

TRAILBLAZERS ACADEMY  
PARENT/STUDENT  
HANDBOOK



2011-2012



## QUICK INFORMATION



**Main phone number:** 977-5690  
**Fax number:** 977-5688  
**Homework Hotline:** 977-5690  
6<sup>th</sup> grade: x31  
7<sup>th</sup> grade: x35  
8<sup>th</sup> grade: x28

**Email (staff):** first name initial and last name@traiblazersacademy.org  
Ex: [ddonald@trailblazersacademy.org](mailto:ddonald@trailblazersacademy.org)

**Website:** [www.trailblazersacademy.org](http://www.trailblazersacademy.org)

### SCHOOL CLOSING/DELAY ANNOUNCEMENTS ( 977-5690 x8)

The decision to cancel, delay and/or dismiss school will follow the same schedule as the Stamford Public Schools. Families may call the school and access the school closing hotline.

## Trailblazers Academy Staff

### Administration

Craig Baker  
Chris Emmerson-Pace  
Julienne Foy  
Steve Paul  
Denise Donald  
William Hawkins  
Ed Hill

Chief Educational Officer  
Co-Director  
Co-Director  
Director of Social Services  
Administrative Assistant  
Building Maintenance  
Building Maintenance

### 6th Grade Team

Steve Dickerson  
Jeanette Allen  
Jill Jansson  
Chris Nagle

English  
Social Studies  
Science  
Math

### 7th Grade Team

Theresa Cooper  
Brian Hartle  
Jessica Maneyapanda  
John Dean

English  
Social Studies  
Science  
Math

### 8th Grade Team

Mark Monte  
David Williams  
Katie Taylor  
Mitch Green

English  
Social Studies  
Science  
Math

### Family Advocates

Ramon Bentley  
Sacha Moses  
Courtney Reid  
Yanira Velez

### Education Assistant

Donna Dix  
Chad Lanzo

### Social Development

Robin Simmons

### Specials

Ashley Tanno  
Ryan Carey

Art  
Physical Education

### Reading Specialists

Monique Avakian  
Jamie Waggaman  
Martha Rebocho  
Tara Clancy

### Special Education

Scott Magnotta  
Dan Onorato

## MISSION STATEMENT

*To successfully transition students into high school on track to go to college.*

*While maintaining small classes and fostering positive relationships, the school builds a strong educational foundation for each student by emphasizing core subjects, high academic standards, life skills and character development.*

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## TRAILBLAZERS ACADEMY PLEDGE

*As a Trailblazer, I pledge to myself, my family, my Trailblazers Academy peers and my community to be the best that I can be. I will respect myself, and those around me, and my environment as I work to embody the best attributes of a leader:*

*Honesty, Courage, Perseverance, Innovation, Motivation, Leadership, Fortitude, Dedication, Respect, Responsibility, Confidence and Integrity.*

*Together we will blaze a trail towards excellence.*

## DAILY SCHEDULE

7:30AM-7:50AM	Breakfast and Morning Meeting
7:55AM-8:15AM (locker transition)	Homeroom/Community Meeting
8:20AM-9:25AM	Block 1
9:30AM-10:35AM	Block 2
10:40AM-11:45AM (locker transition)	Block 3
11:50AM- 12:45PM (locker transition)	Lunch and recess
12:50PM-1:55PM	Block 4
2:00PM-3:05PM	Block 5
3:10PM-3:25PM	Advisory/Community Meeting
3:25PM	Dismissal

## FRIDAY SCHEDULE

7:30AM-8:00AM	Breakfast and Morning Meeting
8:00AM-8:50AM (locker transition)	Girls Circle/Boys Council/ DEAR time
9:00AM-9:50AM	Block 1
9:55AM-10:45AM	Block 2
10:50AM-11:45AM (locker transition)	Block 3
11:50AM-12:15PM	Town Meeting
12:15PM-12:30PM	Lunch/Dismissal

## **THE SCHOOL DAY**

School begins at 7:30am and dismisses at 3:30pm. On Friday, school dismisses at 12:30pm. Once students arrive on school property, they should report directly to their homeroom table in the cafeteria for attendance and breakfast. Students should be in full Trailblazers uniform when they enter the school. A student not in uniform will serve an automatic administrative detention for ½ hour after-school.

