



Colere Academy
219 S Drexel
Guthrie, OK 73044
(405) 549-2611

Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to Colere Academy! In choosing Colere, you have demonstrated a commitment to the education of your children and the skills they will need to be mindful adults.

The Parent/Student Handbook reflects the policies of Colere Academy for the 2020-2021 school year. *Please read this document carefully and sign the attached agreement.* This agreement states that you intend to abide by the policies of Colere Academy during the 2020-2021 school year.

The faculty of Colere Academy looks forward to working with you to promote academic excellence and personal development.

Together we pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

A handwritten signature in black ink that reads "Jacquie Cook". The signature is written in a cursive style with a large, sweeping initial 'J'.

Jacquie Cook

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Vision Statement

The vision of Colere Academy is to create a school atmosphere in which students are exposed to and practice skills that will prepare them for work and ultimately life.

Learning Skills: Critical Thinking, Creativity, Collaboration, Communication
Literacy Skills: Information, Media, Technology
Life Skills: Flexibility, Leadership, Productivity, Social

Mission Statement

Education that develops deep understanding forms the whole person, mind, body and soul; therefore, the mission of Colere Academy is to cultivate wonder and love for all that is genuinely true, good and beautiful.

Principal as Chief Administrator

The Principal is the Chief Administrator of the school. When the principal is away from the building, the assistant principal and/or appointee assumes responsibility for the routine operations of the school.

Accreditation

Colere Academy is not an accredited school. However, during the 2020-2021 school year steps will be taken in the process of becoming an accredited school in the State of Oklahoma.

Admission Information

Admission Age

Kindergarten-five years of age on or before September 1 and demonstration of readiness. 1st grade-six years of age on or before September 1 (School Laws of OK, Section 14). Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness.

Admissions Priority

The priority of admissions is on a 1st come, 1st serve basis with special consideration given to families with children already enrolled in the school.

Admission Requirements

At the time of registration, all new students seeking admission to Colere Academy are considered on the basis of the parent and student applications and the family interview. Colere Academy is a non-traditional learning atmosphere and may not be an appropriate fit for all students and families.

Requirements include:

- *Health Records
- *Birth Certificate
- *Report Cards
- *Copies of any custody agreements
- *Standardized Test Results
- *Record of IEP

*Students enrolled are required to have
Current Immunization Records on file in the school office.

DTP/Dtap (Diphtheria, Tetanus, and Pertussis) 5 doses

OPV/IPV (Polio) 4 doses

MMR (Measles, Mumps, Rubella) 2 doses

Var (Varicella) 1 dose

HIB (Hemophilus Influenza) 4 doses

Hep B (Hepatitis B) 3 dose

Hep A (Hepatitis A) 2 doses (one dose at ages 4 to 6, and then another dose one month later)

TDap- booster before entering the 7th grade

Students applying for Admission in Grades 1-8 must present a copy of the current report cards, standardized test results, IEP, etc. These will be reviewed to help determine whether the program at Colere Academy will meet the educational needs of the students.

All new students will be given a trial period of not less than one semester. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Colere Academy. The recommendation and decision of the school is final.

Grade Placement

Students are assigned a grade level based upon their academic performance, testing, teacher observation and age. Since students have areas of strength and weakness students may be working at various levels from one curriculum area to the next. Since Colere Academy is a student centered learning environment the needs of individual students are more easily met.

Nondiscriminatory Policy

Colere Academy does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies and other school-administered programs, including student admission.

Financial Obligations

**FINANCIAL ASSISTANCE FORMS are available upon request.
Tuition and fees are paid through Paypal or in person.**

Payment Options:

- Pay in full by August 1 (3% discount), or
- Pay ½ annual tuition by August 1, and the remainder by January 1, or
- Pay ¼ annual tuition by Aug. 1, Nov. 1, Jan. 1 and April 1, or
- 12 monthly payments beginning in August.

Enrollment/Re-Enrollment

- The \$100.00 Enrollment Fee for new students must be submitted with the application.
- All Enrollment Fees are **NON-REFUNDABLE**.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw during the first quarter are responsible for 2/4 of the full tuition amount.
- Registered students who withdraw during the 2nd quarter are responsible for 3/4 of the full tuition amount.
- Registered students who withdraw during the 3rd or 4th quarter are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

Parents Role in Education

We, at Colere Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their

children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically.

Once you have chosen to enter into a partnership with us at Colere Academy, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility and be accountable for classwork, long-term assignments, assessments, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parent Responsibilities

As partners in the educational process Colere Academy, we ask parents:
To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;

- Is dressed according to the school dress code;
- Has a nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To read school notes and newsletters and to show interest in the student's total education;

To support the educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

All families are expected to do a minimum of 25 volunteer hours for the school year.

Custodial Responsibility

If parents are divorced or separated, the school presumes that both parents have access to the child and his/her educational records, unless one parent provides legal evidence that he or she has the sole right. **It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the Principal.**

Academic Information

Cheating

Cheating of any type will not be tolerated. Cheating will be viewed as an opportunity for teaching how it affects the cheater and the people around them.

Conferences - Parent/Teacher/Student

Parent-teacher conferences are held each year. The conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. Because learning is ultimately the responsibility of the student, students are encouraged to attend the conferencing sessions. Parents requiring additional conferences during the school year may make arrangements with the teacher.

