Carter Elementary School Student and Family Handbook 2023-2024

This handbook outlines the instructional and behavioral expectations for Carter Elementary School students and families for the 2023-2024 school year. Please read the following pages to familiarize yourself with our school policies and procedures, all of which align to the KCS Board of Education Policies (found here), and complete the form on the last page indicating that you have read and reviewed the handbook with your student and agree to abide by the guidelines and expectations as stated.

Families,

At Carter Elementary School, we have high expectations for all students and staff and believe that every child deserves a champion. Throughout the year, we will work to develop:

- **Self-Directed Learners** We will continue to meet the needs of individual students while encouraging independent decision-making and ownership of learning.
- Collaborative Team Members Through the careful balance of teamwork and individual responsibilities, we develop and reward cooperative skills. We create opportunities for all students to experience leadership.
- Effective Communicators We practice interpersonal skills and develop students' abilities through explicit teaching of the speaking, listening, writing processes. We create opportunities to foster students' confidence in voicing their thoughts and opinions clearly, articulately, and appropriately.
- **Constructive Thinkers and Problem Solvers** By providing opportunities for hands-on, interactive activities, we encourage the development of original thoughts, ideas, and products.
- Responsible Members of Society We help students develop compassion and respect for others. We
 encourage students to believe in themselves by recognizing their uniqueness, as well as teaching
 empathy for others.

We look forward to working with your students as we move toward reaching our academic and social-emotional goals. I am excited about this year and look forward to a strong family-school partnership. I can't wait to see all the amazing things your child will accomplish this year!

Sincerely,

Emily Jellicorse Stephanie Jones Executive Principal Assistant Principal

ABOUT OUR SCHOOL

Mission Statement

Each day, all Hornets learn, improve, and strive to be our best. Carter Elementary School will be a CHAMPION for all students - academically, socially, and emotionally. We will provide high-quality, research-based instruction and methods that allow students the opportunity to master academic knowledge and social skills necessary to be independent, responsible, and productive members of society.

Vision

The vision for Carter Elementary School is to support students in becoming successful members of their community. We will teach students how to...

- Follow directions
- Be self-confident
- Be problem solvers
- Be active learners
- Make good choices
- Adapt to change
- Celebrate their own and others' successes
- Be responsible, cooperative, and trustworthy
- Be positive and polite
- Be respectful of himself/herself, others, and others' property

Schoolwide Expectations

Everyday, we will display Hornet PRIDE in all school areas by being:

Positive

Respectful

Involved

Dependable

Excellent

GENERAL INFORMATION

OFFICE HOURS

• 7:10am to 3:15pm

REGULAR SCHOOL HOURS

- 7:45 AM 1:30 PM for Pre-K
- 7:45 AM 2:45 PM for students in grades K-5

HALF-DAY HOURS

- 7:30 AM 10:15 AM for Pre-K
- 7:45 AM 11:15 AM for students in grades K-5

EARLY RELEASE DAYS

The Early Release Day is aimed at improving student learning outcomes by providing regular, designated times for teachers to prepare lessons, evaluate student progress, work together and receive professional development.

Dismissal times on the six early release days <u>will not</u> be the same as on half-days. Early-release times will be at 12:30 p.m. (K-5) and at 11:15 for PreK. Early Release days for the 2023-2024 school year are:

Aug. 16, 2023 Nov. 15, 2023 Feb. 14, 2024 Sept. 30, 2023 Jan. 24, 2024 Mar. 20, 2024

INCLIMATE WEATHER POLICY

The decision to close or delay the opening of school due to inclement weather or a disaster is made by personnel at the Central Office of the Knox County School System. Local television and radio stations will broadcast school closings or early dismissals just as soon as the decisions are made.

If it has been determined that schools will need to open on a delayed schedule, the opening time of the school will be determined by how many hours KCS Central Office has delayed the start time.

- 1 hour delay School will open at 8:00. Students will be considered tardy at 8:45
- 2 hour delay School will open at 9:00. Students will be considered tardy at 9:45.

SECURITY

- Security procedures at CES are a top priority, and we will not make exceptions to any safety/security procedure or policy.
- All exterior doors and windows are locked at all times.
- Admission to the building requires that a person buzz the office at the front door and wait to be admitted.
- Please do not hold the door open for anyone else or enter the building when a door is opened.
- All visitors will be asked to show ID at the front desk and sign in. IDs must be checked every time.
- Classroom doors are required to be locked during the day as well.
- Parents are not allowed in the building during regular hours without a staff escort unless they are scheduled volunteers and have checked into the office and been verified.

AFTER-SCHOOL CARE

• Kids Place Inc. provides on-site after-school care for students in Kindergarten through 5th grade. Call 660-7293 for more information or to register.

STUDENT DELIVERIES TO SCHOOL

While it is thoughtful to give balloons, flowers, or stuffed animals to a child for their birthday or holiday, no items delivered to students will be accepted in the school office. Please make plans for these items to be delivered at home. Due to the serious nature of food allergies, no outside food is permitted without prior approval. Students may not have food/restaurant deliveries made to school (i.e.: GrubHub, UberEats, Door Dash, etc.)

BIRTHDAYS & CLASS PARTIES

- Treats to celebrate birthdays may be sent to school at the discretion of the classroom teacher.
- Per Knox County procedures, no outside, home-made items may be given to children; all treats must be store-bought and in the original, sealed container. Parents may also send a check or cash in to purchase ice cream from the cafeteria for the entire class.
- You will need to contact your child's teacher PRIOR to bringing treats for the class to obtain approval.
- Classrooms may celebrate with parties periodically throughout the year.
- Details will be communicated by classroom teachers.
- Thematic activities for seasons or holidays will be limited, linked to standards, and not promote any religious beliefs.

