



Kuumba Academy Charter School Parent Handbook

Kuumba Academy Charter School

Parent Handbook

2012-2013

MISSION STATEMENT

Kuumba Academy is an exceptional educational community that embraces cultural awareness and empowers student to achieve integrated academic and artistic excellence.

We are committed to becoming the highest performing charter school in Delaware with an unwavering commitment to advance student achievement, build extraordinary character, instill uncompromising respect, and develop strong work ethic. Kuumba Academy graduates will be great mathematicians, readers, writers, critical thinkers and problem solvers.

We envision a dynamic learning environment where teachers, families, students and community partners work together in pursuit of excellence in the cultivation of curiosity, creativity, cross-cultural appreciation and collaboration. Kuumba Academy encourages excellence through an intense focus on math, reading, writing, social studies, science, and social emotional learning. We pay explicit attention to the creation of a caring, nurturing community that provides, in partnership with families, abundant individual support and encouragement. We believe that every learner is unique and we strive to accommodate and inspire the special interests and talents in our students through the delivery of an arts integrated curriculum.

KACS is designed to meet the needs of students and parents who seek a school that will capitalize on their child's uniqueness. Kuumba is from the Kiswahili language meaning Creativity. True to its name, Kuumba Academy offers a stimulating, innovative learning environment for children in kindergarten through fifth grade.

Academics • Arts • Character
EXCELLENCE

School Governance

Board of Directors

The Kuumba Academy Board of Directors is the governing body of the school. The Board provides the policies, rules, and regulations that govern the school.

Joan Coker, MD, FACS
Darren Moore
Tracey Merritt
Dr. Susan Thomas Holder
H. Raye Jones-Avery
Hugh Atkins
Kenneth Brown
Vacant
Vacant
Bernard Fisher
Christina Taylor
Samantha Connell
Douglas Cuffy
Colleen Sheeron

Board President
Vice President
Secretary
Vice President Student Achievement
Vice President for Governance
CCAC Liaison
Vice President of Facilities
Vice President of Development
Vice President of Human Resources
Finance/Treasurer
PTA President
Teacher Representative
Teacher Representative
Teacher Representative

Regular meetings of the Kuumba Academy Board meetings are held on the second Thursday of each month at 6:00 p.m. at the school. All regular board meetings are open to the public. Board meetings for the 2012-2013 school year will be held on the following dates:

September 13, 2012
October 11, 2012
November 8, 2012
December 13, 2012
January 10, 2013
February 14, 2013
March 14, 2013
April 11, 2013
May 9, 2013
July 11, 2013

KUUMBA ACADEMY STAFF DIRECTORY

<i>Administration</i>		
Sally Maldonado	Principal	smaldonado@kuumba.k12.de.us
Tamara Price	Assistant Principal	tprice@kuumba.k12.de.us
Andrew Byard	Dean of Student Services	abyard@kuumba.k12.de.us
Christine O'Neill	School Nurse	coneill@kuumba.k12.de.us
Michelle Lambert	Finance//HR	michelle@michellejlambertcpa.net
Sindi Maldonado	Business Manager/Recep.	srodriguez@kuumba.k12.de.us
<i>Lower School Team</i>		
Kendra Ryan	Kindergarten	kryan@kuumba.k12.de.us
Tykisha Bratcher	Kindergarten	tbratcher@kuumba.k12.de.us
John Vitsorek	Kindergarten/ILT	jvitsorek@kuumba.k12.de.us
Stephanie Morton	Kindergarten/Visual Arts	smorton@kuumba.k12.de.us
	Kindergarten	
Leslie Johnson	Kindergarten Para/RtI	ljohnson@kuumba.k12.de.us
Meaghan Brennan	1 st Grade	mbrennan@kuumba.k12.de.us
Jazmyn Holt	1 st Grade	
Tracee Stone	1 st Grade/ILT	tstone@kuumba.k12.de.us
Danielle Samra	2 nd Grade	dsamra@kuumba.k12.de.us
Maura Ryan	2 nd Grade/ILT	mryan@kuumba.k12.de.us
<i>Upper School Team</i>		
Chelsea Baxter	3 rd Grade	cbaxter@kuumba.k12.de.us
Colleen Sheeron	3 rd Grade/ILT	csheeron@kuumba.k12.de.us
Matthew Meyer	4 th Grade	
Samantha Connell	4 th Grade/ILT	sconnell@kuumba.k12.de.us
Douglas Cuffy	5 th Grade	dcuffy@kuumba.k12.de.us
Jenielle Eger	5 th Grade	jeger@kuumba.k12.de.us
<i>Academic Support Specialist</i>		
Sue Burton	Speech/Language	sburton@kuumba.k12.de.us
Sandy Dougherty	PT Reading Specialist	sdougherty@kuumba.k12.de.us
Genelle Freeman	Reading Specialist	gfreeman@kuumba.k12.de.us
Eula Hooten	Special Education/ Title I	ehooten@kuumba.k12.de.us