Curriculum

Colere Academy curriculum is consistent with the State of Oklahoma guidelines.

Colere Academy offers students opportunities for growth in the following major subjects: Math, English Language Arts, Science, Social Studies, Computer Literacy, Fine Arts, and Handwriting.

Grading Scale

Students will receive feedback regarding their progress towards meeting their academic goals. Should a student transfer, an academic transcript can be provided upon request.

Homework

Formal homework will not be assigned; however, students may be asked or choose to continue working on projects or assignments at home.

Vacations/Planned Absences

A minimum of one week notice is required for vacations or planned absences. A distance learning plan will be developed in order to minimize disruption to learning.

Homework Policy Due to Illness

For short absences, students should be encouraged to continue working on ongoing projects or online assignments if they are able.

Promotion and Retention Policy

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Report Cards/Progress Reports

Report Cards will take the form of portfolios and will be discussed at scheduled conferences. Ongoing progress and academic issues will be discussed as needed.

Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act. The child's records and cumulative files are available for inspection by parents/guardians. Colere Academy abides by the *Buckley Amendment*. If parents wish their child's academic progress to be shared with other professionals (tutors, etc.) or alternate family members (stepparents, grandparents, etc.), a signed release form must be on file in the school office.

Study Trips (Field Trips)

Study trips are scheduled during the school year to enhance the curriculum and to expose our students to cultural opportunities, community service and the resources of the community. These trips are re-evaluated each year to determine the compatibility with curricular goals. The children will be transported according to all federal, state, and city safety regulations and laws regarding the transportation of children. The teacher may refuse to allow any student to participate or may request that a student's parent accompany their child on the study trip to insure everyone's safety. Parents may be required to pick up a student from a study trip destination if the student engages in any behavior that endangers the student(s) or jeopardizes the reputation of our school. Use of seatbelts is required for all passengers. Unscheduled stops and viewing of any videos while in transit are prohibited. An official school permission form signed by the parent or legal guardian is required for every study trip in which a student participates. Verbal permission, a phone call, fax or handwritten note to go on a trip are not acceptable. A blank copy of the Study Trip form is available at the end of this handbook. The official form must be signed and returned to school by the date identified on the form. Unless otherwise specified, students will wear their school t-shirt on all study trips. An adequate number of responsible adults will accompany the students in accordance with safety guidelines. Parents volunteering to chaperone and drive students are required to have a background check on file with the school and have no siblings in attendance. Drivers must be 25 years of age, sign a Study Trip Driver Agreement form (at the end of handbook), supply a copy of their driver's license and current vehicle insurance. The driver must be named on the insurance verification. Parents volunteering to drive must have all paperwork in to the office no later than return date for the permission slip. A trip may be cancelled if there are not enough validated drivers. All money collected for field trips is non-refundable. Cell phones are not permitted for students during study trips unless otherwise directed by the teacher or administration. **Beginning November 1, 2015, any student four years of age or younger may only be transported on a school study trip in a properly installed car seat with a harness provided by the student's family. Any student under the age of 8 years may only be transported on a school study trip with a booster seat provided by the student's family on the day of the off-campus trip. The school cannot transport any student without the proper child restraint.**

Health Services

Accidents and Serious Illness at School

At enrollment, parents complete a medical authorization form giving permission to proceed with emergency medical care for their children if necessary. In addition, parents are provided information about concussion awareness and sudden cardiac arrest. When a student becomes ill or has a serious accident, the Principal, Assistant Principal, or delegate will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention, administrative personnel will call for emergency medical help (911) and will direct standard 1st aid procedures by a qualified person if these are essential to the student's well being. The date, time, circumstances, witnesses and action taken will be documented. In the event of accidents or illness involving a student in any grade requiring emergency care, a staff person from the school will accompany the student to the hospital where parents will be met. In case of an accident at school, emergency 1st aid will be administered and parents/guardians will be notified. If the school is unable to reach a parent, emergency phone numbers will be used. Law enforcement will be notified if deemed appropriate.

Allergy Policy

We recognize that asthma is a serious condition affecting many school children and welcome all pupils with asthma. The school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins the school, parents are asked to submit the child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are **required** to inform the school.

3. The School Environment

The school does all that it can to ensure its environment is favorable to children with asthma or allergies. **The school is an e-cigarette, vape and tobacco-free environment.** This policy extends to all employees, volunteers, clients, customers, visitors, vendors, contractors, and students. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

We recognizes that life threatening food allergies are an important condition affecting many school children and welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, the school will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and *physicians have informed the school in writing* that the student(s) has a potentially life-threatening allergy.

5. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan is activated. The emergency medical services will be called immediately.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Charter for the Protection of Children and Youth

Every adult who has regular contact with students is required to complete a volunteer application and submit to a criminal background check.

Child Abuse & Neglect

Colere Academy abides by the Child Abuse laws of the State of Oklahoma. This law mandates all cases of suspected abuse and/or neglect will be reported immediately to the Oklahoma Department of Human Services. Anyone within the school community is required by law to report suspected cases of child abuse to the Child Abuse Hotline.

