

Please read, sign and return the 1st day of school
Charles Armstrong School

ACCEPTABLE USE POLICY
2011-2012

This document serves as a means of promoting responsible use of technological resources provided by Charles Armstrong School. Here are the expectations for student use of computers, network resources, and the internet at our school. Parents, please review this with your child.

Access to the Internet allows connections to computer systems located all over the world. CAS employees cannot control the information found on the Internet. We have taken steps to reduce access to “adult” sites; however, we cannot prevent access to all inappropriate content. Some available information may be controversial and may even be offensive to some individuals.

Student using technology at CAS will:

1. Agree that the primary use of school technology is for education, and that class assignments have first priority.
2. Agree that the use of the Internet as part of our students’ educational experience is a privilege that should be taken seriously. Any inappropriate use of this resource may result in disciplinary action, loss of privileges, and/or legal action.
3. Agree not to participate in the transfer of inappropriate or illegal materials through the CAS network.
4. Agree never to modify any computer on the CAS network from its original configuration without the permission of the Network Administrator.
5. Agree never to delete, damage, move, change, or hack into files belonging to others. This includes file names.
6. Agree to follow procedures for using all equipment such as laptops, digital cameras, headphones, and microphones. Any intentional damage will result in disciplinary action and the loss of technology privileges.
7. Agree not to participate in any chat rooms, text messaging, or use of personal email accounts, unless approved by a teacher for the purpose of gaining access to files or material for use in school-related activities.
8. Agree that under no circumstances will I allow any other individual to use my account nor will I give anyone my password. System logins or accounts are to be used only by the authorized owner of the account. Users may not share or leave an open file unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
9. Agree to release CAS from any liability or damages that may result from the inappropriate use of Internet connectivity on our campus. Furthermore, I will accept full responsibility and liability for the results of my actions with regard to use of the Internet at CAS.
10. Agree that no use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way.
11. Agree not to post any pictures taken of students during school hours on the Internet, either from school or home.
12. Agree not to use computers, the CAS network, or the Internet without an adult present in the room.
13. The school will monitor student computer activity.

I understand and will follow the rules of this agreement. I understand that any violation of the above rules may result in disciplinary action, the loss of my Internet/network privileges, and appropriate legal action. I also agree to report any misuse of the information to my teacher.

Student Name (please print): _____

Student Signature: _____ Grade: _____

Parent Signature: _____ Date: _____

Charles Armstrong School
2011-2012 School Year

Anti-Bullying Pledge – Students / Parents

We, the students/parents of Charles Armstrong School, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushed, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

Student Pledge

By signing this pledge, I agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully
3. Be aware of the school’s policies and support systems with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don’t report or stop the bullying, I am just as guilty.

Signed by (student): _____ Date: _____

Print Name (student): _____

Parents Pledge

By signing this pledge, we, the parents, agree to:

1. Keep themselves and their children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with their children their feelings about schoolwork, friendships and relationships.
4. Inform faculty of changes in their children’s behavior or circumstances at home that may change a child’s behavior at school.
5. Alert faculty if any bullying has occurred.

Signed by (parent): _____ Date: _____

Print Name (parent): _____

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Charles Armstrong School

**CAS COMMUNITY CONTRACT
2011-2012**

To support the CAS mission and philosophy, we ask everyone in our community to commit to the following standards in order to foster a constructive and considerate partnership by:

1. Reading the Family Handbook (on CAS website)
2. Modeling our policies and procedures

We ask everyone to:

- Follow the Principles of Best Practices.
- Treat each other fairly and with respect.
- Take responsibility for his or her actions.
- Solve problems through respectful dialogue.
- Follow school, classroom and technology rules.

Members of the CAS Community who are unable to follow these guidelines will need to meet with the Head of School.

We have discussed, understand and agree to support these standards.

Student's Signature: _____ Classroom _____

Parent(s) Signature: _____ Date: _____

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**Charles Armstrong School
Parent Traffic Agreement
2011-2012**

As parent(s)/guardian(s) of _____, a student currently enrolled at Charles Armstrong School (CAS), We (I) understand and agree to the CAS Parent Traffic Agreement as set forth in this document.

We (I) understand that our (my) student(s) transportation to and from school is my parental(s)/guardian(s) responsibility and failure to abide by this Parent Traffic Agreement may cause CAS to violate a condition of their Conditional Use Permit (CUP). Violations of a CUP may lead to revocation of the CUP and may ultimately cease operation of CAS for the next school year.

The address of CAS is 1405 Solana Drive, Belmont, CA. A map of this location clearly marks the **only** acceptable parent(s)/guardian(s) parking locations and the locations for drop-off and pick-up as specified and agreed to under this Parent Traffic Agreement.

The Parent Traffic Agreement that we (I) agree to is as follows:

RULES

- To **only** drop-off and pick-up our (my) student(s) at the lower parking lot area (*see Traffic Map*).
- To make sure our (my) student(s) is ready to exit our (my) vehicle efficiently and in a timely manner and to keep socializing to a minimum during drop-off;
- To use no other drop-off or pick-up point, **which includes all streets leading and adjacent to CAS; parking on surrounding streets is also prohibited.**
- To inform our (my) student(s) and any of my visitors of the necessity and importance to follow this Traffic Agreement at all times;
- To observe that the parking lot adjacent to CAS' Room 1 located off Solana Drive is reserved for **CAS staff and faculty only** and is clearly marked as such. Driving into that parking area for any reason is unacceptable.
- To abide by any additional traffic instructions from CAS on where to park for CAS events;
- To provide CAS with all our (my) Automobile License Numbers used to transport our (my) student(s).
- **To not use my cell phone for any reason while driving on CAS campus.**

CAS NON-COMPLIANCE PLAN

1. If you receive a violation notice from CAS you will be required to meet with Claudia Koochek or the Compliance Officer.
2. A repeated violation will result in consequences up to and including placing your child's attendance in jeopardy for 2008-09 school year.