The Lion's Den, an after-school program, operates from 3:30pm-6:00pm. All students may participate, free of charge, once they have completed a Lion's Den registration form.

## **MORNING MEETING**

During breakfast, students and staff have a morning meeting. The purpose of the morning meeting is to set a positive tone for the school day. Daily announcements are made. Students recite the Pledge of Allegiance as well as the Trailblazers Pledge.

In addition, each staff member is assigned a theme for the week and reads a vignette of their choice to the students. On Thursday, members of the community are invited to the school as "Celebrity Readers".

## **STUDENT PICKUP**

Student safety is a priority. To ensure student safety, parents/guardians are asked to report to the main office when picking up a student and sign him/her out of school. Any adult not listed on the student's record will not be allowed to pick up the student.

## **VISITORS**

Visitors are always welcome. All visitors must report to the main office and sign the Visitor's Log. Visitors will receive a badge and will be escorted to the appropriate location.

## **CAFETERIA**

Students eat breakfast/lunch with their homerooms. Meals are provided by the vendor selected by the school in accordance with the federal and state dietary requirements.

Students who use the cafeteria, whether they eat or not, share the responsibilities for keeping it clean.

## **STUDENTS AFTER SCHOOL**

Students remaining after school beyond the regular school day are supervised by a teacher, family advocate, coach or administrator. Arrangements should be made for parent/guardian to pick up the student or student may take the after school bus.

## UNIFORM POLICY

The uniform policy has been established as one piece of Trailblazers Academy's overall mission to set a higher standard for excellence, not only in dress but also conduct, safety and achievement. This policy is in force to facilitate the education of TA students.

It is the responsibility and discretion of the staff to determine if uniforms are worn properly.

The following items have been selected as the approved uniform for students at Trailblazers Academy. All items must be worn year round as appropriate.

### **PANTS**

- Solid color of khaki/ tan
- **Pants must be clean with no holes, frays, designs or writing**
- **Leggings (stretch material) are not allowed**

### **SHORTS AND SKIRTS**

- Solid color of khaki/ tan
- Shorts and skirts must be no shorter than the top of the knee

### **SHIRTS**

- Maroon Trailblazers Academy shirt (long or short sleeve) or sweatshirt
- Black Trailblazers Academy Honor Roll shirt from the current school year
- Trailblazers Academy cardigan must be worn with a white button down shirt underneath.
- Shirts must be tucked in at all times (gym is the only exception)
- **Long sleeve shirts or turtlenecks may not be worn under the short sleeve Trailblazers shirt.**
- **Undershirts should not be seen under the uniform shirt. The student will be asked to button their shirt to collar.**

### **SHOES**

- Solid black or brown non-athletic shoes must be worn at all times
- Socks/ tights must match and be solid in colors of black, brown or white  
**Sneakers, sandals, flip flops, open toe shoes, beach shoes, crocs or slippers are not allowed**
- **Students must wear sneakers during gym class**

### **BELTS**

- Solid black or brown belts are mandatory with the uniform
- **Belts with studs or designs are not allowed**
- **Decorative belt buckles are not allowed**
- **Items may not be worn on belt or belt loops- key chain, wallet chains, etc**

### **COATS, JACKETS, SWEATERS (OUTERWEAR)**

- Coats, jackets, sweaters and non-Trailblazers sweatshirts must be stored in locker during homeroom in the morning
- **Hoodies, of any kind, are not allowed to be worn (above or underneath the school uniform)**

#### **MISCELLANEOUS**

- No studded bracelets or wristbands are allowed
- The wearing of any kind of hat is not allowed
- Scarves and doo rags are not allowed