Drugs and Alcohol

1. Any teacher who knows or suspects that a student is in possession of, under the influence of, or distributing illegal controlled substances or alcohol must notify the principal immediately.
2. The principal will immediately contact the student's parents/guardians to take the student home.
3. The student will be suspended from school for a period of three (3) days.
4. To be reinstated, the student and at least one parent or guardian must attend an approved Parent-Student Drug Education Program. Evidence of the program's completion must be provided to the Principal.
5. Students possessing, using, under the influence of, or distributing illegal controlled substances or alcohol on the school grounds or at a school activity for a second time are subject to expulsion.

Illness / Health Issues / Contagious Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as Covid19, measles, chickenpox, tuberculosis, strep throat, pink eye, flu or bronchitis) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists. Parents are to notify the school as soon as possible even if it has not yet been confirmed by a physician.

If a student or anyone the student has come in contact with is diagnosed with Covid19 the school should be notified immediately. The family will be expected to follow all quarantine and safety guidelines and the student will not be allowed back at school until the end of their quarantine and cleared by a physician. If it is determined not to be Covid19 children must be free of vomiting, diarrhea and fever for three full days without fever reducer before returning to school. Children need to be on an antibiotic for a full 24 hours before returning to school from a contagious disease. In some instances, a doctor's release may be requested. *For more information see Covid 19 Release form and Response to Covid 19 flow chart on pages 38-40.

Any child afflicted with head lice may be prohibited from attending school until such time as he/she is free from head lice or nits.

Returning to school after an illness should be considered only when the student is able to fully participate in all activities during the school day, including recess and physical education. When a child is identified as having a temperature or shows obvious signs of illness or unrest, a parent will be notified. Parents are expected to come for the child immediately for their child's welfare and the welfare of other students. Parents are expected to provide the necessary professional medical care for their children. Parents are also expected to notify the school at enrollment of any specific allergies and/or medical conditions.

Immunization Requirements

All students will be appropriately immunized or in the process of being immunized. In accordance with the school policy, Colere Academy will not admit any new families without all state-required immunizations or a medical exemption due to a life-threatening condition as verified by an MD or DO licensed to practice in the State of Oklahoma. No personal or religious exemptions are accepted. A current record will be kept for every student. (See Admissions) Students will not be allowed to enter school on the 1st day unless they are in compliance with the immunization requirements or qualify for a medical exemption and all medical forms required for enrollment are complete.

Medicine

Over-the-counter drugs will not be administered by school personnel without written permission from a treating physician. Parents may bring and give non-prescription drugs to their child as needed. If your child requires daily medication at designated times, please establish a reminder to foster individual responsibility. Neither teachers nor school personnel are responsible for reminding students to take medication. If a child needs medication during school hours, medicine or supplements must be dispensed by one of Colere Academy staff, with the exception of inhalers, insulin and epinephrine. These time-sensitive medications may be kept with each student to be used as needed. All other medication must be sent to school in a pharmacy container that includes the child's name, doctor's name, frequency, dose, and date. This includes minor medications (such as Tylenol, Benadryl, cough medications, etc.) Appropriate forms must be completed and on file prior to medication being dispensed from the school office. The following procedures must be observed:

- The doctor's order must be on file in the school office. These orders expire at the end of each school year.
- The school must be given written authorization from a parent/guardian to dispense medication (upon written authorization by a physician).
- The parent/guardian may come to the school to administer the medication until such time as the written order is received from the doctor.
- The student must go to a school staff member to take the medication. Parents of students requiring inhalers, insulin and epinephrine must complete a Parental Request for Administration of Medication form and return it to the school office. This information will be shared with the child's teachers(s).

Meningococcal Disease and Vaccine

The following information is provided to families in compliance with Oklahoma State Law. Meningococcal disease is a rare, but sometimes-fatal disease caused by a bacterium called *Neisseria meningitides*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these cases could be prevented by vaccine. Vaccines can prevent many, but not all, types of meningococcal disease. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal

bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for: adolescents entering high school (15 years of age), college freshmen who live in dormitories, and other people at high risk eleven through fifteen years-of-age.

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Student Health Screenings

A health screening is held once a year to test for hearing and vision difficulties for students in Kindergarten through Grade 8. Oklahoma Senate Bill 1765 requires students in Kindergarten, first, and third grades to undergo a vision screening. The parents may arrange this screening with a qualified doctor or choose to have their student participate in the school screening, Scoliosis screening should be arranged by the parent for students in Grade 5.

Tobacco-Free Policy

In accordance with Oklahoma state law, our school campus is a 24/7 tobacco-free campus. Tobacco use, including electronic cigarettes and vapor products, is prohibited by law anywhere on the school campus, at school events (including sporting events and evening events), in school vehicles and at all school-sponsored activities, held on or off campus.

Dress Code

Dress is expected to be conservative, appropriate and modest at all times. Students may wear jeans that fit, do not sag and have no holes or rips in them. T-shirts are acceptable as long as they do not contain inappropriate language or advertise alcohol or tobacco products. **Neither girls nor boys may wear tank tops.** Young ladies who wish to wear skirts, dresses, or shorts may not have a hemline shorter than two inches above the knee. Crop tops are unacceptable, and midriffs must be covered at all times. Open toe or sling shoes are not permitted.

**ALL UNIFORM REGULATIONS AND GUIDELINES
ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

Other Attire

Brownie, Cub, Girl/Boy Scout uniforms may be worn on meeting days, but the complete uniform must be worn. The Campfire shirt and vest are to be worn with shorts or pants.

