



ACA POLICIES AND PROCEDURES

A. PARENT and VISITOR ACCESS TO THE CAMPUS

In order to ensure that the campus is secure so students, staff, and visitors are safe while on the grounds of the school, we have limited access for all parents/visitors during instructional time. Upon entering the school **all parents/visitors** must present their **Civil ID** to the security guard(s). Parents are asked to sign the guest book kept at the Security Guard's desk. The parent/visitor is then given an ACA VISITOR'S ID Badge to wear. This badge should always be visible. The parent/visitor will then proceed to the Receptionist who will contact the staff member about the appointment. The parent or visitor must remain in the Reception Area until the staff member has arrived to escort them onto the campus grounds.

UNDER NO CIRCUMSTANCES is a parent/visitor to pass the Receptionist desk without a staff member as an escort and an ACA VISITOR'S ID Badge in the parent/visitor's possession. If a parent/visitor is on campus without an escort and/or ACA ID Badge the parent/visitor will be asked to return to the Reception Area.

We thank you for your cooperation with these security procedures and know that you value to care and attention we put into keeping our students safe.

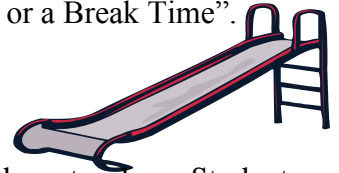
B. LEAVING SCHOOL GROUNDS

ACA is a **closed campus** providing safety for your children. Students are not allowed to leave the grounds during the scheduled school hours. If you wish to pick up your child early you must check your child out directly with the Principal's secretary. Parents must give written notice first before a child will be released from the school to anyone else during the school day. "It is recommended that parents whenever possible send a note to the teacher indicating the time they intend to pick up their child so that we can make every effort to have the child ready in time. Please note that we are unable to withdraw your child during Prayer Time or a Break Time".

C. PLAYGROUND and TELEPHONE USE

The playground is for use during the school day while being supervised by a teacher. Students are **NOT** allowed to play on equipment after school. They are expected to be picked up directly after school unless they are signed up for an After School Activity program.

Parents, drivers, and maids are requested to stay at the designated pick-up areas for student dismissal. The school wants to ensure each child's safety while in our care and following the dismissal procedures helps in this process. Students are not allowed to remain unsupervised on the school premises. Students at the Boys' Campus are dismissed at 2:15 PM and 2:30 PM at the Girls' Campus. Please be prompt in picking up your children. If you encounter any difficulties in collecting your child, please contact the respective office as soon as possible.



Student use of the telephone must be approved by the office or at the request of a teacher. Students are NOT allowed to bring mobile telephones to school as per Ministry of Education regulations. If a student is found to have a mobile telephone at school, it will be held by a Principal until a parent comes n for a conference.

D. RESPECT FOR OUR SUPPORT STAFF

Our support staff (security, maintenance and office staff) is hired to maintain a clean, safe and secure environment for your child. If you have any concerns with the way they are doing their job, you are requested to bring this concern to a Principal or Assistant Principal.

E. PRAYER TIME

Muslim students in grades three through five pay the *Duhur* prayer during school hours. Parents who prefer that their child NOT pray at school must send a note to the Principal in order for the student to be excused from prayer.

F. CURRICULUM

The elementary school's role is to give each child a firm foundation in necessary skills and subject areas as well as the confidence to excel in new experiences. The core curriculum objectives are clearly defined for each subject area, building on skills mastered at each grade level.

Teachers provide for individual, as well as small and large group instruction based upon the needs of the students. Elementary teachers attempt to relate students' cultural and life experiences to those in the content areas being studied, so that connections can be made in understanding new concepts.

Text, workbooks, supplementary materials and the internet are utilized to reinforce the content area skills being taught in the classroom.

The elementary grades emphasize English language skills, reading, writing, math, science and social studies. Special areas of instruction include English as a Second Language, physical education, art, computer and library skills. In grades 3-5, additional support is provided in the Learning Center. The Arabic-speaking staff provides instruction in Arabic, Islam, Arabic as a Foreign Language (AFL) and Special Religion.

