



DISCOVERY ACADEMY
501C3 NONPROFIT

**STUDENT/PARENT
HANDBOOK
2021-2022**



Welcome!

Applying foundations in Montessori and progressive education, Discovery Academy seeks to create a unique child-centered environment where students learn self-direction, self-discipline, self-motivation, and self-reliance.

As parents and guardians, you play an important role in your child's success. Our educational approach can benefit a child best when we understand the roles played by children, parents, and teachers.

Please use this handbook to become familiar with Discovery Academy. We look forward to a wonderful and productive year!

LOCATION

175 Aspen Leaf Drive
Big Sky, MT 59716

MAILING ADDRESS

PO BOX 161548
Big Sky, MT 59716

406-580-9982

Big Sky Discovery Academy is a 501(c)3 not for profit Independent School

www.bigskydiscoveryacademy.org



Big Sky Discovery Academy was founded in 2014 by Scott and Karen Maybee. Their purpose was to provide another educational option-specifically another way of learning for students in the Big Sky community. Discovery is the first, and currently only, nonprofit Montessori-based PreK through High School in Big Sky, Montana.

BOARD

Karen Maybee, Board Chair
Nancy Hagen, Vice Chair
Suzanne Schreiner, Treasurer
Ann Scheder-Bieschin, Secretary

ADMINISTRATION

Scott Poloff, Head of Schools (spoloff@bigskydiscoveryacademy.org)
Katie Hagen, Lower School Director (katieh@bigskydiscoveryacademy.org)
Beth Marlinton, Upper School Director (beth@bigskydiscoveryacademy.org)

As children make choices and are invested in their work, they acquire a positive attitude toward learning that sets the foundation for all schooling and for life.

Our Promise

Engage. Enrich. Empower.

Our Mission

To create and support a community of learners by providing personalized educational opportunities that focus on the holistic development and academic growth of the individual.

Our Vision

To provide Big Sky students and community members educational choices so that they discover their passion, find their purpose and create meaningful lives.



Our Core Values

- **Respect and Integrity:** We honor ourselves, others, and the environment.
- **Growth Mindset:** We engage in flexible thinking, creative problem solving, and resilience.
- **Accountability:** We are responsible for our thoughts, words and actions.
- **Communication and Collaboration:** We build trust through open and honest communication and teamwork, empowering ourselves and others by considering diverse perspectives.
- **Community:** We enrich our community with empathy, compassion, leadership, and service.
- **Sustainability:** We focus on the interdependence of individual, social, economic, and environmental sustainability.

We Provide

- Prek-12th Grade
- Montessori-inspired and Project-based Curriculum
- Personalized Education
- Multi-age Classrooms
- Online learning/Virtual Classrooms
- Relevant Learning
- Flexible Scheduling
- Summer programs and summer school
- Community Learning

Our Approach

- Personalized instruction
- Flexible scheduling
- Rooted in Montessori principles
- Mastery based academics
- Individualized learning pathways
- Growth mindset – not being good at something ‘yet’ but can be with time and practice; It’s okay to not have all of the answers
- Relevance - learning has meaning and connection to the world outside of school
- Service learning – community engagement, volunteer work
- Individualized learning pathways





Our Design

- Mixed age learning
- Student agency – personalized learning; voice and choice
- Opportunities to find your passion
- Freedom within limits; structured flexibility
- Clear expectations – includes freedom and trust allowing students to learn from feedback
- Social, emotional, and academic advising
- Guided resolution
- Project-based learning
- Internships and community partnerships/mentors
- Digital portfolio
- Low student to teacher ratios

Our Outcomes

- Respect and Integrity
- Growth mindset
- Accountability
- Communication and collaboration
- Community
- Confidence
- Sustainability

CORE VALUES AND GOAL SETTING

Big Sky Discovery Academy strives to mold well-rounded students who, in addition to achieving academic excellence, are engaged and empathetic members of their community. To that end, we encourage students to push themselves to embrace core values we feel are integral to our mission:

- Respect and Integrity
- Growth Mindset
- Accountability
- Communication and Collaboration
- Community
- Sustainability

These traits define a Discovery student and guide all facets of the Discovery community. All faculty members have the opportunity to submit observed instances of student



excellence in any of these areas. Students will be supported in goal setting and reflection around the core values as part of the Discovery community.

PREPARING TOMORROW'S INNOVATIVE THINKERS TODAY

In a world of rapid change and new discoveries, we can only guess at the skills our children will need to succeed in the 21st century. Now, more than ever, the essential lesson is learning how to learn.