Hair and Makeup

Cosmetics or make-up are not to be used during school hours or worn during the school day with the exception of black or brown mascara for girls in 6th – 8th grade. No artificial nails may be worn. No visible tattoos of any kind. No excess jewelry. Girls may wear post or small hoop styled earrings. (No body piercing). No hair coloring, tints, frost or colored gels that would be distracting in the classroom is allowed. A neat, conservative hairstyle of reasonable length and color is required. Hair must be clean and combed.

Shoes: Tennis shoes are recommended. Shoes must be properly laced.
No sandals, heels, clogs or open shoes; this includes CROC style shoes/clogs.

Students may not wear:

- *flip-flop sandals or open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *athletic shorts or shorts shorter than 2 inches above the knee
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats
- *hoop or dangling earrings
- *ripped jeans or cut or cut off shorts

Discipline

Colere Academy understands self-discipline in the light empowering students to reflect on their attitude, actions, behaviors and feelings in such a way that they were able to change and grow.

In the same way, our style of discipline is an approach toward self-discipleship. Through discipline, we empower our students to reflect on their behaviors, attitudes, decisions and actions so that they can choose to change, establish healthy boundaries and limits, and grow in tolerance and become productive citizens.

With that goal in mind, our school implements the 15 skills of the developmental process called, “Discipline with Purpose.”

Basic Skills: Listening, Following Instructions, Questioning, Sharing, Social Skills

Constructive Skills: Cooperation, Reasons for Rules, Completing a Task, Leadership, Communication

Generative Skills: Organization, Resolving Problems, Initiating Solutions, Fact versus Feeling, Service to Others

Opportunities to teach students the 15 self-discipline skills abound within any school day. The teachers model the skills, pre-teach ways to demonstrate the skills, infuse skill language in other curricula, and they use prepared lesson plans to directly teach the skills. An excellent time to teach the skills is when disruptive behavior occurs. Because teachers believe that confrontation (coming face to face) is a part of their task as disciplinarians, they welcome opportunities to help students help themselves. All disruptive behaviors are routinely handled on the spot by the adult witnessing the behavior. Each teacher works with the students to make sure rules are understood and the reasons for the rules are taught.

Code of Conduct

No discipline code can ever be written which covers all possible acceptable and unacceptable behaviors. However, this is the main outline of all school and classroom rules:

1. Respect yourself, others, and things.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.

School Discipline Cycle

Occasionally removal from the group or externally imposed discipline is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Puts self or others in physical or psychological danger.
2. Is irrational or unreasonable.
3. Persists with unacceptable behavior after completing the classroom management cycle.
4. Goes far beyond bounds of respect.

Discipline Policy

Colere Academy meets the children at their individual stage of development and helps each child reach challenging and achievable learning goals. In order to do this teachers provide meaningful, relevant, and respectful learning experiences for each child. Our students are expected to follow certain behavioral guidelines including, but not limited to the following: follow directions given by all school staff, respect the rights and property of others in actions and words, keep hands, feet, and objects to self, and use all areas and equipment safely.

Discipline Guidelines

The following general guidelines are to be implemented when a student **purposefully** engages in behaviors that are against the expectations set forth above.

The administration and staff of Colere Academy recognizes that two situations are rarely the same in every respect, and that it is important to maintain flexibility and to take into account individual circumstances. Factors to be considered include, but are not limited to: developmental stage of student (age, maturity, etc.), seriousness of the offense (length, intensity, severity), the frequency of misconduct, the effect of the misconduct on the school environment, the requirements of a student's Individual Education Plan (for students with disabilities). *Exceptions may be made by the teachers, in consultation with the parents, based on specific student needs. These will be outlined in an Individual Behavior Plan.*

Physical Aggression

Physical aggression definition: a willful act that physically harms another student or staff member, such as but not limited to hitting, kicking, biting, spitting, pinching, pushing, choking, throwing, etc.

*After each offense a Physical Aggression form will be filled out and the parents will be notified. **The parent will sign and return the form.**

Harmful Play

Harmful Play definition: an act that physically harms another student or staff member, such as but not limited to hitting, kicking, biting, spitting, pinching, pushing, choking, throwing, etc., but is determined to be done without intent to harm or is accidental and has been warned against doing by a teacher and/or peer.

*After each offense a Harmful Play form will be filled out and the parents will be notified. **The parent will sign and return the form.**

Verbal Aggression

Verbal Aggression: deliberately harmful behavior that is typically both unprovoked and repeated. Examples of verbal aggression include but are not limited to character attack, competence attack, physical appearance attack, self-concept attacks, implicit threats, insults, scolding, teasing, mockery, profanity, etc.

*After each offense a Verbal Aggression form will be filled out and the parents will be notified. **The parent will sign and return the form.**

Inappropriate Behaviors

The following are some examples of student behavior that violate the rights of teachers and students. If they occur at school or during school activities, the school will take disciplinary action. This list is not intended to be all-inclusive. Students may be disciplined, suspended or expelled for any of the following:

1. Possession, transmission and/or use of tobacco, drugs, or alcohol.
2. Insolence, disrespect or dishonesty
3. The use of improper language.
4. Fighting or aggressive behavior

5. Rowdy behavior: running, pushing, shoving, yelling, etc.
6. Leaving the classroom or grounds without permission.
7. Class tardiness.
8. Vandalizing, damaging or stealing school/private property.
9. Threatening, intimidating or causing bodily harm to any person.
10. Academic integrity such as cheating on tests, quizzes, projects, assignments
11. Possession of potentially dangerous objects.
12. Possession of obscene materials (including electronically)
13. Any form of physical or sexual harassment.
14. Any activity that attempts to destroy the good order of the school.
15. Misuse food or drink.
17. Repeated put-downs.
18. Forging a parent's signature.
19. Any infraction deemed severe by the administration.