G. HOMEWORK

Homework is the time students spend outside the classroom in assigned activities to practice, reinforce and apply newly-acquired skills and knowledge, and to learn the necessary skills of independent study.

NATURE AND PURPOSE OF HOMEWORK

Homework can:

- Provide additional practice, increasing the amount of time students are actively engaged in learning and extending time on a specific task.
- Be useful to teachers for monitoring student progress and diagnosing student learning difficulties.
- Be an effective way to increase personal responsibility and individual accountability.

K. GRADING POLICY and SCALE

The grading policy for subject areas: Art, Computer and PE (**except in Grade 5**) will be S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory) grade. Grade 5 is to receive A, B, C, D, or F grades in all subject areas in accordance with the grading scale used by the Elementary School.

Grade weights to be used by the Elementary English subject teachers in Grades **4 and 5 only** are as follows:

- Daily Work 45%
- Homework 10%
- Tests / Quizzes 45%

Grades 1-3 will weigh all work equally. Daily work assignments, tests, quizzes, and homework will be added together in a subject with equal value for each category.

Grade 1 students will receive a letter grade for the academic subject areas which is equivalent to the following grading scale:

100% - 90%	VG	Very Good
89% - 80%	G	Good
79% - 70%	S	Satisfactory
69% - 60%	N	Needs Improvement
59% - below	U	Unsatisfactory



For **Grades 2 through 5** the following grading scale for academic subjects will be used:

A+	98-100	B+	88-89	C+	78-79	D+	68-69
A	92-97	B	82-87	C	72-77	D	62-67
A-	90-91	B-	80-81	C-	70-71	D-	60-61
F	Below 60						

Students have two weeks to make-up missed evaluations for excused absences. Exceptions may be granted by the principal.

L. ACADEMIC PROBATION / RETENTION

For a student to be successful at the Middle and High school levels he/she must first be successful in the elementary curriculum. It is the policy of ACA to monitor and measure the academic growth of all students. If there is evidence that a student is not progressing in a positive manner, the student may be placed on Academic Probation. Academic Probation will be considered as a means to assist a student over a short period of time.

At the end of each quarter, the administration and teachers will review the academic progress of all students. Students found to have...

- A **grade point average of less than 2.0** on a **4.0 reporting scale (Grades 4-5 students)**, will be placed on Academic Probation. Emphasis will be placed on the four core English subject areas (Language Arts, Math, Science, Social Studies), Arabic and Islam, with Language Arts being weighted heavily.
- An **unsatisfactory performance (Grades 1-3 students)** will be placed on Academic Probation. Emphasis will be placed on the four core English subject areas (Language Arts, Math, Science, Social Studies), Arabic and Islam, with Language Arts being weighted heavily.

Academic Probation alerts the student that they are in danger of failing the grade level. A letter from the principal notifies parents if their child is placed on Academic Probation. Conferences with the parents and students are requested by the principal and/or members of the Child Study Team to determine an appropriate plan of action for the student.

If the student fails to show improvement in the four core subject areas, the student may be retained in that same grade level at the end of the year, and/or outside testing may be required before the family is allowed to re-enroll the student.

Grade point averages for Academic Probation are calculated using the following scale:

VG or A	=	4.0
G or B	=	3.0
S or C	=	2.0
N or D	=	1.0
U or F	=	0.0



Any student on Academic Probation for 2 Quarters will be at risk of being **retained at the current grade level**. Parents will be asked to attend a conference with the teacher, counselor, specialists involved, and the principal to discuss recommendations in this situation. The principal has the final decision, which will be made at the end of the second quarter. He / She shall approve promotions or retentions.

M. PAYMENT OF TUITION FEES

ACA reserves the right to withhold a report card due to tuition fees and/or library book fines not being paid. Once payment has been made the report card will be given to the family.



N. ATTENDANCE and ABSENCES

We expect students to attend school on a regular basis. This is crucial for them to satisfactorily complete their work and be an active participant in their classes. When a student is absent from class the student loses the benefit of instruction, as well as discussions, which take place during that absence. The attendance policy at ACA states that **“Students will attend school regularly and not have more than 10 total absences in a semester without a certified medical excuse.”** The School does not authorize student absences during school days or before or after holidays for recreational, personal or family trips. Families should plan their vacation and trips in accordance with the school calendar that is given to them on Registration Day. A student may be retained at the same grade level the following year if there are absences that exceed the school policy.