Discovery Academy high school students receive an education that nurtures their self-confidence, personal creativity, individual interests, and entrepreneurial spirit. It offers them the most challenging online academic program that they can handle in an individualized course of study that includes language arts, mathematics, humanities, the natural sciences, and opportunities to explore a variety of electives, as well as pursue outside of school athletics, employment, and interests.

We can see our students as they truly come to love learning and begin to discover their true potential as young men and women.

ENROLLMENT PROCESS, TUITION AND FEES

We encourage and welcome parents to become familiar with the Discovery Academy and the Montessori and project-based, personalized concept of learning. Please visit our website at www.bigskydiscoveryacademy.org

The application process:

1. Schedule a "Shadow Day" and Tour by calling Discovery Academy at (406) 580-9982 or emailing the Head of Schools at spoloff@bigskydiscoveryacademy.org.
2. If you are unable to attend a Shadow Day, you are encouraged to schedule a one-on-one meeting the Head of Schools. You can schedule that meeting either in person or via zoom or google meets. After that initial meeting you will then be given an Admissions Packet.
3. If you anticipate needing financial assistance please inquire with our office when requesting application materials. We will provide you with information about the SSS Financial Assistance Process.
4. Discovery Academy Admissions will review application forms and applicants will be contacted by the Lower or Upper School Director to inform them of their selection.



5. Upon acceptance, an official Tuition Contract will be executed.
6. A \$50 non-refundable application fee will be required with the application.
7. A student's place is secured once a non-refundable \$250 enrollment fee has been received.
8. Your child will be enrolled on a 6-week trial basis. If necessary, a parent/teacher conference will be held during this trial period to review your child's progress and to determine how to best meet the needs of your child.

Termination

Discovery Academy reserves the right to request the withdrawal and terminate the enrollment of any child if, after a 6-week trial period or any time during the academic year, the school staff determine that the student is or will be unable to thrive in Discovery Academy's educational environment. The student shall be considered withdrawn after the last day of attendance. If tuition for the full school year has been made, reimbursement for no more than 6 months will be refundable. The school shall retain all other fees.

Written notice is required before withdrawing a child from Discovery Academy. Tuition must be paid for **30 Days (one school month) past the last day of the child's attendance and all other fees are non-refundable if you withdraw your child from Discovery Academy. Unless an agreement is made between the family and the Head of Schools.**

Re-Enrollment

Re-enrollment letters will be distributed to parents of current students prior to the end of the school year. The submission dates for applications, contracts, and payment(s) will be included in the letter. If the school has not received all the appropriate submissions by the designated dates, your child's space may be made available to a student on the waitlist. No application will be accepted/approved if payments of tuition or fees are in arrears from a previous school year. In addition, any student who has not paid fees from the previous school year, will not be enrolled until all fees from the past year are paid in full.

Tuition

The school is an independent, non-profit organization. Parents/guardians are responsible for tuition regardless of illness or other absences from school (e.g., vacations/trips). No tuition allowance is made for illness, vacation, holidays or school closures. Tuition may be paid in full prior to the school year or through monthly



installments. If you elect to pay in installments the payment is due the fifteenth of the month prior to the calendar month for which you are paying. A \$25 late fee will be imposed if we do not receive your payment by the first day of the month for which that payment applies. After 30 days in arrears, the student may be subject to suspension from school. In the event this is necessary, all student records will be held until payment arrangements have been made.

Please understand that when you sign the Tuition Contract, the document is legally binding. The school cannot release the parent from this contract regardless of whether or not the school is able to replace the student. In addition to other remedies the school may have under the Tuition Contract, the school reserves the right to sue for any tuition or fees not received in full by the applicable due dates.

Other Fees

Materials Fees: \$150 materials fee per semester (\$300 per school year) will be invoiced at the start of the school year and in January.

Registration Fees: In addition to tuition, there are online course registration and textbooks for Middle and High School students.

Field Trips: From time-to-time there may be additional fees for field trips outside the local area. Advance notice will be provided should there be any additional costs to be incurred.

ATTENDANCE

We respect the student's need for consistency and routine. Those who benefit most from the learning environment are those who attend regularly. Please help to ensure your student's social, emotional and academic progress by avoiding unnecessary absences and getting to school on time. Please communicate planned absences with the student's teacher(s) so that they can be supported in their outside of school activities.