DETENTION: Detention may be issued for a breach of classroom and/or school rules. Parents are provided with an emailed Detention Form notification. If email is not available the parent will be notified by phone. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention.

Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

OUT OF SCHOOL SUSPENSION: Suspension is a step that will be taken only as a last resort when a student's behavior, even with the implementation of a behavior intervention plan, continues to significantly disrupt the educational program of other students and/or presents a danger to the student or to other individuals.

The Principal will take into consideration all circumstances when making the decision to suspend a student. There is no appeal of the Principal's decision to suspend a student.

EXPULSION: Students may be expelled from the school for serious violation after the above suspension procedures are followed. Expulsion can occur without first using suspension. The Principal will take into consideration all circumstances when making the decision to expel a student. There is no appeal of a decision to expel a student.

EXCEPTIONS TO THE DISCIPLINARY PROCEDURES

The Principal may make exceptions to the written disciplinary procedures where in his/her judgment such exception is warranted.

*After the 3rd in-school suspension the student will be suspended from school for 2 days.

General Information

Absence

When a student is absent from school, a parent should call the school by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of our students and is aligned with the state statutes of the state of Oklahoma. (Oklahoma School Law 1998)

Students who become ill at school, are vomiting, have diarrhea and/or a temperature of 100 degrees or more will be sent home. *See above illness guidelines.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the teachers and present a written reason for the absence.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. **Students who are tardy more than 40 times will be charged an administrative fee of \$5 per tardy or early withdrawal due to the excessive time and paperwork involved.**

Asbestos Management Plan

Our school is in compliance with the United States Environmental Protection Agency regulations in regards to asbestos inspection and management. There is an approved plan on file in the school office for public review at any time. This public notice fulfills requirements for the school year 2019-2020.

After Care

Enrollment Fee: \$10 per student

After Care: 3:30 p.m. – 5:00 p.m. \$3.50 per day per student

Bicycles

Bicycles may be ridden to school but should be walked to the designated area and locked for safety. The school is not responsible for loss or damage to bicycles

Birthday Observances

We will observe birthdays and half-birthdays for students who were born in the summer. Unfortunately, because of safety precautions special snacks will not be allowed.

Social Media

Engagement in online blogs such as, but not limited to, Snapchat® and Facebook®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments or pictures regarding the school, the faculty, other students or the parish.

Bullying and Cyberbullying

Colere Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the teacher upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession. **Items taken away from students will only be returned to the parent(s)/guardian(s).** The school is not responsible for loss or damage to cell phones.

Computer and Internet Usage Policy

Computers are available at Colere Academy for student use in the computer lab, classrooms, and the library. All students must abide by the rules set forth. The use of school computers is a privilege. Vandalism will result in cancellation of privileges. Users may not move, repair, reconfigure, modify, or attach external devices to the system. Any malicious attempt to harm or destroy data of another user, the Internet system, or the school network will not be tolerated.

Students may not load or download software to or from the school computer system. In addition, students are not allowed to change screen savers, backgrounds, or other computer configurations. Unauthorized copying of software for use is against federal law. Anyone caught violating computer policies will lose all privileges and will be disciplined accordingly.

Internet Access

Colere Academy is in compliance with the Children's Internet Protection Act. Porn-block software is utilized to prevent viewing of questionable websites and materials. Internet access will be made available on the computers in the lab. The Internet offers vast, diverse, and unique resources for both students and staff. The school's purpose in providing this service is to promote educational excellence in the school by facilitating research, resource sharing, innovation and communication. The school maintains an environment that promotes ethical and responsible conduct in all online activities by students. Anyone who accesses the network must adhere to the established purpose and rules of the network or risk cancellation of privileges and appropriate disciplinary action. All students in grades 2 through 8 must sign an Internet User form.

Unacceptable Uses of the Internet and Computers include:

- Using the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal purposes.
- Invading the privacy of an individual
- Accessing, processing or transmitting any copyrighted material
- The attempt to load software from other Internet providers
- Using the system in ways that violate federal, state, or local laws
- Circumventing security measures on school computers or networks
- Changing any computer file that does not belong to the user
- Uploading or creating computer viruses
- Using another's password without permission to send messages or to access files or programs

Crisis Plan

Colere Academy has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the proper authorities will be notified and a message will be sent to parents.

Christian Due Process

The students’ interest in receiving a quality, morally based education can be served if students, parents/guardian and school officials work together. Normally, differences between these entities can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child. It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, study trips, etc.)

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Gum

Students must obtain permission from a teacher before chewing gum at school. Chewing gum should not be distracting to self or others and must be disposed of correctly. Students may lose this privilege if they are not following guidelines set out by the school.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

In order to insure all communication from school reaches home in a timely manner, Colere Academy uses a Thursday folder and an email system. Official folders containing correspondence are sent home on Thursdays and should be returned the following school day. A weekly agenda is sent via email on Sundays.