When a student is absent, due to medical reasons, (dental, orthodontia, illness) please have the doctor’s office provide a written excuse. The parent is to notify the school Clinic if the child is going to be absent for two (2) days or more. Medical appointments should be made after school hours whenever possible. If an absence is for an extended period of time, the doctor’s note and parent note will be kept as part of the student’s medical record in the school Clinic.

If your child is going to miss three or more days of school, due to illness, you must notify the teacher through the office. Preparation may then be made for someone to come to school to pick up the child’s assignments and books for missed work. Please allow the teachers at least 24 hours notice to make the necessary preparations. A student is usually given the same number of days to make up assignments as he/she missed school due to illness.

Should a student become ill at school, the school nurse or doctor will determine the course of action to be taken. The clinic will inform the parents, classroom teacher, and administration if a student is to be sent home.

Students who are injured at school will be taken to the hospital in case they need stitches, X-ray, or any further treatment. The nurse will inform parents and school administration before departing for the hospital.

It is imperative that the school has the correct home, mobile, and work telephone numbers so that a parent can be notified in cases of illness or injury. Parents planning to be out of the country should leave the name and phone number of a responsible relative or neighbor who can be contacted in these cases.

Please keep your child home if he/she has a fever, is vomiting, or has a rash. A child with conjunctivitis (pink eye) is not allowed to attend school and must remain out of school until seen by a medical doctor. Pink eye is highly contagious. If you suspect your child has this, please see a doctor immediately. Criteria to use as a guideline for keeping a child at home are:

- ◆ Sore throat and swollen gland
- ◆ Diarrhea within the last 24 hours
- ◆ Undiagnosed rash or skin eruptions
- ◆ Earache or drainage from the eyes
- ◆ Fever within the last 24 hours
- ◆ Vomiting within the last 24 hours
- ◆ Head Lice or Lice nits (eggs)



Please send a note to the office when he/she returns to school after an absence of one or two days.

If you require your child to be excused for an extended length of time you must obtain prior written approval from the Principal by means of a written request. A copy of the request and the approval are sent to the registrar and become part of the student's file. The school will follow up with the parents if the student is absent beyond the time approved.

O. TARDINESS at the START of the DAY

All students are expected to be at school when the bell rings each morning. This time varies depending on which campus the student attends school. You will be informed as to the starting and ending times of school for your child. If the child arrives after that starting time, he/she will have to present a note from the school office giving her/him permission to enter the classroom. If a child arrives at school after 11:00 A.M. then the student will be counted absent for the day.

Please note that students are expected to be at school no later than 7:05 at the Boys' Campus and 7:15 at the Girls' Campus for morning line-up and announcements.

P. DISCIPLINE POLICY

In the Elementary School emphasis is placed on children knowing and understanding ACA and classroom standards of behavior. We believe that good discipline provides for positive direction for everyone and maintains the optimum learning environment for all. Standards for behavior are based upon respect for authority, self and others, a sense of responsibility, and honesty.

Inappropriate behavior is behavior that interferes with the safety of a student or the learning process. This includes the learning environment of that student as well as the other students. Teachers will establish their own classroom expectations and standards. They may use an Assertive Discipline Plan for their classroom management of behavior. Parents will be informed of the Homeroom teacher's discipline plan at orientation and/or Parent Night held in the first quarter of the school year.

- ◆ Children unable to follow those standards will first be counseled by the classroom teacher.
- ◆ On the second offense, the student may lose a recess period or have a consequence set by the teacher.
- ◆ On the third infraction of the rule, the teacher will communicate with the parents by note in the Homework Assignment/Communication Book, by telephone or through a behavior slip. Either teacher or parents may initiate a parent conference at this time.
- ◆ If inappropriate behavior continues, the teacher may refer the student to the counselor, assistant principal or the principal. Some form of consequence will be given and a form of action will be taken.
- ◆ If the child continues to have behavioral difficulties at school, the principal, counselor and teachers will meet to establish a case study and to make suggestions for further disciplinary action in the form of a disciplinary contract.
- ◆ Parents will then be asked to attend a meeting with the counselor, principal and teacher(s) to discuss which action will be the most effective in dealing with the child.

