



## Students Hand Book

### **TO ALL STUDENTS**

We extend a warm welcome to all students entering Code Bright Academy. We have a variety of extra-curricular activities that offer each student an opportunity to take part in one or more activities of his or her choosing. We look forward to working with the parents or guardians of our students. The Partnership of parents/guardians and teachers helps each student reach his/her potential.

### **MISSION STATEMENT**

We are a learning community dedicated to the success of every student.

### **VISION OF THE SCHOOL**

To be the most reliable education provider and enhance our quality of knowledge transferring to our next generation.

### **NON-DISCRIMINATION POLICY**

Code Bright Academy does not discriminate on the basis of race, sex, color, religion, national origin, age in the provision of educational programs, activities, or opportunities.

### **SEXUAL HARASSMENT**

This, and any, type of harassment will not be tolerated. Students should report any incident of harassment to his/her teacher, or principal.

### **NEGLECT/ABUSE POLICY**

Students should tell their teacher, guidance counselor, or other school employee if they feel they are being neglected, hurt, or abused by someone or if they know a friend who is neglected or abused.

### **CHILD NEGLECT AND ABUSE POLICY**

Anyone having suspicion or information suggesting child abuse/neglect is required to report it to the school staff. Students should tell their teacher, or other school employee if they feel they are being neglected, hurt, or abused by someone or if they know a friend who is neglected or abused.

## **SCHOOL DELIVERIES**

Our school opens for students at 10:00 a.m. and students should NOT arrive before this time. Student arriving at 10:00 a.m. should report to the waiting area as instructed by their teachers. Parents are asked to report to the school and make arrangements to visit classrooms. The school day is over at 6:00 p.m. – 7:00 p.m. Students who walk home or ride with parents may leave at this time. Students must be picked up by 6:50 p.m.

## **SIGN – OUT**

When it becomes necessary for a student to leave during the course of the school day, he/she must be signed out in the school office by the parent, guardian, or parent designee. No student is to leave campus for any reason at any time unless he/she has been properly signed out. The individual signing the student out is to report to the office. The office will then contact the student. Attendance form are to be filled out when a student registers. Only persons whose name appears on the student's bio data will be allowed to sign the student out. Students going home with other students must have a note signed from the parents stating who the student will be leaving with and on which bus the student will be riding. This note must be brought to the office and initialed by the secretary and then given back to the student to give to the bus driver. This gives the student permission to ride the bus for that day. All arrangements must be made in advance or the student will follow their regular routine. For the safety of our students, proof of identity will be required if school personnel are not acquainted with you. Please have a photo ID.

## **DISMISSAL**

School is dismissed at 6:00 p.m. – 7:00 p.m. Students who walk home or ride with parents may leave at this time. All students will be picked up in the car rider line. Due to heavy traffic volume and traffic control, there will be no delay to transport the students home on time.