



STUDENT HANDBOOK
2010 - 2011

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Introduction

The Academy community is composed of students, parents, and a professional faculty and administrative staff, working together to promote and enhance a sound academic program in a healthy and safe environment. We seek to prepare our students for their continuing education, both formal and informal, and for adult life in general. To this end we continue to develop a dynamic exemplary curriculum and programs delivered by highly qualified teachers.

The maintenance of high standards of academics and social interaction of The Academy depends to a great extent on the attitudes and behaviors of its students, their adherence - along with the other members of the community, teachers, and, adults alike - to the school's policies and procedures.

In joining The Academy, students and parents intend to support the rules, goals, activities, and procedures of the school under the guidance of The Academy faculty and staff. The purpose of this handbook is to define and explain the basic operations, policies and expectations of the school in key areas. Although this booklet cannot answer all questions, it should serve as an important source of communication and understanding between the school and home.

I urge parents and students to review the content together, then sign and return the signature page. For any questions or comments regarding the Student/Parent Handbook, please do not hesitate to contact me.

I am looking forward to a very harmonious and productive school year.

Gina Claudeanos
Director



General Information and Policies

Philosophy

The Academy is an independent, coeducational school for students in Kindergarten through Eighth grades. The school offers a structured and accelerated academic program for students who are well motivated and eager to learn.

Marshall H. Lombardo founded the school at its present location in 1969. He wanted to offer a curriculum that was both traditional and academic while providing opportunities for creative experience and expression. It is the school's philosophy that only upon knowledge can creative potential best be realized and self-expression more fully developed.

Class size is small, enabling academic cohesiveness while also accommodating individual academic needs. Standards of excellence are fostered in a supportive and nurturing atmosphere that allows the expression of personal excellence in both students and faculty.

Curriculum

The Academy's curriculum rests upon the premise that strong basic skills and concepts form the foundations of learning. We believe that students who master these skills early become self-disciplined and self-motivated individuals. We strive to instill the tools of learning as well as the knowledge of content.

Reading, Mathematics, French, and Physical Education begin in Kindergarten. All students study Science, Social Studies, Current Events, Art, and Music. Grades 6 through 8 are departmentalized and students change rooms and teachers for each subject. A Latin program is introduced in Grade 6. Art and Music History are also included in the Upper School program.

Classes are supplemented by field trips relating to classroom studies. We make use of the Bay Area's extensive resources such as local public libraries, museums, the University of California, Lawrence Hall of Science, the Headland's Institute, and other specialized facilities.



Absences

Absences are considered excused for:

- 1) **Illness** - Please telephone the school between 8 and 9 a.m. on each day of the illness. California State Education Regulations require all absences to be verified with a written parental explanation. These notes are to be turned into the school office on the date the student returns.
- 2) **Medical and Dental appointments** - It is recommended that all regular appointments be scheduled after school. In the event a school-time appointment is unavoidable, please notify the school office in advance.
- 3) **Religious Observance** - A request for such an absence must be filed at least one week in advance. Parents should send in a written request with dates and time listed.

Absences for other reasons are strongly discouraged. Please avoid vacations and all other unexcused absences at times other than school holidays. If such absences are unavoidable, please notify the school office and classroom teacher in writing and well in advance so that class work and homework can be assigned during the absence. These absences must first be cleared by the Director.

Making Up Work During Absences

Students are responsible for making up work missed during any absence. In general, students are expected to turn in assignments and make up any tests missed or which are scheduled on the day of return to school. This applies to absences of one or two days. For longer absences, special arrangements can be made with the teacher.

Lower School teachers will put class work and homework for an absent student in the school mailbox by 2:00 p.m. Parents can pick up this work anytime after 2:00 p.m. and up until 6:00 p.m.

Upper School assignments are posted on a weekly basis in the office. Students should make a practice of copying the entire week's assignments into their homework notebook. This will help them to be prepared if an absence arises. Otherwise, it is recommended that they be in touch with a class member to check on the day's final assignments. Teachers will put handouts for absent students in their student/parent mailbox. Parents are welcome to stop by and copy down assignments. We do not permit homework assignment sheets to be removed from the board for photocopying.

Accidents

In case of injury, it is the student's responsibility to inform a staff member of the injury immediately. The school office is equipped to handle minor first aid needs. An Accident Report will be filled out and parents will be contacted in the event of an injury of a more serious nature.