In the case of a student causing injury to another student or practicing unsafe behavior, an immediate referral in writing will be made to the Principal.

Some indicators of inappropriate behavior at the elementary level may include, but are not limited to, the following:

- Lying, stealing, or inappropriate language.
- Absence from a class without a valid excuse
- Disruptive behavior in classrooms, hallways, play areas, buses
- Cheating on daily class work or tests
- Fighting or harrasing other students
- Destruction of or defacing school or personal property
- Late arrival to class without permission
- Disrespect shown to a staff member
- Forgery of a required signature
- Failure to follow oral or written directions of a staff member



It is important that parents and the school work together as a team to ensure that students develop appropriate behaviors while in school. If there is any problem involving your child or difficulties at home or in the family that may affect your child's behavior, please let us know so that we can work with you and your child during a difficult time.

Q. Detention Policy – Lunch or After School

- The teacher may assign detention during a recess period and the student will be required to sit during play time.

- The principal or assistant principal may assign lunch detention in the office. Students will eat lunch in the office.
- **After School Detention** may be assigned by the **Assistant Principal/Principal** from 2:30 until 3:15 (Boys' Campus) or from 2:45 until 3:30 (Girls' Campus.) After school detention will be operated four (4) days a week, Saturday through Tuesday.
- Parents will either be telephoned or a letter/note will be sent if After-School Detention has been assigned.

R. DRESS CODE for ELEMENTARY STUDENTS

Students are required to adhere to the school's mandatory dress code as follows:

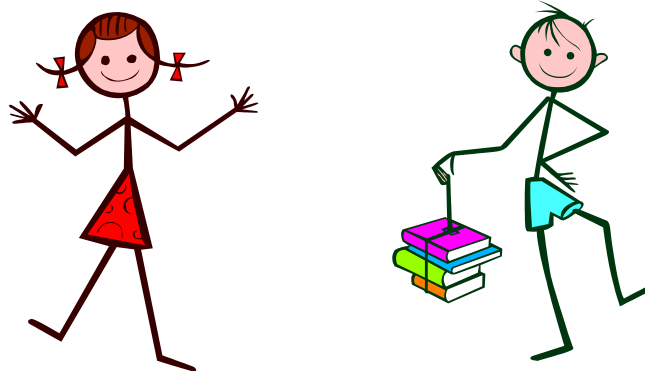
Girls' Dress Code:

- All ACA students must purchase the **mandatory** School Uniforms which must also meet the dress code for length and looseness.
- Elementary girls may wear the sweat pants daily.
- No jean jackets are allowed.
- Hijab, headscarf, or bandanas in plain navy blue, black, or white.
- Jewelry or accessories must be small in size.
- No open-toed shoes (sandals), flip-flops, crocks, or roller-blade shoes. Tennis shoes should not have cleats.

Boys' Dress Code:

- All ACA students must purchase the mandatory School Uniforms which must also meet the dress code for length and looseness.
- Tennis, sneakers or regular shoes (blue, black, or white)

Please note that our Dress Code is enforced. When sending your son or daughter to school in tennis shoes please be sure the shoes do not have cleats on the soles of the shoes. This type of tennis shoe will not be allowed.



Support Services

A. Counseling Department

The Counseling Department at ACA is dedicated to providing academic, social and emotional guidance and counseling services to our students and their families. In addition, comprehensive college and career development counseling is provided to our High School students. Our goal is to assist in the development of the whole child so that our students can effectively meet the academic, social and emotional challenges that they are faced with every day.

ACA's Counseling Department includes a dedicated counselor for each division of the school and is comprised of professionals from diverse cultural backgrounds. The Counseling Department operates within the guidelines of the Kuwait Ministry of Private Education.