<i>Teaching Artists/ Specialists</i>		
Ken Brown	Dance Teacher	kenbccac@excite.com
Salimata Linguer	Drama Teacher	sjdl_zulu@yahoo.com
Anthony Slusher	P.E./Health Teacher	aslusher@kuumba.k12.de.us
Stephanie Morton	Visual Art Teacher	smorton@kuumba.k12.de.us
Ernestine Colder	Spanish Teacher	ecolder@kuumba.k12.de.us
Daphne Santosa	Librarian	dsantosa@kuumba.k12.de.us
<i>Cafeteria</i>		
Michelle Creary	Cafeteria Manager	mcreary@kuumba.k12.de.us
Reggie Smith	Cafeteria Staff	
Leroy Ames	Cafeteria Staff	
<i>Counseling</i>		
Darryl Connor	Family Crisis Therapist	darryl.conner@yahoo.com
<i>Support Staff</i>		
Chaka Duval	Front Desk Receptionist	cduval@kuumba.k12.de.us
Norberto Rivera	Building Engineer/Custodian	IVEGA400@comcast.net
Wayne Kingston	IT Supervisor	wkingston@brandywineinforgroup.com
Greg Gorham	IT Technicians	

Beliefs & Philosophy

Kuumba Academy directors, staff and parents share a core belief that parents are the primary educators of their children. Parents in partnership with teachers and administrators believe that every child can maximize their learning potential given the opportunity to do so.

Large numbers of parents are crying for help. They know their children's future depends upon a solid educational foundation. They also know that different children learn in different ways, and that most children respond positively to a learning process that challenges their capacity and captures their imagination. Such individualized attention is not always available on an affordable basis in traditional schools or affordable in private ones.

Concerns about quality public education are magnified when one contemplates the realities of today's world. The transformation from a manufacturing and service economy to one based increasingly on information and technology offers unlimited opportunity to those who are adequately prepared. At the same time, those without a solid educational background, and the ability to continue learning, will be left far behind.

How well we as a community do in educating our children - *all* our children - carries enormous implications for us all. Delaware needs the talents and skills of all its citizens. A healthy, stable society is dependent upon an involved and educated citizenry. Most important of all, we are

obligated to launch every young person into the adult world with the best possible educational background.

APPLICATION PROCESS

Interested parents and students may make applications for admission annually in November. Applications may be obtained at 519 N. Market Street between the hours of 8:00AM - 4:00 PM Monday-Friday. Applications may be mailed upon request. Each applicant must submit a completed application and participate in a scheduled interview with parent/guardian, prospective student (s) and a representative from the school education team as Step I in a multi-step process.

A completed application consists of the application, birth certificate, a complete physical performed by a licensed physician, up-to-date immunizations at the time of application and all applicable assessments and report cards. State Public Health Service Centers, 739-4735, Henrietta Johnson Medical-- 601 New Castle Avenue (655-6190) or Westside Health Center-- 1802 W. 4th St. (655-5822) in Wilmington may be contacted by parents without health insurance. **All steps in the application must be complete before admission is considered.**

ACCOUNTABILITY

Code of Conduct. The Kuumba Academy Charter School board of directors has adopted a code of conduct adapted from models used in northern New Castle County School Districts and other districts in the nation.