#### **UNIFORM PRICE LIST**

<b>Short sleeve polo shirt</b>	<b>\$15.00</b>
<b>Long sleeve shirt</b>	<b>\$16.00</b>
<b>Sweatshirt</b>	<b>\$22.00</b>
<b>Cardigan sweater</b>	<b>\$30.00</b>
<b>Jacket</b>	<b>\$36.00</b>



## ATTENDANCE

Trailblazers Academy believes that regular attendance is essential to the academic success of all our students. It is the policy of Trailblazers Academy to monitor school attendance so as to identify students who are truant or habitually truant, and to enlist the cooperation of parents, child and family service agencies, and when appropriate, the juvenile justice system.

Trailblazers Academy reserves the right to retain student and require mandatory summer school based upon their absentee record.

The following definitions are utilized in fulfilling the requirements regarding regular school attendance in accordance with CT General Statute 46B-149:

**Tuant:** a child enrolled in grades K-8 who has 4 unexcused absences from school in any one month or 10 unexcused absences from school in any year.

**Habitual truant:** a child who has 20 or more unexcused absences in one school year.

**Parent:** parent, guardian, or other person having control of child enrolled in K-8.

**Unexcused absence:** absence from a regularly scheduled school day that has not been excused in accordance with the definitions stated below.

**Excused absence:** any absence from a regularly scheduled school day for reasons of;

- Health, including illness, or doctor's visits for which the school has received the appropriate certification from a physician
- Religious holidays
- Court appearances
- Funerals for immediate family
- Approved school activities (must be approved by Director)
- Suspension or expulsion
- Family emergencies

## ABSENCES

If your child is absent from school, please call with the reason for the excused absence. We would appreciate having the call between 7:30am – 8:30am.

Trailblazers Academy has adopted the following policy in regards to unexcused absences:

- An attendance phone call will be made to parents starting at 8:30am to confirm a student's absence.
- Two (2) consecutive unexcused absences will warrant a phone call to the parent from the student's Family Advocate.
- Four (4) consecutive unexcused absences will warrant a letter sent home to the parent and a mandatory meeting with school administrators
- Six (6) or more consecutive unexcused absences will warrant a letter sent home to the parent; a clinical meeting with school administrators and Family Advocate

### **TARDINESS**

A student is considered tardy after 7:30am. A student arriving late to school must report directly to the main office to receive a late pass.

Trailblazers Academy has adopted the following policy in regards to tardiness:

- Three (3) consecutive tardies will warrant a phone call to parent from Family Advocate
- Five (5) or more consecutive tardies will warrant a letter from the school and a meeting with school administrators

### **CHANGE OF ADDRESS/PHONE NUMBERS**

Parent/guardian should notify the school as soon as possible concerning changes in home/cell/work phone numbers and/or home address.

### **WITHDRAWALS/TRANSFERS**

Parent/guardian should notify the school at least 3 to 5 days before the student's last day of attendance. Parent/guardian should visit the main office to complete withdrawal forms and release student's records.



## **ACADEMIC SUCCESS**

Trailblazers Academy is an academically focused school, based on the belief that all student will benefit from an academically rigorous program. Students must fulfill their academic requirements and take responsibility for their own learning.

Trailblazers Academy students are expected to:

- Arrive at class with all necessary materials: agenda book, paper, notebook, pens/pencils
- Be seated and ready to work
- Be active participants in the learning process
- Be responsible for their own school work
- Write their homework assignments in their agenda book
- Complete all homework assignments and hand them in on time
- Read independently for 30 minutes every night and document it in their reading log

Parents will be able to track student progress with our online student management system. This system will allow parents to check their child's grades, progress in classes and leave messages for teachers.

## **PROGRESS REPORTS**

Progress reports are sent home mid-way through each quarter. Student progress is assessed at that time and gives students an opportunity to improve in areas where they may be deficient.