HOMEWORK AND SCHOOLWORK

At the middle/high school level, homework is a part of staying on pace with online and other coursework. We aim to teach our high school students how to use their time effectively and efficiently while they are in school, but most of the high school courses require outside of school time to stay on track. A teacher may directly assign activities to be completed at home as needed to keep your student on pace for his or her course completion goal. **Students should expect that there will be academic work and assignments above and beyond the online coursework that align with Discovery principles of fostering a strong work ethic, self-regulation, goal setting,**



community and societal engagement, well-roundedness, and motivation, and college or career readiness.

Parents will receive bi-weekly reports about each individual student's progress. If parents have any other questions, they can request a conference by contacting the child's teacher or the Upper School Director.

In the EC/Elementary Classrooms, homework is not given on a daily basis. However, if a parent would like for additional work to be provided or if the classroom teacher feels the student would benefit from additional learning or practicing of a specific skill, the classroom teacher will schedule a meeting with the parents prior to any work being provided.

PARENT COOPERATION AND MUTUAL RESPECT

Discovery believes that the foundation of a holistically harmonious school community lies in all members of the community embracing Discovery's Core Values: respect and integrity, growth mindset, accountability, communication and collaboration, community, and sustainability.

Our goal is to provide a safe and secure environment not only for our children, but for our staff and parents as well. To embrace our core values across all levels of our school-students, staff, families, and the greater community-ensures a respectful, cooperative partnership. Should a parent or parents be unable to align in conduct and communication with those values, their child(ren) may be dis-enrolled.

Respect and Integrity: We ask parents to be respectful in their interactions with staff.

Growth Mindset: We ask parents to recognize that teachers are human, and in the Discovery setting are supported in taking risks, making mistakes, and reflecting on their professional growth.

Accountability: We ask parents to be accountable for their words and actions and take ownership of their role in establishing and maintaining a positive school culture.

Communication and Collaboration: We ask parents to follow the chain of communication, and to work together with staff for the success of their children.



Community: We appreciate parent involvement to support our overall efforts to be a thriving school

Sustainability: Honor the time of teachers and staff who are dedicated to their teaching and planning, work to support all students, and create work/life balance

PARENT AND SCHOOL COMMUNICATION

We ask all parents and guardians to attend the Open House Parent Meeting at the start of the school year.

Staff will be communicating regularly about student progress through an established record keeping system, emails, phone calls, and conferences.

School-to-home communication is essential to the success of our school program. Emails or phone calls between teacher and family are encouraged; however, please remember that our teachers' main objective is to focus on the students during the school day. If you need to leave a message for your child, please call the school at 406.580.9982 and/or email your child's teacher.

The primary form of communication with your child's teacher is email. We have asked for teachers to NOT provide families with their personal cell phone number. If you have an immediate concern or emergency, please contact the school.

Any whole school information will be sent out to you from the Upper and Lower School Directors to the email address that they have on file. If you are not receiving communication from the school, please contact the Upper or Lower School Director to make sure that your information is updated.

Monthly teacher and all-school newsletters will help to keep families aware of programs, updates and student activities. Parent Teacher Conferences will be scheduled three times a year, November, February and May, to discuss student learning and progress.

The chain of communication should be followed:

1. Contact your child's teacher with any classroom or educational concerns first.
2. If your concerns are not addressed, then please contact the appropriate Upper or Lower School Director.
3. The Head of Schools should be contacted when you have not heard back from the classroom teacher or are not satisfied with the outcome of your previous meetings.





Parent Grievances

Parents who have a grievance or concern relative to the school should attempt to resolve the difficulty through direct communication with the staff involved. Often this type of communication clarifies and resolves the situation immediately.

In the unusual case where prior communication does not affect a positive outcome, you should take the concern to the Head of School for the resolution. The Head of Schools can be reached at spoloff@bigskydiscoveryacademy.org.

Student Support

Teachers and school staff do their best to meet the educational needs of each and every child at Discovery Academy. If it is determined that an additional aide or specialist staff is needed in order to meet the needs of a student, a conference will be scheduled with the family to discuss options. Families may be asked to pay for additional instructional specialist or aide support, or an alternative school setting may be recommended. If this is the case, tuition invoicing will be discontinued at the end of the month of the student's last day of attendance.

APPROACH TO DISCIPLINE AND FOSTERING POSITIVE STUDENT BEHAVIOR

Behavior Expectations for Older Students

At Discovery Academy, older students in our multi-age classroom are encouraged to be school leaders, role models, and aware of the appropriateness of their words and actions. Additionally, in keeping with our Montessori mindset and our Core Values, expectations of courtesy, self-regulation, and respect are integral to the learning environment. In all levels of the school, these lessons are embedded in the social/behavioral expectations throughout the day and are focused on respect for self, respect for others, and respect for the school environment. These standards will be set and maintained by the high school staff.

