

TCEA Student/Parent Procedure Awareness Statement

My signature below indicates that I have received and read The Capitol Encore Academy Student/Parent Handbook. Specifically, I have read The Capitol Encore Academy Rules and Code of Conduct, the schools AM and PM Safety Procedures, Visitor procedures, the No Rescue Policy, the School Telephone Policy, the Prohibited Electronic Devices, the School Dress Code, the Attendance Policies, the Schools Right to Search Policies, Grade Promotion Testing, Emergency Card Procedures and the Internet Usage Policy.

My signature also indicates that my student and I have read, understand, and agree to the Parent Involvement and Commitment Statement below and the Student Expectations on the reverse side:

Parent Involvement and Commitment Statement

By enrolling your child at The Capitol Encore Academy, you have chosen to participate in a unique educational experience that actively involves both you and your child. We ask that you demonstrate your commitment to The Capitol Encore Academy by...

- ✓ Ensuring your child will attend school on a regular basis. He/she should attend school unless he/she is unable to function at school due to illness. We also ask that you schedule vacation in conjunction with school breaks and holidays.
- ✓ Ensuring your child will be on time to school each day. Being on time is critical to minimizing interruptions to instruction and learning time for all children in a class. One child being 5 minutes late each day means a loss of two full school days in a school year for the entire class. Consider the loss over time when there are multiple tardies. Respect the need to have your child at school on time.
- ✓ Provide your child with the necessary materials and time to complete assignments requiring library references, computer access and other research materials.
- ✓ Volunteering at least 5 hours (per family) each school year.
- ✓ See that your child is dressed properly in adherence to the dress code policy.
- ✓ Attend conferences and communicate with your child's teachers to monitor progress and to address questions and concerns as they occur.
- ✓ Read and return, on time, as requested, all informational materials sent home by the school and classroom teacher in order to ensure good communication.
- ✓ Adhering to policies and procedures within this handbook and at the school including behavior in the parking lot and on school grounds.
- ✓ Responding respectfully and appropriately to all staff, students, parents, and guests within the Encore community and at the school.

- ✓ **Complaint Procedure:** If you have a disagreement with a teacher or the administration, you should make every attempt to settle the problem with that person, without involving others. Should it not be settled, the two should go to the next line of authority to arbitrate the difficulty (Teacher → Assistant Principal → Principal → Superintendent → Board of Directors). It is the goal of Encore Academy to respond to complaints and problems as soon as possible.

Please check yes or no for the following questions.

My child is allowed to have their picture taken by school employees, designees or media personnel during the school day or during any after school Encore event and used for school purposes of instruction, media, marketing, publicity, or recognition. Yes _____ No _____

Student: I understand and will abide by the User Agreement and rules for internet use stated in the handbook. I understand that any violation of the regulations above is unethical. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted. Yes _____ No _____

As the parent or guardian of this student, I have read the User Agreement and the rules of computer use in the student handbook at The Capitol Encore Academy. I understand that access is designed for educational purposes. I recognize it is impossible for The Capitol Encore Academy to restrict access to all controversial materials, and I will not hold the school (or any of its personnel) responsible for materials acquired on the network. I hereby give my permission to allow Internet access for my child. Yes _____ No _____

My signature indicates that I have read, understand, and agree to the items listed in this document and that the student may be dismissed from the Academy if not adhered to.

Student Name (print) _____ **Grade** _____

Student Signature _____

Parent name (print) _____

Parent Signature _____

Date _____

*****If this form is not returned to the front office within 48 hours of receiving the parent student handbook, your child will not be permitted to attend class*****