Life Threatening Situations

The school reserves the right to act as deemed necessary by the Principal, or their representatives in a perceived life-threatening situation. All actions and circumstances involved will be fully and clearly documented and the parents will be notified immediately. A written copy of the sequence of events, actions and circumstances will also be Staff and students are trained in the emergency management plan.

Lost and Found

Any items found in the school building or on the school grounds should be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy. Colere Academy is **not responsible** for lost money at school.

Off-Campus Conduct

The administration of Colere Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parties

In lieu of parties we may have celebrations to mark certain times of the year, ie. Halloween, Advent, Christmas, Valentine's Day, Lent, etc. These celebrations will most likely not include snacks; however, we will find other ways to celebrate.

Pet Policy

Individuals with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of animal encourages the learning process. Pets or other animals are not allowed on any school study trip or other school sponsored event, including school-sponsored social events.

Playground Rules

In the interest of safety and due to the inherent risks of the playground, we make every effort to actively supervise recreational activities. There are both general playground rules and rules specific to various pieces of equipment. Teachers will review these rules with their students at the beginning of the school year, and there will be consequences for poor choices made on the playground.

School Hours

Grades K through 8: 8:30 AM – 3:30 PM. Students not in the school at 8:30 AM are considered tardy. The school doors are opened for students at 8:00 AM.

Colere Academy offers a Before/After School Care Program. Students who are enrolled in the program must pay a \$10.00 deposit at the time of registration.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

Colere Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The staff investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our community through various service and support programs

Searches

The school reserves the right to search lockers, desks, book bags, electronic devices and other containers on the campus or at school-sponsored activities with or without the presence of the student. Such searches are intended for the safety and welfare of Colere Academy students and to ensure a safe and uninterrupted learning environment.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Snacks

Parents should provide their student with a daily snack. All snacks should be as nutritious as possible and be considerate of students in the classroom with allergies. Opportunities for snack will be given between 9:30-10:30 / 2:00-3:00.

Student Directory

A school directory will be provided for each family. **Contact the School Office if you choose to exclude any personal contact information from the Student Directory.**

Student Records

Colere Academy adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted Colere Academy for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records of students whose financial commitment is in arrears will be sent to transferring schools.

Stuff Brought From Home

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, laser lights, iPods or other mp3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned only to the parent(s)/guardian(s).**

FIDGETS are the only exception to the preceding rule.

If a recommendation is made by a doctor, parent or teacher stating that a student would benefit from using a fidget in class then the following steps will be taken:

1. Written request for the student to be allowed to use a fidget
2. Meeting with the parent, teacher, and resource specialist.
3. Written plan with guidelines on how the fidget will be used in class.

Supply Lists

Supply lists are provided before school begins. Students should have all of the required supplies as noted on the list. Only those items requested by an “official supply list” or the teacher are to be brought to school.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Title IX

Colere Academy adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students

Notice of withdrawal of a student should be made by the parent in **writing** in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Visitors

School visitors (volunteers, parents, etc.) must come to the main door. For safety and security reasons, each person is required to sign in when he/she enters the building for any reason. **All visitors and/or volunteers are required to wear a designated badge and mask.** Visitors and/or volunteers are to sign out at the time of departure. **Visitors may be asked to show identification in the form of a driver’s license or other government issued identification.**

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete a background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. **All volunteers must wear a mask for the duration of their visit.**

All families are expected to do a minimum of 25 volunteer hours for the school year.

Weapons

No authentic weapons, play weapons, ammunition, or explosives will be allowed anywhere on the school premises at any time. Spray cans, knives, and any other “item” which could be harmful to self or other students are considered weapons.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student’s file.

Health Policy

Colere Academy shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of hazards that may threaten or endanger the health of our children or educators.

Diabetes

1. Every diagnosed student with diabetes must have on file: ***Diabetes Medical Management Plan signed by a physician.***
2. When a school has enrolled a student with diabetes, the school will provide training for **two** adults for “Managing Diabetes in Schools”. Information on these classes can be found on the State Department of Education Website under Health and Wellness.
3. A school will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring.
4. Each school will establish a local implementation plan appropriate for each student’s needs.
5. The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.
6. **Liability Statement:** The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

Immunizations

Immunizations are required for all students for the current school year.

Every new student enrolled in the state of Oklahoma shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the forgoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma.*

Procedures for a Child Needing a Medical Exemption (or for students of continuously enrolled families prior to 2016-2017 school year)

Parents are required to submit a waiver request for immunization exemptions in writing (Oklahoma Department of Health Form #216A). Parents are referred to schools to obtain the forms. A physician must sign medical exemptions. Parents should then return the entire form to the school. School officials must review the form to ensure that it has been properly completed, is legible, and signed. A copy of the form or statement must be kept

on file in the student's cumulative record and a copy must be sent to the Immunization Service for approval.

Parents should be informed that their child might be excluded from school in the event of an outbreak of a disease for which their child is exempted.

Each exemption submitted to the Immunization Service is reviewed for validity and accuracy. If the exemption is determined to be invalid, the form or statement will be returned to the school along with a letter explaining the reason why the exemption is invalid. If the exemption is valid the form is returned to the school marked with an approval stamp. The Immunization Service does not keep a copy of the exemption certificate.