We (I) fully understand the consequences of non-compliance and by signing this Parent Traffic Agreement we (I) agree and will abide by this Agreement as stated.

Signature(s)

Vehicle License #

Date

Signature(s)

Vehicle License #

Date

CAS School Representative

Date Accepted

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Charles Armstrong School

EMERGENCY NOTIFICATION SYSTEM
2011-2012

In order to notify parents when emergencies arise, we have an Emergency Notification System that allows us to contact you within 5 minutes. In order to ensure that you receive this notification, we ask that each family submits **two emergency contact numbers**. These numbers should be direct lines and not lines that require an extension.

In case of an emergency, the message will give you directions on how the school is handling the situation. **Please listen carefully to the message and follow directions.**

Provide below only two emergency contact numbers:

Student's Name: _____

Classroom #: _____

Mother's Name: _____

Mother's Home Number: _____

Mother's Cell Number: _____

Father's Name: _____

Father's Home Number: _____

Father's Cell Number: _____



Charles Armstrong School Photo Release Form

Telephone 650-592-7570 / FAX 650-591-3114

Permission to Use Student's Photograph

During the course of the academic year, Charles Armstrong School may wish to use photographs of CAS Students on school bulletin boards, in educational publications or in general media releases on a controlled basis. Any such photographs would highlight the student(s) either demonstrating learning techniques or participating in approved school activities.

In accordance with school policy, names of individual students will not be released with any photographs.

Student's Name: _____

___ I/We consent to the use of my child's image; such use may include all CAS Publications (print, online, video, etc.). Such photographs would highlight the students either demonstrating learning techniques or participating in approved school activities.

___ I/We DO NOT consent to the use of my child's image ever; this use includes all CAS Publications (print, online, video, etc.), with the exception of CAS School Yearbook photographs and individual classroom website pictures.

Parent's/guardian's signature _____ Date _____

Parent's/guardian's signature _____ Date _____

Email address _____

Phone number _____

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Student Standards of Behavior Policy 2011-2012

All members of the CAS Community will adhere to the following Standards of Behavior in order to provide a safe and effective learning environment, with structure and guidelines, which encourage an atmosphere where all students can learn and interact together in a positive cooperative manner.

Inappropriate Actions / Behaviors	Consequences / Action Steps
Being out of school uniform	1) Remove and put away non-uniform clothing 2) Student / Teacher will phone parent 3) If unable to remove non-uniform clothing, student will Try to find appropriate clothing in Uniform Bank (located in the Multi) 4) If appropriate clothing is unavailable, student / teacher will phone parents and will wait in Student Services until clothing arrives.
Wearing headsets Using skateboards, bicycles, or skates Using electronic devices (pagers, cell phones, cd players, electronic games)	1) Item will be taken away from student 2) Only a student's parent can pick up the confiscated item from Student Services
Chewing gum	1) Student will be asked to throw away gum 2) Consequences will be given by homeroom teacher 3) Repeated incidences by a student will result in a Referral 4) Parents will be notified
Throwing objects in an inappropriate way Using poor sportsmanship Using inappropriate physical contact (including hugging and kissing) Use of inappropriate written or spoken language Use of inappropriate gestures or body language Not following guidelines established by supervising adult – on or off campus	Teacher will determine appropriate consequences and /or corrective actions
Inappropriate use of the internet or technology	1) Student will automatically lose usage privileges until further notice by homeroom teacher 2) Parents will be notified
Bringing weapons (real or simulated) Bring alcohol, tobacco or other drugs Threatening another person with looks, words, or actions Vandalizing personal or school property Bringing flammable materials (matches, firecrackers, lighters)	Automatic Suspension

Additional Procedures for Supporting Student Standards of Behavior

- All supervising adults will intervene immediately if a student is not meeting a standard. The professional judgment of the adult and knowledge of the individual student will guide their actions.
- The best intervention is quick, respectful and does not engage the student in conversation.
- If a student does not change behavior or cannot be redirected, the teacher will write a referral and send the student to Student Services and parent(s) will be notified.

Parent & Student Acknowledgement of CAS Standards of Behavior

Please sign and return in order to confirm that you and your child have read and understand the CAS Standards of Behavior. This document will be filed in your child's Cumulative records.

Parent Signature (please print)

Date

Student Signature (please print)

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Charles Armstrong School
Summer Academic Program Verification
2011-2012

Student's Name

Grade Entering Fall 2011

My child has met the CAS Summer Academic Requirement by completing one of the following (please check appropriate box):

- CAS Academic Summer Program
- 30 hours of Academic Tutoring in Language Arts & Math
- Other: _____
(approved by classroom teachers)

Name of Program or Tutor:	
Goal of Program or Tutoring:	
Would you recommend this Program or Tutor to other CAS Parents? Please share your comments.	

This information will enable us to share with other parents your information about specific programs and tutors.

Parent Signature

Date