Preparedness

Being prepared to participate is an expectation for Discovery Academy students. That means that each and every day students should strive to come to school having eaten a good breakfast, gotten an adequate night's sleep, and prepared to focus on their learning with all necessary materials.

Discipline and Disenrollment

A goal of the Discovery Academy classroom is to help each student develop self-discipline and confidence in themselves. We provide an environment that supports students in their social, emotional and academic development.



The basic ground rule of the school is **respect**. The students are guided daily to demonstrate respect for their **peers, for the adults, for the environment and materials, and for themselves and their learning**. No student may hurt another in any way and no student may disturb the work of another.

Much like expectations of commitment to and respect for adult employers, trainers, coaches and peers in a work environment, on an athletic team, internship, or personal training environment, there is an expectation of commitment and respect for others (adults and peers) in the Discovery Academy academic high school program.

In the case of ongoing behavioral problems (social, academic, or other), we use the following procedures:

1. The teacher will communicate with parents and will discuss the problem with the Upper or Lower School Director.
2. Parents will be called for a classroom observation and/or conference with the teacher and/or Upper/Lower School Director.
 - a. The aim of the conference will be to exchange ideas to help the student. If there is a serious question as to whether the student can function within the classroom, the school may set a limited “probationary” period of one month. Parents may be encouraged to consult an outside professional for behavioral or learning difficulties that cannot be handled in the context of the classroom or which are beyond the scope of the staff’s training.
3. Following this time, parents, the teacher, Upper/Lower School Director and the Head of Schools will hold a conference to determine what further action should be taken to best meet the needs of the student. In the event that the behavior continues without improvement, the parents may be asked to find another school setting for the student.
 - a. In some instances immediate disenrollment may be necessary. Discovery Academy reserves the right to require the withdrawal of a student for reasons including, but not limited to, performance or behavior detrimental to other students or the school community, including but not limited to using illegal substances, ongoing failure to work, frequent absences that are not communicated in advance to the school, and harmful behavior to others.

Physical Aggression and Bullying

Young people often act quickly and impulsively. At Discovery Academy, a student’s physical or verbal actions that injure or intimidate another child or adult are considered



serious in nature: this includes cyberbullying, as well as physical or verbal behavior that aims to be intimidating, harassing, or harmful to another.

When physical aggression occurs or evidence of harassment, bullying or cyberbullying, the offending student's family will be called to discuss the incident. Time away from the school or disenrollment may result from the event or subsequent occurrences of aggression towards students, adults or others.

Bullying in any form is not tolerated and may result in disenrollment.

Academic Honesty

Academic honesty is an expectation, and academic dishonesty may result in disenrollment. Academic dishonesty is defined as: using a person's work, concepts, designs, data, ideas, research, or documentation without giving proper credit to the source, and includes plagiarism as well as cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, and any other acts, such as theft or falsification of records or files.

Impairing Substances

Discovery is committed to safeguarding the health and safety of its students. The improper use of impairing substances goes against Discovery's mission, function, and the law. To use, possess, or distribute illegal drugs and alcohol will not be tolerated. The use of prescription drugs during the school day will be permitted only with direct and written consent of a parent or guardian, and in keeping with Montana Law. The illegal use of impairing substances may result in disenrollment.

The Role of Technology at Discovery

Technology is useful and welcome when it serves the mission of the school. Modern humans rely on technology to accomplish their objectives; technology provides opportunities to document learning, communicate in an efficient manner, and access a vast network of resources and information.

However, our first concern as a school is the health and wellbeing of our students and community. The use of technology at Discovery must be consistent with that concern. Consequently, technology use that promotes student distraction, isolation from the school community, causes unhealthy work habits, or promotes poor choices or behaviors that are harmful to self or others will be limited or eliminated. Technology use



that promotes good work habits, fosters skills, and enhances student learning will be embraced.

The staff at Discovery reserve the right to have the final word on technology use. The school requires that students observe common standards of decency and civility in the use of technology. Any technology use deemed inappropriate or unhealthy for the student or the community will result in a discussion with the student and parent to determine the best course of action. In the event that the misuse and behavior continue without improvement, the parents may be asked to find another school setting for the student. In some instances, immediate disenrollment may be necessary.

