 Day Suspension/

			Expulsion
Bomb Threat	Expulsion		
Arson	Expulsion		
Terror Threat	1-10 Day Suspension	Expulsion	
Gang Activity	1 Day Suspension	3 Day Suspension	5 Day Suspension
Possession of Weapons: this includes any weapon, loaded or not, or any item intended to look like a weapon or capable of causing harm.	5-10 Day Suspension/ Expulsion		
<b>Alcohol, Tobacco, and Drugs</b>			
Possession (Will involve a referral to law enforcement)	3 Day Suspension	5 Day Suspension	5 Day Suspension/ Expulsion
Selling or Transmitting (Will involve a referral to law enforcement)	3 Day Suspension	5 Day Suspension	5 Day Suspension/ Expulsion
Under the Influence (Will involve a referral to law enforcement)	3 Day Suspension	5 Day Suspension	5 Day Suspension/ Expulsion
Observed use of a controlled substance (Will involve a referral to law enforcement)	3 Day Suspension	5 Day Suspension	5 Day Suspension/ Expulsion
<b>Other Infractions</b>			
Gambling	Verbal Warning and confiscation of materials	Written Warning and confiscation of materials/ Detention	Written Warning and confiscation of materials/ Detention
Lost or damaged school materials	Restitution Required	Restitution Required	Restitution Required
Inappropriate Attire	Verbal Warning	Written Warning	Student Sent Home for Day (Suspension)
Hallway Disturbance	Verbal Warning	Loss of Privilege (recess)	Detention
Cell phone or Electronic Device use violation (see handbook)	Verbal Warning	Confiscation of item for day	Confiscation of item, parent must pick up from office

**2009-2010 Clarkfield Area Charter School Student/Parent Handbook**

We have read and discussed the CACS handbook and understand all students will be held accountable for following the procedures and policies identified. We also understand and will accept any school consequence awarded for breaching these policies.

\_\_\_\_\_ student signature

\_\_\_\_\_ parent signature

**Clarkfield Area Charter School Parent Permission for Student to be Photographed and/or Video Taped and Audio Recorded**

During the course of the school year classroom teachers, student teachers, and/or the local newspaper may photograph or video tape our students. Pictures may be used in a local newspaper, in school publications, newsletters, school projects, or in the school annual. We may also use photos and/or audio recordings on our website.

Please indicate whether or not you give permission for the following:

- My student may be photographed, video taped, or audio recorded Yes\_\_\_\_\_ No\_\_\_\_\_
- My child’s work may be published on the web site Yes\_\_\_\_\_ No\_\_\_\_\_
- My child’s first initials may be used on the web site Yes\_\_\_\_\_ No\_\_\_\_\_
- My child may be included in a group photo on the web site Yes\_\_\_\_\_ No\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Internet Use**

Our internet use policy can be found on pages 2-3 of this handbook. Students will review the policy during the first week of school. I understand that any violation of this policy may be a violation of the law as well. I also understand that any violation could result in revocation of access privileges, a school consequence, and/or appropriate legal action.

\_\_\_\_\_ student signature \_\_\_\_\_ date

As a parent/guardian of this student, I understand that access is designed for educational purposes. I understand that it is impossible for the school staff or district to restrict access to all controversial materials and I will not hold them responsible for materials accessed on the Internet. I also accept full responsibility for supervision if and when my student’s use is not in a school setting. I give permission for my student to use the Internet for educational purposes.

\_\_\_\_\_ parent/guardian signature \_\_\_\_\_ date