## **REPORT CARDS**

Report cards are issued on a quarterly schedule, 4 times per year. Report card night is held 3 times per year in November, January and March. Report cards must be picked up by a parent/guardian on these nights. The 4<sup>th</sup> quarter report card is mailed home in June.

## **HONOR ROLL**

Honor Roll will be announced and published each quarter giving recognition to those students with outstanding scholastic achievement. Students are honored at an awards assembly held on Report Card night where they receive a certificate, medal and an Honor Roll shirt. Honor Roll students will also be invited to a special breakfast and field trip to celebrate their dedication to academic success.

## **SPECIAL EDUCATION**

Special Education services are provided to eligible students with disabilities at all grade levels. Special Education services are based on the individual needs of the student. Parents who suspect that their child may have a disability should contact a teacher, family advocate, or administrator. Trailblazers Academy has a Special Education team who coordinates services through the Stamford Board of Education. This team works

with grade-level teachers in and out of the classroom available to provide additional resources, materials and services to our students.

Students who receive Special Education services have Individualized Education Plans (IEPs) which require a PPT meeting at least once a year with the Special Education team, parent(s), teachers and any additional service providers. The purpose of the meeting is to discuss the student's progress toward their individual educational goals specified in their IEPs.



# SCHOOL SERVICES

## HEALTH SERVICES

Trailblazers Academy students must have a physical examination and current vaccinations in order to attend school.

Trailblazers Academy has a school based health center run by a nurse practitioner. The center is located next to the main office and is operated during the school day. All parents are asked to complete the parental consent form which will allow the health center to provide, at no cost, many medical services for the students.

These services include: treating illnesses or injuries such as a sore throat, flu, asthma, or a cold. The center can also provide yearly school and sports physicals, give flu shots and other recommended vaccines. In addition, from time to time, the school based health center will conduct helpful and informative programs that will discuss health issues, like nutrition and dental hygiene.

## Emergency Cards

Students will not be released from school if ill or injured unless authorized by a legal parent/guardian or another designated adult. **Parents/guardians must notify the school immediately if a phone number or address changes so that the school can maintain accurate and up-to-date records.**

In case of an emergency, the school will make every effort to contact the parent/guardian. If the appropriate contacts can not be made, the school will proceed with action deemed necessary for the welfare of the child.

## Medication

Students who are on medication need a medical form completed by their physician clearly stating the prescription. No medication will be administered without this form. Medical forms may be obtained from the administrative assistant in the main office.

A designated staff member will administer student medication. This staff member will be responsible for securing medication as well as recording when medication was administered to students.

## **FAMILY ADVOCACY/CLINICAL SERVICES**

Family Advocates are an important part of Trailblazers Academy. A Family Advocate is assigned to each grade where they work directly with students and families to remove any barriers to academic and social success. They meet with students on a regular basis to discuss academic concerns, develop action plans, review issues and connect them with resources in the community. Family Advocates also conduct home visits and implement development plans with families. They play an integral part in maintaining communication between parents, teachers and administrators.

### **Girls Circle**

Facilitators of this group help girls develop strategies to maintain emotions adaptively and to foster connections, empathy and trust. In addition, the group is an environment where members can build social skills and have opportunities to increase self-esteem.

### **Boys Council**

This is a strengths-based group approach to promote boys' and young men's safe, strong and healthy passage through pre-teen and adolescent years. All boys councils are facilitated by male Family Advocates who have been trained in the Boys Council model.

### **Community Mental Health Providers**

Professional mental health clinicians work on site with Trailblazers Academy students who may be experiencing psychological, behavioral, social, emotional and/or family challenges. Clinicians also engage the student's family and other important people, including the Family Advocate, in the therapeutic process in order to provide a holistic approach to services. Access to psychiatric care is available through local agencies when necessary.

