

# CAES Parent & Student Handbook 2026-2027



## PHILOSOPHY

Our philosophy of education is based on the belief that all true wisdom and knowledge comes from God. The mission of Caldwell Adventist Elementary School (CAES) is to help each student develop spiritually, mentally, socially, emotionally, and physically. While we value the rigorous pursuit of knowledge, our main objective is to help students develop a solid Christian character, to realize their individual worth as children of God, embrace Christian values, and learn to make principled choices. It is also our mission to provide opportunities for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the gospel to the entire world. Our philosophy and commitment to excellence is encapsulated in our school motto: "A Higher Standard."

### Mission Statement

To provide a higher standard of Christ-centered education that promotes excellence in learning, faith, citizenship, and life.

### Vision Statement

We will create a culture where students will be grounded in Christ and will use their God-given abilities to serve God and others in preparation for eternity.

## CAES OBJECTIVES

CAES offers a higher standard of education that rests on four principles:

- **Learning** – To encourage intellectual curiosity and help students develop self-motivated, life-long learning and decision-making skills that reflect biblical values.
- **Faith** – To assist students in developing a Christian character that manifests itself in appreciation for God's Word, acknowledgement of God as Creator, and unselfish service to others.
- **Citizenship** – To help students learn respect for themselves, others, and those in authority, while contributing to a safe school environment.
- **Life** – To help students function responsibly in the everyday world, using Christian principles of healthy living, economy, and personal time management.

## CORRESPONDING STUDENT OBJECTIVES

Students will commit to the learning, faith, citizenship, and life objectives using these "I Can" statements.

- I can motivate myself to learn.
- I can make decisions that reflect God's character.
- I can deepen my love for God, the Creator, by reading His word.
- I can demonstrate God's love through service to others.
- I can show respect to myself and others.
- I can contribute to a safe environment by following the rules.
- I can be responsible by taking care of my body.
- I can use my time wisely.

## ACCREDITATION

Caldwell Adventist Elementary School is a Christian school owned by the Seventh-day Adventist Church, which operates the second largest parochial school system in the world. We are accredited by the Middle States Association of Schools and Colleges as well as the Adventist Accreditation Association for the North American Division of Seventh-day Adventists.

## ENTRANCE REQUIREMENTS

Any child, regardless of religious affiliation, desiring a Christ-centered, character-building education and willing to abide by the standards, will be considered.

- All registrations are tentative until reviewed by the administration and approved by the Admissions Committee.
- An applicant's acceptance will be based on previous academic records and personal references. Once approved, families will be notified of acceptance within one business week.
- The school reserves the right to evaluate any student before placement in grade level.

## ADMISSIONS

### - All new and returning students -

- Application
- Financial agreement signed and paid
- Medical release
- Authorized Pick-up Consent
- Student pledge
- Acceptable Technology Use Policy
- Handbook read and signed
- Service program policy

### - All new students -

- Recommendation form
- Copy of most recent grade/progress report
- Records requested from previous school
- Complete immunization records
- Certified birth certificate
- Interview: schedule a personal interview with the school administrator and/or designated teacher.
- Kindergarten students must be 5 years of age by the first day of school. First grade students must be 6 years of age and by the first day of school.
- First grade students must have a physical examination before the first day of school

## SPECIAL NEEDS

CAES has limited resources to accommodate and support students with special needs. Each student will be evaluated on an individual basis prior to acceptance.

## PROBATIONARY PERIODS

### New Students

All new students are on probationary status for the first nine weeks following their entrance date. Students will be evaluated based on the standards for the enrolled grade level. If there are significant concerns regarding the child academically, socially, or behaviorally, the student may be asked to leave CAES.

### All Students

It is our aim to see each child reach his or her maximum potential in academic achievement and to experience consistent, progressive growth in all areas of learning. A variety of methods of encouragement and challenges will be provided to students. If a student, through lack of effort on his/her part does not maintain satisfactory progress and/or receives a failing grade on his/her report card, it may be necessary to place the student on academic probation for up to one full quarter. The student's effort, progress, and/or grades will be closely evaluated and monitored by the classroom teacher, the parents, and the Discipline Committee. If these efforts are unsuccessful, the student will be taken before Discipline Committee to decide further action. Students may be required to withdraw from CAES.

All who have been dismissed and reinstated will be automatically placed on a quarter length probation. No student can be placed on probation more than once during a school year.