The school has a right to expect that:

- Parents will support its policies and help carry them out.
- Parents will voice their concerns and suggestions about the school in an appropriate and timely manner.
- Parents will keep the school informed about their child, both his/her strengths and challenges.
- Parents will collaborate with the school and provide the help and assistance necessary to ensure your child's social, emotional and academic success

Parents have a right to expect that:

- The school will clearly communicate its policies (and curriculum objectives) to the parents.
- The school will take the concerns and input from parents seriously when establishing those policies.
- The school will keep parents informed about their child's progress, and his/her challenges.
- The school will make every effort possible to help a child overcome and/or deal with his challenges and communicate with parents about what they are doing.

- The school will be considerate of, and of help to, parents who need to deal with a child who is struggling with his challenges and communicate honestly with them about they expect.

All of us will commit to making a greater effort to understand and communicate with each other. The children will be the beneficiaries.

ADMISSION

Applications for admission for the school year beginning in August will be accepted until enrollment is filled. Consistent with charter school enabling legislation, surplus admissions will be decided by lottery. Student admission will be restricted by age and grade level or by lottery in the case of over-enrollment in accordance with Delaware C., Title 14 section 506. The lottery will be computer assisted should over enrollment occur, the admission preferences adopted by the board of directors on February 1, 1999 shall guide the lottery. Students will be considered for admission on the following basis:

- (1) students who have a specific interest in the school's teaching methods, learning philosophy shall be given preference,
- (2) sibling shall be given preference; and
- (3) students who are at risk of academic failure shall be given preference.

REGISTRATION

Once a student has been duly notified in writing of acceptance into the Academy, the following information will be distributed to parents at registration:

- Parental Commitment Contract*
- Updated Student Information Form*
- Student Medical Emergency Form*
- National School Breakfast Program/ School Lunch Program*
- Parent request to have prescription medication administered in school*
- Class Assignments
- Parent handbook
- Student Supply List
- Transportation Schedule
- Transportation request*
- Walker Authorization

AFTER CARE SERVICES

Parents interested in enrolling their child in the after-school enrichment or after-care program may request information at the front desk. Information on hours of operation, activities, application procedures, fees and policies will be distributed during the first week at school. (See *school hours* for more information)

ANIMALS

No animals may be brought to school without written permission from your child's teacher and the Head of School. Classroom teachers are permitted to have appropriate class pets. Please see the classroom teachers if you have questions about their class pet.

ATTENDANCE

Kuumba maintains a strict attendance policy that adheres to students' best interests as well as the law.

Consistent attendance at school is vital to any student's success in the program. Absences should be kept to the necessary minimum. Prompt arrival at school is also essential to the effective conduct of classes, as well as to each individual student's performance.

In accordance with State law, parents must provide a dated and signed excuse stating the reason for any absence. When a student will not be in school for the full day parents should inform the school in writing before 9:00am. Email notifications may be sent directly to srodriguez@kuumba.k12.de.us.

A student who arrives to school after 9:15 a.m. is considered absent for the full day. A student is considered late if he/she arrives after 8:00 a.m. If a student has three (3) unexcused tardiness, that equates to one (1) unexcused day absent. Hence, in accordance with legislation adopted by the Wilmington City Council (1999), eighteen (18) or more days absent during the year shall result in a truancy report being made to the Division of Family Services by the Dean Student Services.

Please also note, in order to be promoted to the next grade level in grades K-5, students must be in attendance 90% of the school year (162 student days).

Students are responsible for missed assignments during any absence. Parents and students have the right to review school policies which clearly define what is considered an absence, an unexcused absence, and tardiness. Parents and students also have the right to appeal a decision concerning whether an absence is excused or unexcused.