### **Director of Clinical Services**

The Director of Clinical Services is a Licensed Clinical Social Worker who provides services to Trailblazers Academy, including emergency mental health evaluations and crisis intervention. The Director of Clinical Services also engages families, provides consultations and in-service training to school staff and assists Family Advocates in making appropriate action plans for students as well as referrals within the community.

### **Social Work Interns**

Domus currently has contracts with Columbia University, Southern Connecticut State University, and New York University Schools of Social Work. Master's level interns are placed at Trailblazers Academy to provide counseling services to students.

## ITEMS NOT ALLOWED AT SCHOOL

Trailblazers Academy maintains an environment that is focused on learning and free of distractions. The following items are not allowed during school hours:

### Cell phones

Cell phones are not allowed from 7:30am-3:30pm. Upon entering the school building, students will be asked to turn the phone off and it must be placed in their backpack.

**Cell phones must be kept in the student's locker until the end of the school day.**

Any student found with a cell phone on their person during the school day will have it confiscated by an administrator. A Family Advocate will contact the parent to arrange for them to pick up the cell phone. The cell phone will only be returned to a parent/guardian.

### Electronic devices

- iPods (other music devices)
- handheld games
- laptops
- digital/video cameras

### Backpacks

Backpacks may be used to/from school but will not be permitted in classrooms. Students are required to keep backpacks in their lockers as they transition to each class. Opportunities to retrieve necessary class materials will be provided by teachers during the day.

## LOCKERS

Each student will be assigned a locker and lock at the beginning of the school year. They must keep their jackets, backpacks, books and other personal belongings in their lockers. Students are to use only their assigned lockers and are responsible for the contents as well as keeping it clean inside and out. **Students should keep their lock combination to themselves and are urged NOT to bring expensive items to school. Trailblazers Academy is not responsible for items that are lost or stolen.**

If, during the year, the lock is lost or stolen, the student may purchase a new one from the school for \$5. Lockers are not to be banged, kicked or mutilated. Any damage to a student's locker will be their responsibility.

## **SEARCHES**

For reasons of health, safety and discipline, the school has the right to exercise a search of students, their locker and property when deemed necessary.

### **Lockers**

Only the Director and/or designee may search a locker and only if there is reason to believe that a student's locker contains contraband material. The student has been informed in advance that the school board policy allows lockers to be inspected if the Director has reason to believe that material injurious to the best interests of the students and the school is contained therein.

### **Search of Student**

The Director and/or designee will conduct a search when there are reasonable grounds for suspecting that a search will produce evidence that the student has violated or is violating either federal, state or local laws OR a rule of the school. When a member of the staff believes that a search of a particular student will turn up such evidence, they should accompany the student to the Director immediately for the purpose of conducting a search.

The Director will conduct the search in the presence of another adult witness; the witness will be the same sex as the student.

In the event a search may prove to be dangerous, the Director may enlist the assistance of the local police department. Any student failing to comply with a search request may be subject to suspension and/or other disciplinary action.

## **SAFETY**

The safety and comfort of all students is of primary importance.

### **SCHOOL BUS GUIDELINES**

- Take a seat promptly and remain seated
- Keep aisles clear of legs, book bags and other objects
- Talk quietly so that you do not bother others or distract the bus driver
- Do not tamper with safety or bus equipment
- Follow the instructions of the driver

Listed below are types of inappropriate and unacceptable behavior for the school bus:

- Damaging bus property
- Abusive language (swearing)
- Injury to others (hitting, punching, fighting)
- Unsafe behavior
- Excessive noise
- Disobeying the bus driver
- Throwing objects inside or out of the bus

Any student who jeopardizes the safety and comfort of other students will lose the privilege of school bus transportation.

### **FIRE DRILLS**

Schools are required by law to conduct fire drills. It is important that students follow the fire drill guidelines each time the alarm is sounded. The guidelines are:

- Line up quietly and follow the instructions of adult in charge
- Stay with the adult and the rest of the class and exit the building quietly
- Once out of the building, proceed to the designated area

### **CHEMICAL USE/POSSESSION**

Trailblazers Academy will not allow the use, possession, or distribution of drugs and alcohol by students as it jeopardizes personal safety and interferes with the learning process.