## STUDENT COMMITMENT

Caldwell Adventist Elementary School seeks students who are committed to pursuing the higher standard of Christian education that our school provides. We expect more from ourselves and from our students because of the

biblical values that form the foundation of our school. Therefore, students enrolled at CAES agree to willingly observe all school regulations, policies and standards. Habitual violation of school regulations, policies, and standards demonstrate a lack of commitment to our mission and vision. This will cause the student to forfeit his or her enrollment.

Any regulation adopted by the board and/or faculty during the school year will be announced to the students and parents and shall have the same force as if in this handbook.

## SCHOOL HOURS

### Front Office

Monday – Thursday

8:15 am – 4:00 pm

Friday

8:15 am – 2:00 pm

### Pre-kindergarten

Monday – Friday (half day)

8:30 am - 12:30 pm

Monday – Thursday (full day)

8:30 am - 3:30 pm

Friday and early dismissal

8:30 am - 12:30 pm

### Kindergarten – 8<sup>th</sup> Grade

Monday – Thursday

8:30 am - 3:30 pm

Friday and early dismissal

8:30 am - 12:30 pm

Delayed start time (due to severe weather, etc.): 10:00am

For all students, school doors open at 8:15 am. If your child is left at the doors before 8:15, he/she will be brought into BASE (Before and After School Experience) and you will be charged accordingly. BASE will be held in the elementary wing and opens at 7:00 am. Students that have not been picked up after school within 15 minutes of dismissal will be sent to BASE and you will be charged accordingly. BASE closes at 4:30 pm every day.

## ATTENDANCE

The law requires regular school attendance. When 18 absences have been accrued, whether excused or unexcused, parents will be asked to write a written appeal to the discipline/admissions committee for review. If the student's academic achievement is affected, the possibility of retention will be considered. Please note that every three tardies will be equivalent to one absence.

- When a student is unable to attend, parents are required to contact the school office OR the teacher by 9:00 am.
- Absences and tardies are excused for the following reasons: illness, dental, medical, optical services, and death in the family. **An excuse by the parent explaining the nature of the absence is required.** There may be times when a student may be absent for reasons other than those stated above. **In such cases, arrangements must be made with the principal and the teacher before the absence is incurred by submitting a "Prearranged Absence Form."**
- Any authorized adult picking up a student during school hours must sign the student out at the school office.
- Winter Sports days are considered school days. Students choosing to miss these days, unless for a reason listed above, will receive an unexcused absence. For ski days, students are expected to participate in their full lesson in order to receive a full day of attendance.
- In the event of an emergency and need for early dismissal, parents will be alerted by phone (first text and then call) and email. Students will then be dismissed to parents as soon as possible. When parents are not available, an emergency person will be contacted, and arrangements made.
- When severe weather makes transportation hazardous for most of our students, school will be closed or delayed. Parents will receive an email and/or text, but can also check our website, or consult local television broadcast KTVB for information concerning closures and delays. We generally use the **Vallivue School District** as our determiner. In some cases, we may make our own decision that differs from Vallivue School District.

## CITIZENSHIP

Caldwell Adventist Elementary School, as a Christian school, looks for those who desire an education with a higher standard of conduct. All are expected to abide by the standards of the school and conduct themselves as courteous Christians. At CAES we believe that every student has the right to learn without disruption in a positive, safe and caring learning environment.

For students to be the most successful, it is important that parents and staff commit to working together in a cooperative and supportive way. There may be times that parents disagree with staff on matters concerning their child or school policy. Courtesy and appropriate protocol need to be practiced for the benefit of all involved. Please follow the guidelines below.

- Parents are to support adherence to the rules and policies of the classroom and CAES handbook, whether they fully agree with them or not.
- If a conflict or disagreement involving a student, teacher or policy arises, the following protocol should be completed in a step-by-step fashion, only moving on to the next step if the conflict has not been resolved satisfactorily:
  1. Student and/or parent immediately discuss the conflict directly with the teacher
  2. Student and/or parent discuss the conflict with the principal
  3. Student and/or parent discuss the conflict with the school board chairperson (see website for contact information)
  4. Student and/or parent has the right of appeal to the school board. Local church officers and conference personnel will be invited to serve on an appeals committee to handle such matters and make recommendations to the school board for final action.
- Gossip and negativity are damaging for students, parents, school communities, as well as the functioning of the entire school. Please commit to talking positively about the school and staff with your student, other parents, and community members, including through social media. If you have an issue that needs to be resolved, please work to solve it by following the above step-by-step protocol.
- If a conflict arises between students while at school, a parent may NOT contact the other student's parents about the issue. Instead, the teacher should be contacted for the matter to be resolved according to the above step-by-step protocol.
- It sometimes happens that students make concerning comments to parents about the classroom or other school matters. We urge parents to withhold judgment until the teacher has been contacted and all the facts are known. The objective is to resolve any problem that has arisen.
- Courtesy and respect should be practiced in all communication among students, parents, and staff. Please be aware that all written correspondence through text, email, social media or other means are subject to review by the school board.