- **Tardiness:** When a child reports late, they must sign-in at the front desk. A student arriving to school after 8:00 must provide the receptionist with a written note from the parent stating the reason the student is late. Once the note is received the student will be given a late slip to be admitted to the classroom. If a student does not have an acceptable reason for be in tardy, he/she will be marked unexcused tardy.

- **Arrival after 9:15 a.m.:** Students arriving after 9:15 a.m. are considered and remain marked as “absent” for the full day. Parents should make every effort to have their children well rested, fed and in school on time daily.
- **Absences:** Students who are absent must return to school with a note from a parent/guardian. A student absent for three or more days **due to illness** must have a signed excuse from their doctor upon returning to school. Students who are absent or sent home because they contracted a communicable disease such as impetigo, pinkeye, head lice, ringworm, chicken pox, etc. must be seen by a physician and provide a doctor’s note indicating they can return to school. The front desk receptionist or designee shall give all parents notes or doctors excuses to the School Nurse. Notes that state long-term absences from school, *i.e.* vacation, extended family trip, are not counted as excused; hence, parents are encouraged to plan voluntary, non-emergency extended absences around the school calendar. Acceptable absences, such as death in family, hospitalizations, family emergency shall require a written and signed note from the doctor or agency indicating the date(s) of absences. The School Nurse/Dean of Student Services will determine if an absence or lateness is excused or unexcused.
- **Early Dismissal:** in the event your child has a medical or other appointment which requires an early dismissal (being picked up prior to the 3:30 p.m. scheduled dismissal time), please write a note and give to the front desk receptionist stating the reason and time for the early dismissal. All early dismissals will be made at the front lobby, not from the classroom. When you come to pick up your child the front desk receptionist will ensure he/she arrives to the lobby to meet you.
- **School Cancellations and Late Openings** - snow, icy roads, and other special emergencies may necessitate a late opening, early closing or cancellation of school. It is advisable to listen to local radio stations and/or watch local television. The following are list of the media that will cover the closing information: **WPVI Channel 6; WILM 1450 AM; school website; and DOE website.** There will also be a recorded message on the school’s messaging system when you call (302) 472-6450.

BEHAVIOR PLAN

Kuumba believes in creating a calm, caring, and creative and productive classroom through positive interventions. Therefore we have adopted a school-wide behavior plan.

We operate under four Core Values: Respect, Responsibility, Accountability and Honesty, We have found success and consistency in managing behavior when we are all speaking the same language to the student

1. Blue card- Royal Behavior
2. Green card – Great
3. Yellow card – Good or O.K.
4. Orange card – Needs Improvement/ Danger Zone.
5. Red card – Poor Behavior.

CALENDAR

The Academy will operate for 180 calendar days per year. The addition of an after-school program and summer camp create extended learning opportunities. An updated school calendar will be mailed to all families in July. Please pay special attention to schools closings and early dismissal dates.

CHILDREN WITH SPECIAL NEEDS

Kuumba Academy will adhere to the Individuals with Disabilities Act Public Law 105-17 revised in 1997. Students who may have special education needs, will be assessed by a multidisciplinary review team in accordance with Delaware's Response to Intervention regulation. Within 30 days of assessment, school personnel and parents as partners will prepare a service plan for each child.

Children with a documented history severe emotional disturbance or other disabling conditions requiring services in a contained special education classroom will be assessed to determine whether Kuumba is an appropriate setting to meet their diagnosed needs for service.

Individualized Attention. Every Kuumba Academy Charter School student will have an Individual Improvement Plan (IIP) developed in concert with his/her classroom teacher and parent. Each IIP will include individual learning goals and specific action steps for the parent, student and teacher. IIPs will be developed and reviewed during goal setting conferences in the Fall, Winter and Spring of each year in accordance with our school calendar. Plans will emphasize student responsibility for learning and the need for continuous progress. Children identified as special education eligible will have an IEP developed by our special education department in accordance with state and school regulations.