The counseling process may include:



- Formal and informal observations
- Formal and informal interviews with students, parents and teachers
- Child Study Team Meetings
- Educational testing at ACA
- Recommendation and referral for outside testing

Students may be referred to the Counseling Department by teachers, parents, administration and other school personnel, or they may come to see the counselor on their own. Upon referral, the counselor will assess the needs of the student and take whatever action is deemed necessary. This assessment may be formal or informal in nature and could include any of the standardized testing tools available to our department. Counselors may organize and facilitate Child Study Team meetings and will coordinate follow-up on any recommended action.

The counselor may contact parents to request their involvement in the process and/or inform them of the action being taken to meet their child's needs. If the need for further testing is determined, a recommendation will be discussed with parents and the counselor will prepare the necessary documentation for referral.

The counseling experience is intended to be a positive one. Helping students to establish good behavior patterns is an important objective of our school. Teachers and administrators will handle the initial stages of the discipline process. Counselors may intervene when necessary with a focus on promoting acceptable behavior.

With your support, the ACA Counseling Department will meet the academic, social and emotional needs of our students while helping to build strong bonds of respect, cooperation and communication between teachers, administrators, students and parents.

B. The Learning Center Program

The objective of the Learning Center at the American Creativity Academy is to provide assistance to elementary students, currently enrolled, who have been identified by teachers as needing additional assistance in the curriculum. Students eligible to receive services are (a) those demonstrating pervasive academic difficulties (i.e., difficulties in many areas of the English curriculum) and (b) those demonstrating the need for remedial assistance in one specific content area (e.g., telling time, math facts, reading charts, maps, phonics, sight words). This is not a program for meeting the needs of ESL students. ESL will deliver that program.

It is the policy of ACA not to accept students with special needs. ACA is not a special needs school. However, throughout the school year elementary students may be identified by teachers as having difficulty with the curriculum and may require modified instruction. The Learning Center is one resource for helping in modified instruction. The Learning Center will attempt to meet the needs of these children to the best of our ability. Child Study Team (CST) involvement will be required for those students who are presenting pervasive academic difficulties and showing minimal success in the Learning Center or modified instruction. These students may be referred to outside professionals for evaluation. If the student is deemed to require intensive remedial assistance, a meeting with the parents will be held to discuss other placement options.

C. **Language Enrichment Program /English as a Second Language**

ACA policy states that English proficiency is a requirement for admission, but because our students live in an Arabic environment where family ties and local culture are extremely important, their English may not keep up with the demands of the curriculum unless all teachers use ESL techniques and are sensitive to the ESL needs of their students.



There are two ESL Specialists assigned to assist students in Grades one and two who are experiencing academic difficulty due to weak English skills. All teachers have access to ESL training and guidance.

D. **Arabic as a Foreign Language Program (AFL) and Special Religion Program (SR)**

This program is available for those students whose first language is not Arabic and therefore require assistance in acquiring the Arabic language and in understanding the Koran in the English language. To participate in this program the students are assessed at the beginning of the academic year and must obtain MOE approval.



E. **Library / Media Services**

The Library is a wonderful place to encourage reading for pleasure or to do school research. We encourage the use of our school library by students and parents during school hours.

Students are expected to work or read quietly while in the library. Eating and drinking in the library is not permitted. Books may be checked out for use with the exception of Reference materials. Students are responsible for any materials checked out by them. Lost materials must be replaced and a fine will be charged for something lost. Overdue books or lost books will result in the withholding of a child's report card until the replacement fee is paid.

Computer Use: The students will be able to access the Internet for research at school in the library or in the Computer Labs. We encourage students in learning how to access information for learning and communicating with "pen pals" in other schools. The classrooms also contain computers and the teacher may allow the use of the Internet during special class times.

Please keep in mind that while we will monitor the Internet access any student has, we cannot guarantee that a student will not access a web site considered inappropriate for school use. Any inappropriate use will result in elimination of this right to any individual student, and may result in disciplinary action as well. The Assistant Principal or Principal will deem what is unacceptable use of the Internet and his/her decision is final.

Netiquette must be followed in using the Internet. Netiquette includes, but is not limited to the following:

- Individuals are responsible for all materials sent and received.
- Use of appropriate language, as determined by staff and general Internet rules, is expected of students using the Internet.
- The user is not permitted to reveal their personal address or phone number, or that of other students, while online.