Academic Reporting

The Academy reports to parents quarterly by means of a report card. There are two semesters in a school year. Each semester is composed of two quarters. Upper School semester grades are entered on the student's permanent record, called a transcript. Quarter grades are midterm marks for guidance purposes.

A quarterly progress report is also sent home to all students who are experiencing difficulties in any given subject area or regarding department matters.

Students will receive a letter grade and written comments for all subjects rated on the following grading system:

Kindergarten - 3rd Grade: E = Excellent
G = Good
S = Satisfactory
N = Needs Improvement

4th - 8th Grades: A = Excellent (4.0)
B = Above Average (3.0)
C = Average (2.0)
D = Below Average (1.0)
F = Failing (0.0)
P = Passing
I = Incomplete*

*This will change to an F if the necessary work is not completed within 15 days.

All Grades: Plus (+) and Minus (-) signs can be used with all grades.
Written comments are included with all report cards.

Honors (Grades 6-8) A student's report card will reflect Honors if he/she has maintained a 3.5 overall average in all subjects and has no grade lower than a 'B' in conduct and effort.

High Honors (Grades 6-8) A student's report card will reflect High Honors if he/she has 'A's in all subjects.

After-School Programs

The Academy offers a variety of after-school programs during the year. A flyer will be sent out at the beginning of each semester listing these programs and their fees. Classes are held on campus (Science Adventures, Chess, Ceramics, Chorus, Yoga etc.). Students are not charged daycare fees when attending a paid after-school program.

We welcome suggestions and ideas for our after-school programs. Let us know, in writing, of any resources or people who offer programs you may feel will be of interest to the student body.



Attendance

In order to ensure that all students fully benefit from the instructional program, regular school attendance is essential. Excessive absences from school may result in loss of credit for classes missed as well as report card grades withheld until completion of all required assignments. All absences are recorded on each student's quarterly report card.

Please do not send sick children to school. Students who are not feeling well, who are contagious, or have a fever or serious cough will be sent home.

Benching

If a teacher sends a student out of class because of behavioral problems to sit in the school office, this is considered a benching. Parents are notified only if a student is benched more than twice in one day. If a student is benched for a third time, parents will be phoned and asked to pick up their child.

All absences, tardies, detentions, and benchings will be noted on the student's quarterly report card.

Bicycles

Bicycles must be walked in and out of the school grounds. A rack is provided for students to use. We recommend locking bicycles, as it is not possible to provide supervision of the bicycle rack. Students and parents are advised that the school assumes no responsibility for damage or theft of bicycles on school premises.

Borrowing and IOU

If money is borrowed from the office for bus fare or Friday Hot Dog Day lunch, it must be paid back the following school day. **No additional monies may be borrowed until the previous debt is paid.**

Closed Campus Policy

The Academy has a closed campus policy. This means that students of all grades are not allowed to leave school grounds during the school day (recess or lunch periods) or after school until such time as they are picked up or they leave with pre-signed parental permission. Students are not permitted to return to the school grounds once they have left at the end of the day unless accompanied by a parent.

Communication with Faculty and Staff at the Academy

We understand the importance of communication between school and the home. There are several ways to contact the faculty and staff at the Academy. You may leave messages for your child's teacher directly with email or by voicemail. The email addresses and Voicemail (VM) box numbers are on page 19 of this handbook. You may also leave a message at the front desk.



Daycare

Hours:

Mornings:	Monday - Friday	7:00 - 8:30 a.m.
Afternoons:	Monday - Thursday	3:00 - 6:00 p.m.
	Friday	2:20 - 6:00 p.m.

AM: Students in all grades arriving to school before 8:00 a.m. will be charged daycare fees from their time of arrival until 8:25 a.m. **If you do not wish to accrue morning daycare charges, please drop your child off after 8:00 a.m.**

PM: Students remaining at school after 3:20 p.m. will be charged daycare fees beginning at 3:00 p.m. (Lower School) and 3:10 p.m. (Upper School) until they are signed out. **If you do not wish to accrue afternoon daycare charges, please make sure your child is off campus by 3:20 p.m.**

The daycare program provides organized and free play, various activities such as arts and crafts projects, chess club, and supervised Study/Homework Hall. The Academy provides milk and snack for daycare children at 4:00 p.m. **Parents must sign their children in and out of Daycare.** These sheets are kept in binders marked by grade level and kept in the backyard. **Students not signed out will be charged to 6:00 p.m.**

If you are going to be late picking up your child, please notify the school office promptly. There is a late pick up fee for every 10 minutes past 6:00 p.m. This late fee will be posted to your tuition account. All students in grades K-5 who remain on school grounds after 3:20 p.m. are in daycare. All students must be in the backyard and are not allowed to wait in the front yard for pick up.