COMMUNICATION

Kuumba Academy should communicate regularly and clearly with parents (or other responsible family members) about information important to student success. We will inform your family about standards and how they relate to the curriculum, learning objectives, methods of assessment, school programs, discipline codes, and student progress. Sharing information can be accomplished through the usual means of newsletters, handbooks, parent-teacher conferences, open houses, the internet, e-mail, and voice mail. Personal contact is the best way to promote two-way communication.

Kuumba Academy strives to keep our partnership strong by constant communication. We have several ways of achieving this goal.

- **eNewsletters:** At least once a month, parent(s)/guardian(s) will receive a newsletter from the school. This correspondence will be sent home by the student and through email.
- **Updates/Flyers:** Periodically, flyers will sent home updating parents about approaching activities or school closings.
- **Phone calls:** Administration, teachers and staff will make calls to parents. Please update all telephone number changes with the front desk receptionist.

- **Emails:** Administration, teachers and staff will contact parents via email if an email address was given to the school. Please update all email changes with the front desk receptionist.
- **Kuumba Website**
- **Home Access Center (HAC)**
- **Parent Conferences**
- **Agenda Books**
- **Homework and Behavior Charts**
- **Teacher weekly reports and newsletters**

Dismissal Procedures

We value all academic instructional time, therefore please DO NOT arrive before 3:25pm to pick up your child. We will not interrupt the classroom teacher prior to 3:30pm. To alleviate congestion, all parents/family members must pick-up your child in the designated area in the cafeteria for afternoon pick-up. All parents must enter the building through the rear door at 3:30pm. As a safety precaution, all parents must sign-out their child in the cafeteria each day for dismissal. (Please note the city strictly enforces the parking in this area. Please make sure you use the meter system to avoid tickets).

Students who are not registered with the after-school program and whose parents have not arrived at the scheduled dismissal time to pick them up will be directed to the after-school program staff on a one-time basis; parents will be responsible for late pick-up fees incurred by the after school program staff for providing activities the child. Parents will be charged a \$1 fee per minute for lateness. Fees are assessed starting at 3:45p.m. Parents who repeatedly fail to pick up their child by 3:45 p.m. without a phone call to the school, may be reported to the Wilmington police department.

DRESS CODE

Dress Code Sanction - a school uniform code has been adopted. Students are expected to be in uniform unless the instructional activity warrants dress other than a uniform. The dress and grooming of students contribute to the health and safety of the individual and shall not disrupt the educational process.

We rely on parents to assure student adherence to the established Kuumba Academy dress code.

Kuumba Academy Charter School Dress Code

- Slacks/Skirts
 - Tan uniform pants, shorts, skirts
 - Tan Bermuda length shorts
 - Tan skirts, skorts, or jumpers
- Shirts

- Royal Blue Kuumba uniform shirts
The Kuumba uniform shirt has the official Kuumba Logo printed on the front.) **(ALL SHIRTS MUST HAVE A LOGO!)**

- Shoes
 - Black or brown rubber sole shoes. (These shoes must be all black or brown.)
 - Sneakers
 - No flip flops or sandals.
 - No shoes with a heel higher than 1 ½ inch.
- Sweater
 - Navy Blue Sweater ONLY
- Dance Clothes
 - Kuumba heather gray sweatpants or shorts.
The Kuumba sweatpants or shorts has the official Kuumba Logo printed on the front.)
 - Blue Kuumba T-shirt (The Kuumba Logo and the 7 principles of Kwanzaa are printed on these shirts.)
 - Sneakers
 - Kuumba heather gray sweatshirts.
(The Kuumba sweatshirt has the official Kuumba Logo printed on the front.)

All students must wear this uniform on their specified dance/gym day. If the student is not dressed in the proper attire, the student will receive an incomplete grade (zero) for that class.

Elaborate hairstyles (excessive weaves/ponytails) and make-up, large or expensive jewelry should not be worn to school. Earrings should be small. Artificial nails are not permitted as a safety precaution.