A Christian school is to be considered an extension of the Christian home, and we therefore encourage parental involvement at CAES. The success of the school depends greatly upon the cooperation between parents and teachers. Teachers may be contacted by phone or email at school.

## Discipline

At CAES, discipline is viewed as an opportunity for growth, responsibility, and restoration. We are committed to maintaining a safe, respectful, and Christ-centered learning environment while helping students develop self-control, problem-solving skills, and accountability.

Grounded in principles from *\*Love and Logic*, our approach emphasizes:

- Responding with empathy before correction
- Teaching students to reflect on their choices
- Guiding students to take responsibility for their actions
- Using logical and restorative consequences rather than punitive measures
- Maintaining clear expectations while allowing for teacher professional judgment

Teachers, as professionals, will deal with issues that arise as needed within the classroom. They will use individual classroom discipline plans to maintain a positive learning environment.

For circumstances that require stronger discipline action, CAES has adopted a schoolwide discipline plan. Please see the Behavior Rubric included in this handbook. Students may be sent to discuss the situation with the principal and spend age-appropriate time out of the classroom with or without classwork. Parents will be kept in good communication regarding behavior of their children by phone, face-to-face communication, and/or written communication.

The Behavior Rubric is an established protocol that serves as a guide, not a limitation. Teachers are entrusted to use professional discretion when responding to student behavior, considering the context, intent, and frequency of actions. Our focus is not merely on addressing misbehavior, but on nurturing character, responsibility, and respect for others.

Students shall abide by all local laws while on and off campus. CAES reserves the right to search desks, personal belongings, and students for objects or materials deemed non-compliant with the school's policies, or which threaten the safety of other students. Confiscated property may be returned at the discretion of the school administrator or turned over to the police department.

In addition to behaviors on the Behavior Rubric, the following may result in disciplinary action, suspension or dismissal:

1. Undermining the Christian principles of the school
2. Any on or **off** campus behavior or activity by students that inadvertently or intentionally has negative effects on the CAES learning environment
3. Persistent violation of the dress code
4. Entering any part of the school building without permission
5. Possessing any contraband (surrendered to teachers or principal **without return**), such as weapons or reproductions thereof, firecrackers, cigarette lighters, unapproved electronic devices, inappropriate software/electronic files, inappropriate literature and pictures, or anything detrimental to the welfare or morale of the students
6. Possessing and/or using narcotics, tobacco, alcoholic beverages, or misusing legal/illegal drugs

### **Discipline Committee**

All discipline issues involving major behaviors on the Behavior Rubric will be shared with the Discipline Committee. The Committee will recommend any further action to be taken by the school staff or they may recommend the student for dismissal. The Discipline Committee will review all probationary cases as needed.

### **OLWEUS Bullying Prevention Program**

We, at CAES, have taken a strong stance against bullying behavior. CAES staff have now been trained in and adopted the OLWEUS Bullying Prevention Program (OBPP). OLWEUS defines bullying as "when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." To support OBPP, the following rules will be implemented.

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and/or an adult at home.

### **Compliance with Laws and Regulations**

The school operates in accordance with all applicable federal, state, and local laws and regulations. All students, parents, employees, volunteers, visitors, and other individuals on school property or participating in school-sponsored activities are expected to comply with all applicable laws, as well as school policies and procedures. Failure to do so may result in disciplinary action, removal from school property, or referral to the appropriate authorities, as permitted by law.