Oklahoma's immunization law does not require a new exemption form to be filed every year. It is the policy of the Immunization Service to accept exemption forms filed when the child entered the school system. Exemption forms should accompany children when they transfer between schools. Schools should not keep the exemption form of a transferring student. If a student transfers into Oklahoma schools from another state, an exemption form must be completed to comply with Oklahoma law. If an exemption form has been misplaced, a new form should be completed, but if an exemption form is on file, *an additional form is not needed unless vaccine requirements change for the grade level of the child, such as when new vaccines are added for students entering the 7th grade to which the students does not have a previous exemption.*

If a parent needs a copy of a previously filed exemption form, they must obtain it from the school. If a copy of the original exemption is not available, the parent must complete a new form. The Immunization Service does not provide copies of previously filed exemption forms for parents.

The exemption process must be completed, approved and on file at the school prior to the first day of school or students will not be admitted.

*See *Dignitas Personae* from the Congregation for the Doctrine of the Faith.

Covid-19 Information and Release

“RISKS ASSOCIATED WITH CORONAVIRUS/COVID-19: Coronavirus Disease 2019 (COVID-19) has sickened thousands and killed hundreds in Oklahoma. There is substantial evidence of community spread of COVID19 throughout Oklahoma and most other states. Cook Education Practice is following guidance from the U.S. Centers for Disease Control and Prevention, the Oklahoma State Department of Health and other agencies, and has implemented social distancing measures, increased hand-washing and other hygienic practices, and frequent cleaning of common surfaces. Despite such precautions, the risks associated with transmission of COVID-19 remain high. In addition, the nature of our learning environment makes it impossible to observe all of the recommended precautions all of the time; for example, individuals may not always be six feet apart, surfaces may not always be free of viruses and other infectants, etc. As a result of participation in these activities and proximity to other participants, you or your child will be exposed to the risk of infection of communicable diseases, including COVID-19. Symptoms associated with COVID-19 range from mild to severe, and include fever, cough, difficulty breathing, headache, nausea, severe respiratory distress and death. By signing this form and allowing your child to attend Cook Educational Practice, you knowingly and voluntarily assume the risk associated with participation.”

Covid-19 Plan Guidelines for Cook Education Practice:

1. Total number of people present shall be consistent with all applicable state and local orders.
2. Before leaving home in the morning, families and school staff must screen ALL household members (even those not attending) for COVID-19 symptoms, including a temperature check. If anyone in the household has any symptoms/fever over 100°F/known exposure to COVID-19, no one in that household may attend.
3. If upon arriving at school there is reasonable concern that a student has any symptoms/fever over 100°F/known exposure to COVID-19, a staff member will take a temperature with a temporal scan thermometer which shall be sanitized between people.
4. All households shall follow current CDC and Oklahoma Department of Health guidelines regarding exposures, testing, isolating, reporting, etc. for COVID-19.
5. Appropriate social distancing (six feet or more between people) is required for adults at drop-off/pickup and is encouraged among children.
6. Healthy hygiene practices such as frequent hand washing shall be implemented regularly throughout the day. Children shall be trained in thorough hand washing practices and reminded not to touch their faces, and these practices shall be reinforced at school and at home by families.
7. Increased cleaning will occur. This includes regular disinfection of frequently touched surfaces such as door handles, faucets, soap dispensers, counters, tabletops, sinks, toilets, and light switches.
8. Activities and procedures shall be adjusted to limit sharing of toys, supplies, equipment, etc., especially indoors. Families should not bring any toys from home, and all items that are not easily sanitized (such as stuffed animals) shall be put away.
9. When the weather permits, windows shall be open to increase ventilation of the building. Fans may also be used to increase ventilation.
10. Families should send water bottles, lunch, and snacks for their children. No beverages or food shall be shared. Social distancing shall be emphasized while eating, with thorough hand washing before and after.

11. Families with members at higher risk for severe illness should consider current CDC guidelines and Oklahoma Department of Health information to decide whether or not to attend in person. Even with increased health and sanitation practices, risk of exposure to the virus cannot be completely eliminated. Alternatives such as an online Zoom program shall be available for any family who does not wish to attend in person at any point during the pandemic and shall be available to all families during times that school is temporarily closed due to state or local orders.
12. These policies have been created based on CDC guidelines and shall remain in effect throughout the pandemic. They may be adjusted in accordance with changes in local, state, and national policies over time. Please share relevant new information with Jacque Cook if you think that the policies need additions/changes to help ensure the health and safety of all our families.

By signing this form and allowing your child to attend Cook Education Practice:

I RELEASE THE SCHOOL AND ALL OFFICIAL REPRESENTATIVES OF THE SCHOOL FROM ANY AND ALL LIABILITY TO THE EXTENT PERMITTED BY LAW.