Students who are not in compliance with uniform dress code will receive the following sanctions:

1st violation:

Written notice of uniform violation sent home.

2nd Violation:

Parents will be called to bring in a change of clothes.
Written notice of uniform violation sent home.
After school detention from 4:00 – 5:00pm

3rd Violation:

Parents will be called to bring in a change of clothes.
Written notice of uniform violation sent home.
After school detention from 4:00 – 5:00pm
Parent Conference with Administration.

Students will not be permitted to enter their classroom without the proper uniform. Students will be sent to an

administrator's office until a parent/guardian arrives with a change of clothes.

FIELD TRIPS

Parents will be notified of any field trips during the year. Written parental permission will be requested. Some trips may require a charge to pay for transportation and admission. Students must be in good standing as per the Code of Conduct to attend field trip. At teachers/administrators request, a parent/guardian may be required to attend a field trip with his/her child.

FUNDRAISERS

During the school year the school will offer opportunities for parents to participate in fund raisers. Participation is optional but strongly encouraged to expand the resources for educational purposes.

GOVERNANCE

The board of directors is responsible for oversight of the administrative, educational and financial aspects of the school's operations. Board meetings are open to the public and notification will be posted in the school office monthly. A listing of the Academy's current board of directors and meeting schedule for the 2012-2013 school year can found on Page 3.

HEALTH POLICY

Physical Examinations

All Students entering Kuumba Academy Charter School Academy *for the first time* must have on file in the Health Office a written physical examination completed by a licensed medical physician, physician's assistant or nurse practitioner within 12 months of the start of the current school year. You will be notified by the school nurse if your child's medical file does not have this information.

Within in fourteen (14) days after notification of the requirement for physical examination, students new to the school should have a physical exam and provided the school nurse with documentation *or* parents can submit proof of a scheduled appointment date/time (usually an appointment card/note given to you by the doctor's office). Physician exam documentation must be in the child's file by September 30th. Students not meeting this requirement will be excluded until the physical exam documentation is received.

Parents of returning students are encouraged to provide an annual physical exam so that growth and medical needs can be tracked.

HOMEWORK POLICIES

Statement of Purpose

Homework is a natural extension of the educational program. It serves to reinforce and enrich daily class work. A reasonable amount of homework has proven to help students achieve better in school. Parents are encouraged to provide quiet, well-lighted places for children to study. Homework policies will vary; therefore, you should contact your child's teacher if you have questions.

Requirements

Students are expected to have homework assignments in all academic subjects on a regular basis, and are required to read independently for at least 20 minutes each night.

Homework assignments, for the average student, should follow the suggested time allotments listed below, four or five times each week.

Grade	Time
Kindergarten	20 - 30 Minutes
1st grade	30-40 Minutes
2nd grade	40 - 45 Minutes
3rd grade	45-55 Minutes
4th grade	60 Minutes
5th grade	1 Hour and 15minutes

Special assignments, such as research papers and long-term projects, will require additional time.

What are the consequences for not doing homework?

- Affects grades
- Affects performance on DCAS
- Affects progress in school

Homework and External Absences – Parents and teachers should communicate if students are going to be absent for an extended period of time. Homework and make-up work packets may be requested for students who missed assignments due to illness.

For all Kuumba students: Anytime during the school year your child may required to complete projects which may exceed the approximate time allocation.

LOST and FOUND

Please label your child's belongings. A lost and found box is located outside the teacher's lounge on the first floor. Items not retrieved after more than sixty (30) days will be donated to charity.

MONEY and PERSONAL BELONGINGS

Please remind your child to carry only the money needed for that day for meals and or trips and to keep it in a safe place. For security reasons, children may not bring to school **cell phones, toys, video games, portable c.d. players, mp3 players and any item that either resembles or may be used as a weapon.** As stated in the Code of Conduct, these items will be confiscated. In addition, the school is not held liable if these items are lost or stolen. * Item(s) taken and kept in office for parent/guardian to pick up; any electronic device not picked up before the last day of school will be discarded.