In the event of a violation of this policy, appropriate disciplinary and/or legal action will be taken.

## **EXTRACURRICULAR ACTIVITIES**

A variety of extra curricular opportunities is offered for both boys and girls. We encourage you to have your child take an active part in clubs, organizations and athletic programs. Announcements will be made at the beginning of each season regarding practices, meeting dates, etc.

The following sports are available for students:

- Football
- Cheerleading
- Cross Country
- Basketball (boys/girls)
- Wrestling
- Baseball
- Softball
- Lacrosse

### **Co-curricular activities**

- Student Council
- Choir
- Yearbook
- Drama
- Arts and Crafts
- Chess
- Cooking

### **LION'S DEN (AFTER-SCHOOL PROGRAM)**

Students who participate in Lion's Den attend Trailblazers Academy during the school day. The staff works with students to address the barriers to success. This is done through counseling, group activities, assisting in developing new skills, and working on literacy with each student. Our goal is to move each student further along academically.

Lion's Den hours are:

- Monday through Thursday: 3:30pm – 6:30pm
- Friday 12:30pm – 5:30pm

Transportation is provided for students who stay after-school for Lion's Den.

Parents must complete a registration form to enroll their child in Lion's Den program.

# **POLICIES AND PROCEDURES**

## **HOMEWORK**

A necessary part of the learning process, homework is assigned in order to prepare students for the introduction of new material, to reinforce instruction or to give students the opportunity for independent practice. Assignments vary in complexity depending upon the teacher and student.

It is expected that each student will have a **minimum** of one hour of homework per evening.

Each student is given a planner/assignment book and is required to record all homework assignments, projects, etc. Teachers will check the assignment book daily and parents are encouraged to communicate with teachers by writing notes in the assignment book.

Parents may also call the school's homework hotline each night to check their child's assignments

## **PLAGIARISM/CHEATING**

Both students and teachers lose when there is plagiarism or cheating. It takes away from the student's true academic abilities.

Plagiarism is defined as:

- The copying of a phrase, sentence or longer passage from a source and passing it off as your own
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not your own
- Buying a term paper or report and handing it in as your own
- Forgetting to place quotation marks around another writer's words

Cheating is defined as:

- Using answers or work that you did not create or formulate as your own
- Looking at another person's test, quiz or homework with the intent of using the answers as your own
- Bringing written answers into a classroom with the intent of using those answers on a test or quiz

A student caught cheating, attempting to cheat or plagiarizing will be subject to consequences outlined in the discipline policy.

## **BULLYING**

Bullying is a form of harassment that is, like all forms of harassment, unacceptable at Trailblazers Academy. Pursuant to Public Act 08-160, *An Act Concerning School Learning Environment*, the state of Connecticut defines bullying as **“any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are committed more than once against any student during the school year.”**

Generally speaking, bullying is deliberately aggressive or hurtful behavior toward another person that is repeated over time. Bullying can be present in many forms, including, but not limited to:

Physical aggression: Pushing, hitting, kicking, tripping

Verbal aggression: Name-calling, taunts, threats, saying things to hurt feelings

Indirect aggression: Excluding someone, spreading rumors

Cyber bullying/texting

### **Student rights and responsibilities with respect to bullying and the school learning environment**

Students have the right to be educated in an environment that is both physically and emotionally safe.

Students have the right to be treated with respect by all those within the school community, including their peers.

Students and their parents have the right to submit written reports of bullying (either signed or anonymous) to school officials. (However, school officials may NOT implement disciplinary actions based solely on an anonymous report.)

Students have the responsibility to at least verbally report instances of bullying (either personally experienced or witnessed) to school personnel.