The Academy daycare program information and fees are outlined in a flyer sent home in the new school year packet. These flyers are available in the office.

Department

It is The Academy's expectation not only to provide a sound academic program but also to do so in a safe and caring environment where students treat adults and other students with courtesy and consideration. Use of physical force or improper language is unacceptable. Disruptive behavior, lying, cheating, insubordination, and leaving campus without permission are also unacceptable.

The first incident of the above behavior will result in detention and a conference with the Director. Further offenses will result in suspension and possible dismissal. Conduct policies are in effect during school, at school activities and outings, and at all school related events.

Detention - Academic or Behavioral

Students who are insufficiently prepared for class serve academic detention. A faculty or staff member who comes in contact with unacceptable conduct by a student can issue behavioral detention.



The maximum daily detention for lower grades is 30 minutes. The maximum daily detention for upper grades is 55 minutes.

Parents will be notified as soon as possible, but no later than 2:00 p.m., the day the detention is issued. Detentions received after 2:00 p.m. will be served the following day.

Detention has priority over all other after-school commitments. Any delay in serving detention on a day other than the day issued is rare and approved only by the Director. A missed detention will result in doubled detention time. Detentions are served after school in the designated detention hall. Students are to report promptly after school with all materials they will need.

Dress Code

Please wear clothes that are neat and clean to school. No dirty, torn, ragged or inappropriate clothing. No bare bellies. Shoulder straps must be at least an inch wide. No sexually suggestive or offensive messages (mottos) on t-shirts please. It is essential that students wear tennis shoes during P.E. class. No hats in the school building. Please label all clothing, jackets, lunch boxes, backpacks and any other personal items that are brought to school.

The Director retains the right to determine if any item, clothing, hair, make up, etc. is inappropriate for school wear.

Early Release

When it is necessary for a student to leave school during the day, a written request should be given to the office and classroom teacher in advance of the early release. Any student leaving for any reason during the day must be signed out and in at the front office by the parent. We ask that parents do not go to the classroom to get a child. A staff member will notify the classroom teacher that the child is ready to be picked up.

Earthquake and Fire Drills

Students will be instructed in earthquake and fire drill procedures. These drills are practiced once a month. The building is equipped with a fire alarm, smoke alarms, sprinkler system, fire ladders, and fire extinguishers. All equipment and systems are professionally maintained and certified.

The school building has been bolted and retrofitted.

Emergency Information

The Student Information, Emergency, and Permission Form are the most important documents we have for your child. It enables us to find you in case of an accident or illness. We require a new form to be filled out at the beginning of each school year, and we stress the importance of keeping us informed and updated regarding any changes. It is crucial that we have a person to contact in case you are not available.



Your signature for emergency treatment and a copy of your health insurance card are essential. Enrollment at The Academy confers upon the school the obligation to select emergency care providers if we cannot reach parents. No liability would attach to such a decision.

Equipment and Facility

Students are responsible for the proper care of all school property. Parents will be asked to pay for the repair or replacement of any property their child carelessly or willfully damages.

Homework

Homework is an integral part of the instruction here at The Academy. It is our policy to assign homework at all grade levels, beginning with very simple short assignments in Kindergarten and increasing appropriately in quantity and variety throughout the grades.

Homework reinforces what the student is studying and helps him or her develop the capacity to do independent work. Students are expected to accept responsibility for the completion of all homework. Assignments should be turned in by the designated due date.

All students should have a homework assignment notebook in which to post their daily assignments. Lower School and Upper School teachers post homework assignments on our homework website hosted at PBWORKS (<http://academyk8.pbworks.com/>). Teachers strive to coordinate assignments, quizzes, and testing so that students do not have too much homework on any given night.

Missing or incomplete homework assignments can result in an after-school detention. If a student is required to attend Detention Hall in order to complete an assignment, parents will be notified as soon as possible. Lower-School students have a maximum detention of 30 minutes and Upper School a maximum of 55 minutes per day.