Student Cell Phones

Cell phones are not permitted to be used at any level other than when approved by a teacher. Phone use is prohibited during classes. Students can expect to be asked to turn off phones and place them in their bags out of sight, or in the cell phone collection basket at the beginning of each work period.

The intent of this policy is to uphold the integrity of our school's mission and our commitment to community life. If there is a perception that a student's cell phone use is resulting in isolating him/herself from others and/or is getting in the way of contributions to the school community, then his/her cell phone use will be restricted. A student abusing his/her cell phone privilege will meet with the Head of School to determine an appropriate consequence (in all likelihood, restricted phone use). Whenever cell phone use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take inappropriate photos or to videotape classes, to send text messages to other students, or in ways that would otherwise violate a school rule. Teachers and staff may confiscate devices if used inappropriately or at inappropriate times. If inappropriate use persists, Discovery Academy reserves the right to ban that student from bringing his/her phone to school. The school is not responsible for lost or stolen phones.

Should a parent need to contact his or her child during the school day for an urgent matter, he/she should call the main office at 406.580.9982 or email the student's Discovery email and/or the teacher(s).

Laptops, Desktops, or other Computing Devices



Technology use at school is integral to some of the learning activities. Students are expected to use technology respectfully and only for the learning activities set forth by teachers and staff.

All high school students, teachers and staff are issued a @bigskydiscoveryacademy.org account, hosted by Google. Through this account, students receive emails from teachers and collaborate on Google Documents. Personal email should be used outside of school time. Email cannot be used to socialize, harass or threaten others, and never during the school day. Students are expected to act responsibly in their online searches and to immediately disengage from any materials that are inappropriate and to report the situation to a teacher. The school reserves the right to randomly check student email as well as monitor students' internet use.

ILLNESS: The policy below reflects pre-COVID Policies and Procedures. Please note that additional COVID-specific policies supersede any of our regular policies if there are any COVID-related symptoms.

Please notify the child's lead teacher and the appropriate school level director by phone or email if your child will be missing school. After confirmation from your doctor, report any communicable disease to our office as soon as possible, in order that we may alert other parents and take precautions to prevent the condition from spreading. Parents of other children in the class will be notified of all communicable diseases (confidentiality will be maintained).

If your child has a fever, diarrhea, vomiting, or complains of severe pain, your child needs to be kept home until he/she is **free of symptoms for 24 hours without use of medication.**

This policy, though at times inconvenient to parents, dramatically reduces the incidences in illnesses school-wide. Your cooperation is appreciated.

Discovery Academy reserves the right to exclude and send home any child they believe is contagious from the above listed conditions and the conditions including but not limited to:



- Fever
- Bacterial conjunctivitis
- Hand, foot and mouth disease
- Pediculosis (Head lice)
- Pneumonia
- Pink Eye or Undiagnosed Redness/Discharge in the eye
- Polio
- Undiagnosed rash
- Ringworm
- Measles
- Diarrhea
- Vomiting
- Green or dark yellow nasal discharge
- Flu
- COVID-19

FIRST AID & Medical Emergencies

All of our teachers are first aid and CPR certified. They know where the first aid kits are in each class and what is in them. While we do our best to ensure the safety of the children, accidents may happen. In the case of first aid treatment the child will be assessed by injury level.

Minor Injuries

The child will be comforted. If necessary, bandages and/or ice packs or towels will be applied. We will not apply antibiotic cream without prior written consent.

Family contact: We will let an adult know what happened at pick up time. Accident reports are not filled out for minor injuries which do not involve visible cuts, bruises or scrapes.

Larger (non-life threatening) Injuries

The child will be comforted. For injuries where there is bleeding or other bodily fluids, non-porous gloves (nitrile, vinyl or latex*) are used. If the injury is larger than a small scrape, direct pressure will be applied. If necessary, bandages, ice packs, or towels will be applied (*please alert Discovery of any known latex allergies)

For injuries to the head or neck- We will stabilize the child's head if necessary and call the parents and/or emergency services.

If a suspected poisoning has occurred, we will call poison control and contact the family as soon as possible to inform them of the situation and let them decide the action to take.



Larger Incidents involve an accident report, in which, the teacher who witnessed the injury will complete the accident report in Transparent Classroom. The school will keep the original form in the student's digital file and a copy will be sent home digitally. The adult will also be informed either by phone after/during accident or at pick up (depending on the severity of the injury).