*\*Love and Logic* is an educational and behavioral philosophy that helps educators manage classrooms and reduce power struggles by balancing firm limits with empathy. For more information, please go to <https://www.loveandlogic.com/>

## Caldwell Adventist Elementary Behavior Rubric

### Minor Behaviors

| Behavior                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | First                                                                                                                                                                                                                          | Second                                                                                                                                                                                                                        | Third                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Dishonesty or Cheating</p> <p>Pattern of disruptive behaviors (disrespect of teachers and/or students, continuously talking out loud, silly behavior, not following teacher directions, etc.)</p> <p>Taunting (name calling, insulting, or other behavior that would hurt others' feelings)</p> <p>Exclusion (starting rumors, telling others to not be friends with someone, or other actions that would cause someone to be without friends)</p> <p>Physical harassment (hitting, pushing, slapping, grabbing, etc.)</p> | <p>1) The teacher will discuss the situation with the student.</p> <p>*2) The student will complete a behavior reflection form. *</p> <p>3) A logical consequence or restitution plan will be determined with the student.</p> | <p>1)The teacher will discuss the situation with the student.</p> <p>*2) The student will complete a behavior reflection form. *</p> <p>3) A logical consequence or restitution plan will be determined with the student.</p> | <p>1)The teacher will discuss the situation with the student.</p> <p>*2) The student will complete a behavior reflection form. *</p> <p>3) A logical consequence or restitution plan will be determined with the student.</p> <p>4) The student and parents <u>may</u> be asked to meet with the teacher and/or principal to create an individual behavior plan.</p> |

\*The student will be required to have his or her parents sign all reflection forms.

\*Any combination of three minor behavior offenses will be equivalent to one major behavior offense.

## Caldwell Adventist Elementary Behavior Rubric

## Major Behaviors

| Behavior                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>● Physical aggression (hitting or similar behavior that injures others)</li> <li>● Threats of violence (having a weapon at school, verbal, etc.)</li> <li>● Destruction or removal of property (vandalism or theft)</li> <li>● Obscene/inappropriate language, topics, or gestures</li> <li>● Harassment (racial, ethnic, or sexual name calling or other forms of severe harassment)</li> <li>● Bullying behavior (see definition under the OLWEUS Bullying Prevention Program)</li> <li>● Insubordination (willful defiance, deliberate disrespect, or refusal to participate)</li> </ul> | <p>1)The teacher will discuss the situation with the student.</p> <p>*2) The student will complete a behavior reflection form. *</p> <p>3)A logical consequence or restitution plan will be determined with the student.</p> <p>4) The student's behavior will be reviewed by the school Discipline Committee.</p> <p>Any or all of the following consequences may be enforced at the discretion of the teacher and the administration.</p> <p>a) The student, parent, teacher, and principal may meet</p> <p>b) An individual behavior plan may be created or revised.</p> <p>c) The student may be suspended (in-school or at home) or expelled.</p> |

Students are expected to keep themselves well-groomed and neatly dressed at all times. Simplicity, modesty, and healthfulness are goals of Christian standards of dress. Any form of dress, hairstyle or adornment which is considered immodest, unsafe, extreme, or contrary to good hygiene will not be permitted. NO inappropriate characters or designs (skulls, cartoons, etc.) on any piece of clothing will be allowed. Hair and make-up should be natural in color. Bracelets, rings, earrings, necklaces, other jewelry, piercings, or tattoos (permanent or temporary) must not be worn or brought to school. Hats and hoods may not be worn on the head in the building.

In keeping with our commitment to promote a higher standard of education, CAES has adopted the following dress code policy to minimize distractions and promote excellence in the classroom. If a student is wearing inappropriate clothing, parents may be called and asked to bring clothes that adhere to the school dress code policy.

### **Shirts**

- Shirts must be polo shirts, in a solid or striped pattern, without graphics and can be either short or long-sleeved.
- Hooded sweatshirts with the CAES logo can be purchased to wear over the polo during cool weather. Sweatshirts without the CAES logo may be worn if they are free of inappropriate graphics. Sweatshirts from any Adventist sponsored event are acceptable.
- If sweatshirts are worn, the shirt underneath must follow the guidelines for school shirts.
- T-shirts with the CAES logo or other Adventist sponsored events may be worn on dress-down day every Friday.
- During the winter months, students may wear a solid color long sleeve shirt under their polo shirt.

### **Slacks/Shorts/Skirts**

- Skintight pants, sweats, flannel/pajama pants, or pants that fall below the waistline will not be allowed. Leggings/jeggings are not to be worn as pants only, but are allowed under dresses, skirts, or shorts. All pants must be **without** rips or holes.
- Dresses, skirts and shorts may be worn if they are mid-thigh length or longer. Shorts should be worn under dresses and skirts.
- Athletic wear is NOT appropriate attire outside of PE time or Physical Fitness Days.

### **Shoes**

- Shoes must be on at all times.
- Students must have appropriate closed-toed shoes (for example, sneakers not flip-flops or sandals) for recess and physical education classes every day. Non-marking gym shoes are preferred.