Should a verified act of bullying occur, students (both “bully” and “target”) have the right to be invited to the school with their parents to discuss with school officials the incident and its consequences.

Students have the responsibility to treat all others with respect and, in general, to promote an environment where bullying and other forms of harassment are rejected.

### **School personnel rights and responsibilities with respect to bullying and the school learning environment**

School personnel have the right to be treated with respect by all those within the school community.

School personnel have the responsibility to foster an educational environment where bullying, as described above, is not tolerated. To that end, teachers and other staff have the responsibility to implement prevention strategies including “character-building” curricula as assigned by the school’s administration.

School personnel have the responsibility to submit, in writing, to the assigned Family Advocate(s), and School Directors any observed incidents of bullying.

### **Preventive Strategies**

The school has specific anti-bullying programs both within the regular classroom environment and as specially-designed workshops or other events. School staff attends trainings on maintaining a safe school environment, and the school promotes parent involvement in bullying prevention.

### **School response to bullying incidents**

Generally speaking, school responses to incidents of bullying include the following, in rough order: Individual verbal redirection with reminder of bullying policy; temporary removal from class (time out) with policy reminder; referral to problem solving room with resulting phone call home and after-school detention; referral to in-school counseling to address bullying behavior; school/family meeting; referral to mandatory bullying awareness program; referral to law enforcement.

## DISCIPLINE

The concept and practice of discipline at Trailblazers Academy is founded on the principles of respect, cooperation and safety. Students need to respect themselves, the people around them and their school environment. At Trailblazers, we model the type of behavior that is expected of our students.

We believe that there are basic principles that must be adhered to and that these are non-negotiable. They are:

- Uniforms – must be worn according to the definition of full uniform. See **Dress Code** for further explanation.
- Property of students, teachers and school must be treated with respect. Students may not remove, deface, defame or otherwise destroy property that does not belong to them.
- Students must always use respectful language
- Students are not to fight or debate the instructions of an adult when they are given. Adults, therefore, are not to engage in power struggles with students.
- Students are not permitted to go anywhere in the building without knowledge and permission of an adult.
- Students are not to touch one another inappropriately: hitting, fighting, wrestling, punching.

Any violation of the above rules may result in the student being immediately remanded to in-school suspension.

## **STUDENT RECORDS AND RIGHTS**

In accordance with Public Law 93-380, Section 438, Trailblazers Academy recognizes the rights of parents and guardians to examine their child's cumulative record and any temporary records.

A student's record, whether cumulative or temporary, shall be construed to mean anything concerning the student which is maintained in writing, on video or tape for others to see or hear. Private notes by staff shall not be considered part of the pupil's record until they are made available to any person other than the writer of the notes.

Student records are the confidential property of the school. Access to student records is limited to parents/guardians and authorized school staff. Records are shared with other persons outside the school district only upon written authorization from parent/guardian.

Parents and legal guardians who wish to examine student's records should contact the Director twenty four (24) hours in advance to set up an appointment.

**Trailblazers Academy students are expected to:**

**BE ON TIME**

**BE PREPARED**

- ✓ **Have all the proper school equipment**  
(notebooks, pencils, assignment planner)
- ✓ **Complete ALL assignments**

**CONTRIBUTE POSITIVELY IN CLASS**

- ✓ **Follow directions**
- ✓ **Complete tasks**
- ✓ **Interact appropriately with others**

**MAKE OUR SCHOOL BETTER**

- ✓ **Create a good academic environment**
- ✓ **Support others**
- ✓ **Help our school to be safe and orderly**

## Introduction

Trailblazers Academy Parent/Student handbook contains expectations, policies and procedures that guide our school. **Students and parents are responsible for knowing and following all school policies and procedures.** This handbook is meant to be a guide: it is impossible to cover every situation that may arise during the school year. These expectations and policies maintain a community where students honor and respect the rights of others and foster an environment where students can excel in all areas. **(The rules in this handbook are subject to interpretation and modification by the school administration as needed.)**