Major Injuries

If a child has a serious/life threatening injury or is experiencing a suspected medical emergency, we will call 911 and administer first aid/CPR and monitor the child until medical professionals arrive. We will accompany the child to the hospital if necessary. The family will be contacted immediately after contacting 911.

Medication Administration Policy

When at all possible, student medication should be administered at home. When it is necessary for medication to be given during school hours. The staff at Discovery Academy will administer medication to children who require it.

To administer medication to your child, Discovery Academy must have the Medication Authorization form completed and signed by a parent or guardian. The Medication Authorization form must be filled out every time a medication is brought in by the parent or guardian (even if the child has taken the medication in the past).

Prescription medications must be in their original containers labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. All medication will be administered according to the instructions.

Non-prescription (Over-the-Counter) medications can be given with permission from the parent or guardian based on general advice received from the child's physician. Non-prescription medication will be administered from the original container labeled with the child's first and last name and according to the instructions on the label. A record of doses will be kept.

A Medication Log will be kept in each child's chart. The staff person administering the medication will immediately record the date, time, medication, and dose and sign his/her name on the Medication Log.



Medications will be stored at the recommended temperature, in a child proof container, in a place inaccessible to children. When the medication expires the parent will be asked to take home the medication to dispose of. If it's not picked up in a week's time, our staff will dispose of it in the recommended manner.

Medication for Asthma and Allergies (inhalers, nebulizers and EpiPens): If your child has been diagnosed with asthma or life-threatening allergies, it is essential that we have all information and medication in place BEFORE it is needed. If your child

has ever needed asthma medication, or been prescribed an EPIPEN, please: Complete the Medication Authorization form and Submit a copy of your child's Allergy Emergency Plan/Asthma Action Plan. Parents must hand deliver the prescribed medication to their child's teacher and give any pertinent information that may be needed regarding the purpose of the medication and any possible side effects that we should be aware of. If any staff member notices an adverse effect or serious allergic reaction, and the child is in distress, staff will call 911. Parents will also be notified.

PARENT INVOLVEMENT

Parent Action Committee (PAC): The purpose of the PAC is to uphold the school's mission and to support and enhance the education of the children at Discovery Academy.

The primary goal of the PAC is to help initiate positive changes on behalf of the school's parents. Working together with the administration, the Parent Action Committee has the opportunity to make Discovery Academy even better and to make our children's school experience the best it can be.

PAC holds meetings throughout the year to focus on community involvement, fundraising, and Discovery Academy program enhancement.

Parent Volunteers: There are many opportunities for parents to volunteer for Discovery Academy. Parents can represent the class via PAC, as chaperones on any planned trips, or by donating snack and/or other items to the school, or supporting school fundraising events. Check with your child's lead teacher or the Head of School for opportunities.

PHOTO CONSENT AND CONFIDENTIALITY

Throughout the school year, we take photographs of your child working and playing at school. We like to post photos on our website, in student portfolios, Transparent



Classroom and on occasion our Facebook or Instagram page so that other families can see our school and get a feel for the work that the children do. However, the safety and privacy of your child is of great importance to us. The photo consent form, included in your enrollment packet gives you the opportunity to decide under which conditions you give consent regarding photography and videography by Discovery Academy.

We ask all members of our school community-parents and guardians, students, staff, and board to respect the privacy and confidentiality of others by refraining from sharing personal information or discussing other families or students with others outside the school community.

SUMMARY OF STUDENT/FAMILY AGREEMENTS

- Students are expected to come to school ready to learn.
- Students are expected to work productively during all work and project periods.
- Students are to keep cell phones turned off, in bags and out of sight during school day unless teachers have indicated cell phone use as part of a learning activity.
- Students are expected to use school technology appropriately and only for the learning objectives set forth by the teacher.
- In our multi-age environment, students are expected to act as role-models of positive behavior.
- Students are asked to demonstrate respect for themselves, their peers, adults and the school environment.
- Parents are asked to communicate via the school phone or student/teacher email during the school day to minimize interruptions to the learning environment
- Parents are asked to follow the handbook “chain of communication” as outlined.
- Parents are asked to maintain positive, collaborative and mutually respectful communications with teaching and school community staff.
- Parents and students agree that a conference with teachers and/or the administrator may occur if behavioral issues are ongoing, in order to create a plan for improvement.
- Parents and students agree that withdrawal may be the result of unimproved behavioral issues.

We acknowledge that we have read and understand the 2021-2022 Discovery Academy Student/Parent Handbook.



Parent Name

Date

Parent Signature

Date

Student Name

Date