### **Optional Dress-Down Day**

- Fridays and half-days will be optional dress-down days—the CAES or any Adventist sponsored event T-shirt may be worn instead of a polo.

### **Internet Use Policy**

*Our complete Internet Use Policy is available at the school office.*

Use of the Internet will conform to the ethical and moral standards of the Seventh-day Adventist Church. Parents and students will be required to sign a technology user agreement.

Among the behaviors not permitted:

- Sending or displaying inappropriate messages or images
- Using obscene or racist language in public or private messages
- Harassing, insulting or attacking others
- Damaging hardware or software
- Violating copyright laws
- Using another's password
- Using the network to access or distribute illegal or illicit material

## Phone Use

- Students may use the phone in the front office if they have permission from their teacher and the call falls within the office's approved phone-use policy.
- Students may bring cell phones to school; however, they will be required to turn in their phones upon entering the classroom. Cell phones may be collected by the student at the end of the day. Any phone not turned in may be immediately confiscated by a staff member.
- Smart watches may be worn to school if the watch is not a distraction or used as a communication device without specific permission of a teacher. If a teacher deems it necessary, a student may be asked to turn in their watch to the front office.

## Service Program Policy

CAES is dependent upon each family's participation and assistance. Through service, families can share their time and talents with the school. Each family is asked to give a minimum of 20 hours per school year. Parents, grandparents, adult relatives, or friends of the family may complete a family's hours. Families can record their service hours with the front office. Families that have completed and recorded all 20 service hours will receive a \$200 credit on their last account statement. All volunteers will be asked to complete the Verified Volunteer background check and training, which can be done online at [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist).

## Custody Issues

If there are any custody orders or restrictions regarding your family that impacts your student in this school, please inform us and provide copies of appropriate documentation such as, but not limited to, a Temporary Restraining Order.

## Student Sexual Harassment Policy

*Our complete sexual harassment policy is available at the school office.*

CAES is committed to providing a school environment free from sexual harassment. Incidents of harassment should be reported to school authorities as soon as possible so appropriate action can be taken. Students who sexually harass others are subject to discipline that could lead to dismissal.

If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

## Child Abuse Policy (*Our complete abuse policy is available at the school office.*)

Everyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by a parent or other person, or needs protection, is legally responsible to report the incident or situation promptly to a child protection social worker.

Abuse can be recognized as:

- Physical, emotional, or sexual abuse
- Neglect
- Sexual exploitation

## VISITS AND CONFERENCES

Parents are invited to visit the school. A telephone call in advance is appreciated and helps coordinate schedules. Teachers need to focus on their students during school hours, thus parents should make appointments in advance if they want to speak with a teacher.

## FINANCIAL INFORMATION

### Financial Policies

1. Families are expected to honor their signed financial agreement and to pay according to its terms. Families will receive a monthly financial statement. Tuition payments are due on the 1<sup>st</sup> of each month, and are considered late after the 10<sup>th</sup> of each month. **Should a financial problem arise that needs special consideration, it is the family's responsibility to notify the school business manager and/or principal as soon as possible.** Accounts that are past due will be assessed a finance charge unless other payment arrangements have been made with the business manager. Delinquent accounts will be handled according to the steps outlined below:

- a. Accounts that are **30 days past due** will be asked to meet with the business manager and/or the principal to discuss the situation. The business manager will work with the family to create a new payment plan to keep the account in good standing.
  - b. Accounts that are **60 days past due** and not in good standing will be asked to meet with the Finance Committee to develop a reasonable repayment plan. Failure to meet with this committee when scheduled will result in the student being prohibited from attending school until the account is paid in full.
2. All past due balances, initial payment of entrance fees, and August tuition must be paid at registration time or before the first day of school.
  3. Accounts not in good standing may not be eligible for financial aid.
  4. All students receiving financial aid must commit to regular attendance and put forth his/her best effort to maintain passing grades.
  5. Parents applying for scholarships or grants are responsible for any unpaid balances if award is not received.
  6. Please make all checks payable to: Caldwell Adventist Elementary School or CAES. Payments can also be made online via debit card, credit card or checking account at myCAES.org.

### **Before and After School Experience (BASE)**

BASE is available at the rate of \$5.00 per hour per child starting at 7:00 am before school and until 5:30 pm after school, Monday through Thursday and starting at 7:00 am and until 4:30 pm on Fridays. BASE is closed all non-school days.