It is essential for parents to do their part by providing a home environment conducive to studying. A parent can help by:

- 1) Providing a desk or table in a quiet place (no TV, radio, phone calls or other interruptions)
- 2) Helping your child focus and concentrate on homework so he/she works effectively and spends an appropriate amount of time for his/her grade level
- 3) Scheduling a regular time for study
- 4) Showing an interest in his/her work **without doing it for him/her.**

Immunization and Check-Up Forms

All entering **Kindergarten** students are required by law to have proof of immunization on file at the school. If you have not already done so, please bring records into the office so that they may be copied and kept on file. (The First Grade requirement may be completed at this time, as it is good for 18 months.)



All entering **First Grade** students are required by law to have proof of health check-up on file at the school. These forms are available at the school office or may be provided by your physician.

We request that parents have the appropriate forms in to the school office no later than September 15th.

Parents of newly enrolled students (any grade level) must submit immunization and health check-up records to the school by the September 15th deadline.

Lockers (Grades 6-8)

Beginning in 6th grade, students will be assigned outside lockers in which to keep books and personal belongings during the day. Students will be responsible for the combination locks (no keys) and need to provide the Director with the combination and the serial number. The students are responsible for keeping their lockers locked, clean, orderly, and free of graffiti or any offensive graphics (drawings, posters, or photographs). Students are expected to use their lockers and help keep common areas, walkways, and the areas in front of the lockers and classrooms free of clutter.

Students should note that the area in which lockers are installed is not secure in the evening, on weekends, or during school vacations.

The Director conducts locker checks at the beginning of each quarter.

Lost and Found

All found items are to be turned into the school office. If an item is lost, check in the Lost and Found located in the office. Clothes and items not claimed after the end of each quarter will be donated to a charitable organization. We recommend labeling all clothing with the student's name.

Students should not bring valuable items to school. Parents may collect any items confiscated by school personnel from the Director's office. The Academy is not responsible for lost or missing items.



Lunch and Recess

All lunch and recess periods are to be spent only in the backyard unless the weather dictates otherwise. On rainy days Lower-School students will have lunch and recess in their classrooms, and Upper-School students in the classroom they have just before the break.

- 1) Students in grades K-5 will eat lunch for the first 20 minutes in their classrooms. Students in grades 6-8 should sit and eat their lunch for 15 minutes before playing.
- 2) Please do not litter. Be responsible for your own trash or any other trash you may see.
- 3) Do not eat on the play structure or bars.
- 4) Watch out for others, and apologize when an accident happens.
- 5) Should a ball go into a neighbor's yard, students are not allowed to retrieve it without adult supervision.
- 6) Any problems that occur on the playground should be discussed with the teacher on yard duty.

Meals

Students bring their own lunch and morning snack. Each day during the lunch period milk is available to all students at no charge. Students who forget their lunch will be provided with crackers and peanut butter at a cost of \$1.00. Several days a week nutritious lunches are available for pre-purchase. On Tuesday and Thursday students may order Subway sandwiches. On Wednesday there are slices of cheese and pepperoni pizza. Friday we host our own "Hot Dog Day". Lunch includes fruit, vegetables, juice or regular milk and one sweet treat.

Students are not allowed to leave to buy food. Facilities for heating water and/or lunches are not available. Students need to bring their own container of hot water for instant soups or noodles as well as any plastic utensils needed. **Please do not send food or drinks in glass containers.**

Medications

As per Education Code Section 49432, school personnel may assist parents in providing prescribed medication to younger children only under these circumstances:

- 1) The parent provides a signed statement from a child's doctor prescribing such medication in a manner clearly understandable to school personnel.
- 2) The parent provides a signed letter requesting the assistance of school personnel, naming the medication to be provided, and indicating the beginning and ending dates of the period in which the medication should be provided.

Emergency medication for allergic reactions or back-up daily maintenance medication should be labeled with the child's name and brought into the school office to be kept in a secure location. Please include a clear and detailed description of when and how this medication is to be used. If your child is not attending during the summer months, please collect this medication at the end of the school year and be sure to replace it at the start of the new term.



The Marshall H. Lombardo Award of Excellence

The Marshall H. Lombardo Award of Excellence is the highest honor given to any student at The Academy. The award is presented to one 8th grader during the graduation ceremony and is based on the following criteria:

- 1) Scholarship
- 2) Citizenship
- 3) Longevity

This student is chosen by consensus of the Director and the faculty.