Elementary students do not usually cause mischief when using the Internet; however we do have specific areas of concern that will result in loss of privileges.

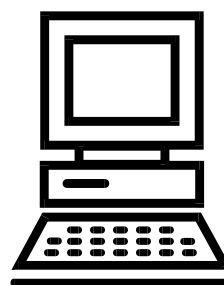
General violations include:

- Intentional visitation of sites which are not curriculum related
- Attempts to break into anyone's computer, files or programs
- Accessing any server with intent to damage, change, or destroy
- Accessing a computer to retrieve other students' work
- Live chats on any chat line



E-Mail violations include:

- Messages that may cause harm to a person or property
- Messages that are offensive, crude, or indecent
- Messages which do not identify the sender
- Messages which insult, slander or harass
- Messages which annoy or abuse another person
- Messages considered to be a threat to another



You are asked to discuss these with your child prior to signing the agreement (Appendix 1) to allow your child to use the Internet.



F. FIELD TRIPS

Students are taken on Field Trips during the school year to reinforce what is being learned in the classroom. Teachers will send a written Field Trip Permission form to you for your signature before your child is allowed to leave school with the class on a Field Trip. Verbal permission is not accepted. Occasionally, parents will be asked to join the class to provide supervision with the teacher. Please leave small children at home if you plan to join a class for a Field Trip. Make this time special for you and your child. Parents are requested to provide their own transportation on field trips as per Ministry requirements.

Please note: If a student does not return the signed permission slip to go along on a field trip, prior to the field trip day, the student will remain at school under the supervision of another teacher. Telephone calls home and voice permissions are not acceptable.



G. Lost and Found

The Lost and Found areas at each school are where you may find your child's lost sweater, coat, lunch box, or other items left in the cafeteria or on the playground. Please check these areas if your child is missing something. The Lost and Found area is located between the Administration Building and the Clinic on the Boys' Campus; and in the Grade 1 hallway on the Girls' Campus.



H. Lunch / Recess / Cafeteria

Students will have a lunch period and recess times as per the schedule. Students are expected to keep their eating area neat and clean up after themselves. They should show respect to each other and follow school rules.

Soft drinks of any kind (Coke, 7-UP etc.) and chocolate or candy are not allowed at school or in a child's lunch box. Fruit and fruit juices as well as water are better choices and much better nutritionally. A healthy snack at this time for your child will provide the necessary energy he/she needs to work better in the classroom. Suggestions for nutritional items might be your child's favorite fruit, a sandwich made of Zatar and mint, or cheese of some type, raw vegetables such as carrot sticks, or a hamburger, nuts, cheese pie, etc. Chips and cookies are discouraged in the Elementary schools.



I. Bus Services

ACA shall provide bus transportation for a fee to its students who apply for transportation to and from school. ACA makes every effort to ensure students safety while being transported on a school bus. In keeping with this rule of safety, procedures will be in place to ensure that student safety is kept as a priority. ACA does not own school buses and must subcontract the busing service for its students.

In addition to the responsibilities of the transportation company, our students must abide by the guidelines provided. Use of the school bus service is defined as a privilege, and the Academy reserves the right to suspend or revoke at any time if a student fails to abide by the stated rules of conduct.

School Transportation Discipline Policy:

- **First Offense** – A letter from the transportation supervisor will be sent home to the parents stating the problem. A copy of the letter is forwarded to the school assistant principal/principal.
- **Second Offense** – The student is brought to the Principal's office and a letter is written from the Principal to the parents stating the continuing misbehavior and possible revocation of the bus privileges.
- **Third Offense** – The student is suspended from the school bus for a certain length of time determined by the school assistant principal / principal. The bus fee is not relinquished due to the student being removed from the bus transportation.

J. PARENT-TEACHER-STUDENT CONFERENCES

Parents may sign up for **Parent Conferences** at a date designated after the first quarter and third quarter, to review the progress of the child with the teachers. In addition, you may schedule a conference with your child's teacher at any time during the school year. To make such an appointment, contact your child's teacher by note, or by leaving a telephone message with the receptionist for the teacher to contact you. Your child's teacher may choose to have a **student directed conference**, at which time the child will conduct the conference with you and the teacher. This involves the child showing you her/his successes and areas of concern, and encourages the child to take responsibility for his academic progress.