OUTDOOR ACTIVITY TIME

Time is designated during the day for you child's classroom teacher for outdoor activities, weather permitting. The primary outdoor activity area is the Salvation Army Playground. On occasion, the students will go to Rodney Square or walking around the school for exercise.

PARTNERSHIPS

Learning does not stop once students leave the classroom or the school. Thus, the Kuumba Academy will forge partnerships with local universities and other educational and community organizations - i.e. the Grand Opera House, Delaware Art Museum, Delaware History Museum, and Christina Cultural Arts Center, - to create an extended learning environment for its students.

PARENT INVOLVEMENT

Parents play a critical role at Kuumba Academy. Parents must commit to a high level of involvement - from governance and curricula development, to the academic and social success of their children. Along with administrators and teachers, parents must sign and adhere to annual contracts outlining the responsibilities of all three parties.

A key aspect of Kuumba's philosophy centers on the role of parent and caregivers as partners in the educational process. Parent involvement in the school is a much more meaningful experience for children when parents are involved in academic learning and social interactions. Parents may be interested in volunteering for one or more of the following:

In the classroom –

1. to serve as a reading or math tutor
2. to make games for the children
3. to serve as a homeroom parent
4. to provide assistance on field trips
5. to provide assistance on trips to the Delaware Art Museum

In the cafeteria -

1. Assisting with serving
2. Monitoring students
3. Assisting with escorting class back to their room.
4. Assisting with clean-up

In the hallway/stairwells -

1. Monitoring students during arrival.
2. Monitoring students during dismissal.

On the Bus -

1. Monitoring students during afternoon bus dismissal
2. Volunteering as a bus aide. ** State training is required.

PTA -

1. Attending PTA meetings
 2. Volunteering for fundraising events
- **See the PTA for more ideas.

Each family is required to complete 30 parent volunteer hours each school year. The volunteer log is kept at the front desk. Each family member must sign in with the front desk receptionist each time they volunteer, attend event, attend a conference, or attend a field trip.

PTA Membership

All parents are required to join the Parent/Teacher Association and must attend a minimum of four meetings per year.

SCHOOL HOURS

Breakfast	7:30 A.M – 7:55 A.M.
School Hours:	8:00 A.M. Homeroom
	3:30 P.M. Dismissal
Aftercare Hours:	3:45-6:00pm M-F

TRANSPORTATION

The Academy contracts the transportation services of pupils. Bus transportation will be provided for students who live in the Christina School District where Kuumba is located and who live a mile or more from the school's address (519 North Market Street).

There are limited stops for students who live in other school districts (outside the Christina School District). Parent must make arrangements for their child(ren) to be brought to and/or picked up from a bus stop designated along the Kuumba Academy Route. All bus riders must have a parent/guardian meet them at the bus stop. If a parent is not present at the bus stop for drop-off, the child will be brought back to the school and must be picked up by a parent/guardian. Late pick-up fees will be assessed. Kuumba Academy transports students in accordance with all public school transportation safety regulations. Students should be dropped off on Market Street (front building entrance) each morning starting at 7:30am.

TECHNOLOGY

Technology will be a vital part of the Academy's program, with the goal of providing computers in the classroom and also computer class once a week. Parents are strongly encouraged to make arrangements for use of an Internet ready computer in the home or gain access at a local community center after school and on weekends.

TESTING

Kuumba Academy uses various assessments to measure student's progress throughout the year. Kuumba subscribes to administering the Northwest Evaluation Association (NWEA) Measures of Academic Progress® (MAPS) testing in reading and mathematics three times a year. Student performance for grades 2, 3, 4 & 5 is also measured by the Delaware Comprehensive Assessment System test (DCAS). Additional methods of assessment are the use of sampling procedures mandated by DOE, portfolio assessments, and DIBELS. The goal is for students to master performance indicators based on standards set by the State Department of Education. Performance assessments, in which students demonstrate proficiency by completing a task, or compiling a portfolio of their work, will be used to assess artistic and creative achievement. There will also be annual objectives against which to measure continuous improvement in student learning.