The Gloria Lombardo Student of the Year Award

This award is presented to one student per year during the graduation ceremony. Students in all grades are eligible. The award is given to a student who demonstrates the following qualities:

- 1) School and community service
- 2) Honesty and integrity
- 3) Compassion for others

This student is chosen by consensus of the Director and the faculty.

Parent/Student Mailboxes

Each family at The Academy will be assigned a Parent/Student Mailbox. These boxes are located in the foyer of the school building. The school uses these mailboxes to pass information to you regarding activities, upcoming events, and other school information. Mailboxes should be checked weekly, if not daily. Please remember to ask your child for fliers he/she may have picked up from the mailbox. Students should check the mailbox daily for any phone or office messages.

Parent/Teacher Conferences

Scheduled conferences in November and February provide a time to review the student's progress to date. There are no classes on conference days. Teachers and specialists are available to confer with parents in pre-scheduled 15-minute conference periods. Parents can make their appointments at the school office.

The 3rd and last conference date (half day) is for teacher or parent requested conferences only.

We encourage parents to consult the teachers by appointment at other times during the school year if the need arises. Parents should present problems or misunderstandings first to the classroom teacher, and then, if necessary, to the Director. Do not interrupt teachers during the day; their responsibility is with the children. **Please do not phone the teachers at home.**



Parking and Traffic During Drop Off and Pick Up

For the safety of our children, please observe the following rules and inform those who may pick up or drop off your children of them. This is a serious matter at the school, and it needs your attention and compliance.

- 1) **There is to be a one-way flow of traffic.** Enter Benvenue from the Derby Street end and exit on Stuart Street. Students must be dropped off on the school-side of the street and exit the car from the curb-side only. When you pull up to the school, your child should be ready to exit the car quickly and carefully.
- 2) **The front of the school is a NO PARKING drop-off only zone.** If you need to give your child last minute instructions or plan on taking any more time needed than to drop them off, then you need to stay out of the front portion of the school.
- 3) **Do not double park** and do not leave your car unattended. If you will be coming on to the school grounds, please find a legal parking space.
- 4) **NEVER drop your child off on the opposite side of the street and let them cross traffic.** This is incredibly dangerous for your child as well as very disruptive to the flow of traffic on the street.
- 5) **NEVER block a driveway.** Just imagine your driveway blocked in the morning when you need to get going and you will understand how frustrating and upsetting this can be for our neighbors.
- 6) **Do not honk the car horn.**

The school is located in a residential area, and we know that the morning and afternoon traffic is an inconvenience to our neighbors. We hope that parents will help us to be courteous and accommodating to our neighbors' needs by not blocking driveways or leaving cars unattended in the street.

School Pictures

The school photographer will take individual and class pictures on a selected date in the early fall. The date is scheduled in order that photo packets are to parents well before the Winter Recess.

A letter of introduction from the photographer and an explanation of our school photo program will be mailed home the second week of school. If you have any questions regarding our school picture program after reading the introductory letter, please feel free to contact the photographer or the school office.



School Hours

Lower School (Grades K-5):

Monday - Thursday 8:30 a.m. - 3:00 p.m.
Friday 8:30 a.m. - 2:20 p.m.
Half day 8:30 a.m. - 11:30 a.m.

Upper School (Grades 6-8):

Monday - Thursday 8:30 a.m. - 3:10 p.m.
Friday 8:30 a.m. - 2:20 p.m.
Half day 8:30 a.m. - 12:10 p.m.

Recess Periods:

(Mon. - Fri.) Grades K-2 9:30 - 9:45 a.m.
Grades 3-5 9:45 - 10:00 a.m.
Grades 6-8 10:10 - 10:30 a.m.

Lunch Periods:

(Mon. - Fri.) Grades K-5 11:30 a.m. - 12:10 p.m.
Grades 6-8 12:10 p.m. - 12:40 p.m.

Students are requested not to enter the school building prior to the 8:25 a.m. bell.