STUDENT RECOGNITION AND SELF-GOVERNANCE

A. Good Behavior Programs

Both campuses have a variety of programs to recognize students for their personal accomplishments and celebrate their individual successes. It is based on the premise that everyone is good at something and deserves to be appreciated for their individuality. These awards will be given for non-academic as well as academic achievements, but will not be tied to grades. There are no consequences, penalties or punishments associated with these programs. It is completely based on incentive and positive reinforcement. Students will be encouraged to compliment their peers on their accomplishments.

Some of the goals of this program are:

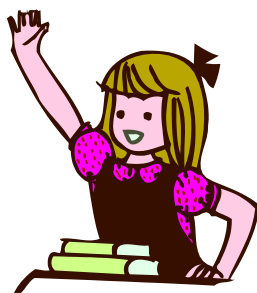
- To increase student motivation
- To help build a healthy self-image and encourage self-confidence
- To reinforce important values such as respect, citizenship and responsibility
- To foster pride in our students and their families

B. Junior Student Council

The purpose of the Junior Student Council is to promote and strive for good citizenship, encourage responsibility for actions, provide a forum to share ideas to make our school the best it can be, to help students grow intellectually, morally, emotionally, and to foster leadership skills.

The function of the student government is to symbolize the democratic process in the school. It offers an opportunity for the students to have an avenue to voice their opinions and present solutions to problems that the student body may be facing. The students work as a team. Every student will have responsibilities and duties to perform.

Students in grades 4 and 5, in good academic standing and without behavior problems, are eligible for Junior Student Council elections. Elections occur at the beginning of October. Students in fourth grade can be elected as class representatives and fifth grade students are elected as officers.



Appendix 1

ACA ELEMENTARY SCHOOL STUDENT ACCEPTABLE USE AGREEMENT

A. For Parents

Elementary students have access to a variety of technological tools, including the use of the Internet for research and educational purposes. Our goal is to provide safe services to students. The American Creativity Academy has made every effort, through filtering devices to eliminate inappropriate material, language, and pictures. No filtering device is 100 % effective. Please be aware that it is possible that inappropriate material may slip past the filtering device, in which case the student must report it immediately to the classroom instructor who will report the incident to the technology department so the site can be added to the filtering device.

To qualify to use computers and the Internet, ACA students and parents must agree to abide by the rules set forth in the district acceptable use policy.

B. Acceptable Use by the Student:

1. Use appropriate and polite language in electronic mail.
2. Respect the work of others. Work only on files that belong to you.
3. Use the computer equipment responsibly. Report any damage immediately.
4. Do not give out personal information on the Internet.
5. Visit websites under the direction of your teacher.
6. Close any sites that make you feel uncomfortable. Report it to the teacher immediately.
7. Ask your teacher about copyrighted or appropriateness of material before you download anything from the Internet.

C. My Promise to Follow the Rules

My parents and I have reviewed and discussed **ACA's Acceptable Use Policy**. I understand the importance of being polite, respectful, honest and obeying all of the rules in the school's Acceptable Use Policy. I understand that I should not give out personal information about myself or my family on the Internet. I also understand that the Internet is for electronic information resources that are to be used for educational purposes. If I break the rules of the acceptable use policy, I understand that my computer usage can be suspended, or that other disciplinary action can be taken. I promise to follow the rules.

Student's Name (please print): _____ Class: _____

Homeroom Teacher's Name: _____

Student's Signature: _____ Date: _____

D. For the Parent or Legal Guardian

As the parent of my elementary age student, I have read, understand and discussed the American Creativity Academy's Acceptable Use Policy with my child. I understand the use of the school's electronic services is for educational purposes. I recognize that the school has initiated reasonable safeguards to filter and monitor inappropriate materials. I understand that while the school has also taken steps to restrict access on the Internet to inappropriate information and sites, it is impossible to restrict access to all controversial materials. I further recognize that if my child does not abide by the rules of acceptable use, he/she may be disciplined.

Parent's Name (please print): _____ E-mail: _____

Parent's Signature: _____ Date: _____