Student Name:

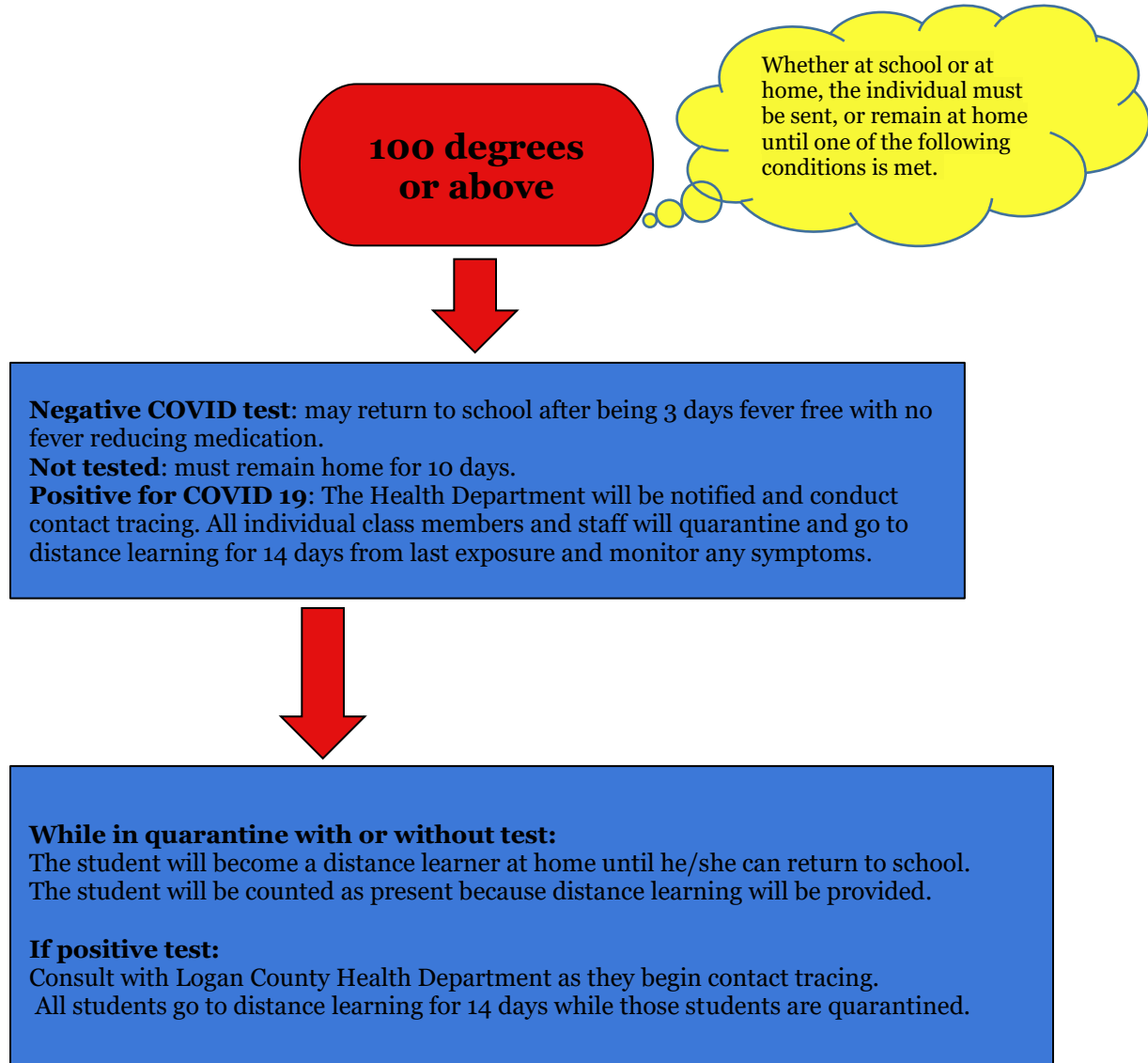
DATE:

Parent/Guardian Name:

Parent/Guardian Signature:

Colere Academy response to Covid 19

1. Before leaving home in the morning, families and school staff must screen ALL household members (even those not attending) for COVID-19 symptoms, including a temperature check. If anyone in the household has any symptoms/fever over 100°F/known exposure to COVID-19, no one in that household may attend.
2. If upon arriving at school there is reasonable concern that at student has any symptoms/fever over 100°F/known exposure to COVID-19, a staff member will take a temperature



It is expected that all families with students attending Colere Academy shall follow current CDC and Oklahoma Department of Health guidelines regarding exposures, testing, isolating, reporting, etc. for COVID-19.



FAMILY NAME (PLEASE PRINT) _____

Handbook Agreement

Dear Parent/Guardian:

This handbook serves as a contract between the school and the family. Please read it carefully, and if your child is old enough, have them read it also. The Principal retains the right to amend the handbook for just cause. Notice will be promptly sent if/when changes are made. Please sign and return the slip below to the school as soon as possible.

We have read and do accept the guidelines/policies as stated in this handbook.

Signature of Parent/Guardian

Date

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

Student Signature: _____ Grade: _____

Computer and Internet Agreement

Student: I have read the terms and conditions of the Colere Academy computer and Internet policy and understand that Internet access is provided for educational purposes only. I agree to abide by the terms and conditions, and I understand that any violation of computer policy may result in the suspension of privileges and/or consequences deemed necessary by the school.

Parent/Guardian: I have read the terms and conditions of the Colere Academy computer and Internet policy and give permission for my child to access the computer system and Internet in accordance with the provisions of the policy. Although I understand that Colere Academy has taken precautions to circumvent student access to questionable materials, I recognize that it is not always possible to restrict complete access to all materials and I will not hold Colere Academy responsible for materials acquired on the Internet. I have discussed proper usage with my child.

Signature of Parent/Guardian

Date

Colere Academy

SCHOOL HANDBOOK

Amendment Right

The Principal in consultation with the faculty retains the right to amend the handbook for just cause. Parents will be given prompt notification of changes to the handbook.