School Rules

Students can help their school community function smoothly by following these few simple rules:

- 1) No Tardiness. Arrive at school on time. Walking into a classroom late is very disruptive for all.
- 2) No running. Please walk quietly in the halls and on the stairways - both inside and out.
- 3) No yelling or inappropriate language on school grounds or in the building.
- 4) No eating in the buildings (except on rainy days and areas designated by the teacher in charge.)
- 5) No skateboards, radios, tape players, pagers or cell phones are to be used on school grounds.
- 6) Be prepared for class. Have books, paper, pencils, pens, etc. with you before you enter the classroom or study hall. Upper-School students will not be allowed to leave the class to go to their lockers.
- 7) Students are not allowed into the school building before school. This is a quiet time for the teachers to prepare for the day. Students must wait until their teacher dismisses them to the classroom after the 8:25 am. bell.
- 8) Students are not allowed back into the classroom after school. Please make sure you have all necessary items before leaving class at the end of the school day.



Standardized Testing

The Academy administers the Educational Records Bureau (ERB) standardized testing program in the month of May to all students in grades 1st - 8th. Students are tested once a year and results are professionally scored and interpreted. Parents will receive the results via mail in the summer.

Students in Kindergarten are administered the Metropolitan Readiness Test at the same time as the other grades. Their test is hand scored by the teacher and results are mailed to you before the end of the school year.

It is essential that during this week students get to school on time, are well rested, and eat healthy meals.

Study Hall

The Academy provides two after-school study halls for the students use. One is held in the Humanities Room on the first floor next to the office (this is also the room where students will serve detentions). The other study all is located in the backyard bungalow - Science Room.

Study Hall hours are from 3:20 - 4:15 p.m. Please be reminded that all students who remain on school grounds (whether in study hall or outside) after 3:20 p.m. will be charged daycare fees from 3:00 or 3:10 p.m. until they are picked up.

Tardiness

Students are considered tardy if they are not in their classrooms by 8:30 a.m. The first bell rings at 8:25 a.m. At this time, students are to make sure they have all books, supplies, and papers necessary for class. They are to line up by class in the backyard, and their classroom teacher will bring them into the building.

Tardy students must come to the school office and pick up a tardy slip before entering the classroom. Students tardy twice in one week will be expected to make up the class time after school. Continued tardiness disrupts a student's education and the classroom instructional program. If tardiness persists, parents will be required to confer with the Director to resolve the problem.

There is no break between Upper-School classes except for the morning recess and the lunch period. Upper School students taking too much time going from class to class will be sent to the office for a tardy slip.



Telephone Use and Messages

Cells phones need to be turned off during school hours. No incoming or outgoing phone calls, texting, or emailing is allowed. Students caught using their cell phones will have their phones removed and given back at the end of the day. Second offense, the parent will have to pick up the cell phone. Third offense, the phone will be picked up by a parent, and will not be allowed back on school grounds. In case of an emergency when a parent or guardian arrives or a telephone call is received, the student involved will be notified immediately - other important messages will be sent to individual classrooms before the end of the school day.

Arrangements for playing with friends after school or for other after-school activities not part of the school program should be made at home.

Members of the family and friends are discouraged from telephoning students at school, unless it is absolutely necessary. Office phones need to be reserved for school business and emergency calls.

Textbooks

Upper-School students are required to purchase textbooks at the beginning of the school year. Students will be issued a set of textbooks to be kept at home and a set that will be kept in the classroom for their use while at school. Upon return of the complete home set and confirmation that the classroom set is complete, The Academy will issue a refund of \$200. Missing books or textbooks that are damaged inside or out will result in a smaller refund. Underlining or writing should not be in textbooks that wish to be returned.

Lower-School students will be issued textbooks that are the property of The Academy. They will need to bring their texts home and to school as needed for homework or study.

All students are expected to maintain textbooks in the condition in which they were received. In the event a textbook is lost or damaged, the parents will bear the full cost of replacement. Please submit a written request to the office for the replacement of any lost texts.

Textbooks should be covered to protect them from unnecessary damage. The student's name should be written in ink on the inside cover where space is provided. Upon returning books at the end of the school year, please remove all coverings and loose papers from the text.



Faculty and Staff Contact Information 2010-2011 School Year

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Additional email addresses:

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frontoffice@theacademyk-8.com



The Academy Student/Parent Handbook Signature Page

The signatures below indicate that we have read, understand, and accept this document as the policy of The Academy and promise to follow the stated rules and regulations.

Student's Name: _____

Student's Signature: _____

Parent's Signature: _____

Legal Guardian's Signature: _____

Date: _____

Please sign this page and return it to the school office.
Thank you