VISITORS

According to Delaware State Law, all parents and/or visitors must report to the office for permission to go elsewhere in the building as soon as they enter the school. Visitors are required to sign the register at the front desk. All messages and information will be relayed from the front desk to the appropriate person. In order to insure effective communication between teacher and parent, parents are asked to arrange to meet with the teacher during times when the teacher does not have the responsibility of children.

WITHDRAWAL FROM SCHOOL

Please notify the Kuumba Academy office if you are planning to move or withdraw your child from school. Four weeks notice is requested to provide staff adequate time to prepare records and appropriate paper work, parental release for records, and return of library books and other school materials.

CORE VALUES & ROYAL RULES



Respect

Honesty

Accountability

Responsibility



Kuumba Academy Royal Expectations

SW Expectation	Classroom	Hallway	Cafeteria	Bathroom	Field trip/ assembly	Bus	Emergency	Recess	Sidewalk/ community
Be respectful	<ol style="list-style-type: none"> 1. Raise hand for attention 2. Use appropriate language 3. Follow directions the first time given. 4. Respect personal space 	<ol style="list-style-type: none"> 1. Voice level "0" 2. Walk in "royal" position 3. Keep appropriate spacing 	<ol style="list-style-type: none"> 1. Voice level "3" 2. Eat your food only 3. Say "please" and "thank you" 	<ol style="list-style-type: none"> 1. Voice level "1" 2. Honor others privacy 3. Respect school property 	<ol style="list-style-type: none"> 1. Use correct voice level 2. Follow adult directions 3. Respect space 	<ol style="list-style-type: none"> 1. Voice level "1" 2. Follow driver directions 3. Keep hands, feet, and objects inside bus 	<ol style="list-style-type: none"> 1. Voice level "0" 2. Follow all adult directions 	<ol style="list-style-type: none"> 1. Voice level "4" (inside) or "5" (outside) 2. Use equipment correctly 3. Take turns 	<ol style="list-style-type: none"> 1. Voice level "0" 2. Walk in "royal" position 3. Keep appropriate spacing
Be responsible	<ol style="list-style-type: none"> 1. Be prepared 2. Accept consequences 	<ol style="list-style-type: none"> 1. Pick up trash 2. Walk in "royal" 	<ol style="list-style-type: none"> 1. Clean up any mess 2. Keep 	<ol style="list-style-type: none"> 1. Report spills & incidents 2. Flush 	<ol style="list-style-type: none"> 1. Find out correct voice level 2. Stay with 	<ol style="list-style-type: none"> 1. Take all belongings off bus 2. No food 	<ol style="list-style-type: none"> 1. Voice level "0" 2. Follow all adult 	<ol style="list-style-type: none"> 1. Use equipment correctly 2. Keep 	<ol style="list-style-type: none"> 1. Voice level "0" 2. Walk in "royal"

	for your actions Clean up after yourself 4. Make good decisions	position 3. Be responsible for appearance	all food in cafeteria	toilet 3. Wash hands 4. Tuck in shirt	group 3 Follow staff and chaperone directions	or drink on bus 3. Keep eyes forward and remain seated 4. Follow driver directions	directions 3. Walk	hands to yourself 3. Take turns 4. Report incidents	position 3.Keep appropriate spacing
Be kind	1. Use friendly words 2. Treat others as you want to be treated 3. Keep hands, feet, and objects to yourself	1. Hold doors for person behind you 2.Keep hands and feet to yourself.	1. Be respectful to all staff 2. Wait your turn 3. Use good manners	1. Wait your turn 2. Honor others privacy	1. Pay attention 2. Say "please" and "thank you" 3. Show appreciation	1. Share seats 2. Use friendly words 3. Use good manners	1. Be safe	1. Wait your turn 2.Share equipment 3. Treat others as you want to be treated 4. Be a good friend	1. Walk in "royal" position 2. Respect space around you 3. Keep appropriate spacing