### **STUDENT INSURANCE**

The premium for student insurance is included in the entrance fee. Coverage is limited to injuries sustained during participation in authorized school activities. They will be covered for a maximum of 30 minutes after school, while on school property. **Any accident or injury must be reported to the school office within 24 hours to qualify for coverage.**

### **ILLNESS POLICY**

It is the goal of CAES to keep its students and staff as well as possible. With this in mind, students must stay home if they exhibit any of the following conditions:

- Excessive coughing or nasal discharge – until symptom free for 24 hours
- Fever of 100 degrees or greater – until symptom free for 24 hours without medication
- Vomiting or diarrhea – until symptom free for 24 hours
- Head lice (student and siblings)– until free of nits
- Any communicable disease (student and siblings) – until doctor's written approval for return

### **MISCELLANEOUS**

1. The school will not be responsible for personal property left or lost in the school building or on the school premises. The school discourages students from bringing large sums of money or valuable items to school.
2. Each student will be required to pay for any damage done to school property, including schoolbooks, whether accidentally or maliciously.
3. Gum is not permitted at school.
4. Students must be in supervised areas only.
5. No child will be permitted to leave the school grounds during school hours except by special permission of parent, teacher and principal.
6. No parties are to be held at the school, during or outside of school hours without prior approval of both the teacher and the principal. Invitations to private parties are not to be given out during school hours without teacher permission.
7. Absolutely no medication will be provided to students by teachers. If the child needs medication, special written consent from the parent will be required. Parent must supply the medication in its original packaging. Medications will be stored and dispensed by the front office.
8. The parents are responsible for providing their student with an adequate lunch that is balanced and nutritious. High sugar food and drinks should be avoided. Each student is requested to respect, recognize,

and reasonably cooperate with such health and dietary principles. One of the goals of CAES is to promote principles of good health.

9. No pets are to be brought to school without prior arrangements.
10. CAES follows all federal regulations concerning Asbestos Containing Material. The policy is on file in the school office.

### **Individuals with Disabilities Education Act (IDEA)**

The Individuals with Disabilities Education Act (IDEA) is the federal law that supports special education and related service programming for children and youth with disabilities. It was originally known as the Education of Handicapped Children Act, passed in 1975. In 1990, amendments to the law were passed, effectively changing the name to IDEA. In 1997 and again in 2004, additional amendments were passed to ensure equal access to education.

This federal legislation is designed to ensure that children with disabilities be granted a free appropriate public education (FAPE) in the least restrictive environment (LRE). IDEA does the following:

- Ensures that all children with an identified disability receive special education and related services to address their individual needs.
- Ensures that children with disabilities be prepared for employment and independent living.
- Ensures that the rights of children with disabilities and their families are protected under the law.
- Assesses and ensures the efforts of institutions providing services to persons with disabilities.
- Provides assistance to states, localities, federal agencies, and educational service agencies in providing for the education of children with disabilities.

For more information about IDEA, consult IDEA—the Individuals with Disabilities Education Act, published by the Center for Parent Information and Resources. ([washington.edu](http://www.washington.edu))

### **ASBESTOS NOTIFICATION**

Federal regulations require that all K-12 school buildings and facilities be inspected to determine the presence, location, and condition of asbestos containing material. Maintenance plans (to maintain any asbestos containing material in good condition) and management plans (to document and control abatement activities) are also required.

Exposure to microscopic fibers of asbestos, released when asbestos containing material is damaged, can cause serious, even fatal diseases, because these fibers can be inhaled into the deepest part of the lungs. There is, however, no danger if the asbestos containing material is maintained in good condition, so that no asbestos fibers are released into the atmosphere. This is the purpose of the federal regulation: location of any asbestos, repair any damage, and maintain it in good condition or remove it and thus eliminate asbestos hazards.

The “sprayed on” acoustic ceiling material contains a small amount (1-4%) of asbestos. The ceiling material is in good condition, and thus there is no danger associated with it as long as it remains in good condition. The conference and school administration assure you that all federal regulations are being complied with, that all asbestos containing material is in good condition, and that there is no danger of asbestos exposure as long as it remains in good condition. In addition to the potential danger of asbestos exposure from damaged asbestos containing material, repair or removal of damaged asbestos containing material can be very expensive, so the cooperation of everyone using the school is requested in keeping it in good condition.

For your information, a copy of the Inspection Report, Operations and Maintenance Plan, and Management Plan are on file in the school office.