MEDICATION POLICY (Board Policy J-352)

- No medication of any kind shall be self-administered or administered by school personnel to students
 except when medication must be given on a long term basis and is necessary to be given during school
 hours for the child to remain in school. A doctor's form <u>must</u> be on file.
- Medications such as Tylenol, aspirin, and other over the counter (O.T.C.) medications are included in these regulations. The School Nurse or his/her representative will monitor the administration, documentation, and storage of all medications on a regular basis.

Parents/guardians are responsible for picking up any unused medication at the end of the treatment or at the end of the school year. Any medications not picked up shall be destroyed as per Knox County policy.

ARRIVAL, DISMISSAL, AND STUDENT ATTENDANCE

STUDENT ARRIVAL

- We begin welcoming our students at 7:10 AM. Students may not be dropped off at school prior to that time.
- Students will report to the cafeteria to eat breakfast and will remain in the cafeteria until 7:35.
- If students choose not to eat breakfast, they will report directly to the gym. Students will not be permitted to leave the gym to return to the cafeteria.
- Students are to be in classrooms and ready to learn by 7:45 AM. A child who is not in class by 7:45 will be given a tardy slip.
- If your child is not in the building by 7:45 A.M., you will need to come to the front door and sign in your child. Please park in a designated parking spot, as parking in the fire lanes is prohibited at all times.
- Excessive tardies may result in parental contact by our social worker.

STUDENT DISMISSAL

- All requests for dismissal changes, either method of transportation or person responsible for pick-up, must be made in writing.
- To ensure student safety, no changes to pick-up will be accepted over the phone.
- Early Dismissal

- There will be no early dismissals after 2:15.
- Early checkouts are occasionally necessary; however, frequent early dismissals disrupt the learning of the entire classroom.
- If you have an appointment which requires the early dismissal of your child, please send a note to the classroom teacher that morning.
- Knox County policy regarding early dismissal states that students who are dismissed early will be counted for an afternoon tardy that will be reflected on the report card.
- Any person checking out a child must enter the office and show ID before the office will call the child up for dismissal.

Car Riders:

- The PINK car tag must be hung from your rear-view mirror or on the passenger side of your dashboard. Any car not displaying a car tag will be required to park and walk to the front door to show ID.
- Please be patient and respectful of staff and other drivers during car dismissal. We have a large number of car riders.

Bus Riders:

- School bus routes and stops are arranged by the Transportation Department and may not be modified by parents, drivers, or school personnel. Requests for changes may be made by completing a form available in the school office. Pre-K students are not eligible to ride buses.
 - To find your bus route or stop, contact the transportation department or check your route online under the For Families tab on Knox County Schools website at http://www.knoxschools.org.
 - Students are expected to follow each of the Knox County policies and procedures. Riding a bus is a privilege (not a right), and the privilege may be revoked if a student fails to follow bus expectations.

■ Bus Expectations:

- Obey the bus driver and bus aide.
- Follow the bus driver's/bus aide's first request.
- Enter and exit the bus quietly and safely.
- Stay seated at all times when the bus is in motion and adhere to seating charts.
- Use respectful language and tone of voice and speak quietly.
- Refrain from eating or drinking on the bus.

STUDENT ATTENDANCE

- Parents/Guardians have the legal responsibility to ensure that their student(s) are fully participating in school.
- Tennessee law requires children to be in class for no less than three hours and fifteen minutes per day in order to be counted present for the day.
- Knox County Board of Education policy allows students' absences from school be excused only for the following reasons:
 - personal illness
 - o illness in the family temporarily requiring help from the child
 - death in the family with documentation
 - recognized religious holidays regularly observed by persons of the student's faith
 - verifiable family emergency.

- When a student is absent, parent notes/doctor notes <u>must be submitted to the school office</u>. Families have up to ten (10) parent notes that can be submitted. There is no limit on medical notes.
- Excuses for absences must be made in writing and must be submitted within five (5) days of the student's return to school.
- <u>Family trips/vacations are **not** excusable absences</u>. Please see Knox County Board of Education Attendance Policy (<u>J-120</u>) regarding absence documentation and other details.

MAKE-UP WORK

- If a student must be absent from school for any reason, excused or unexcused, up to ten (10) days upon returning to school, he/she shall be given the opportunity to make up any and all assignments that were missed.
- Teachers shall set a reasonable time for the completion of the work.
- Failure of a student or parent to initiate a request for make-up work within three (3) days may result in lost opportunity for credit for that assignment.

Communication and Family Engagement

Knox County School Civility Code (KCS Board Policy B-230)

It is the intent of Carter Elementary and Knox County Schools to promote mutual respect, civility, and orderly conduct among employees, parents and the public. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, other staff, students, parents, and other members of the community.

Any individual...

- disrupting, threatening, attempting to do or doing physical harm to personnel, students, others lawfully on school premises,
- intentionally causing damage to school property,
- using loud, vulgar, obscene, or offensive language,
- entering a part of the school closed to the public may be directed to leave the school property by the school administrator or designee.

Should the person refuse to leave the premises as directed, the administrator or designee shall seek the assistance of law enforcement and request that law enforcement take action as necessary. Should the offender threaten personal harm, the administrator or designee shall contact law enforcement officers.

Should a school employee receive written communication, email, or voice message which is abusive, threatening, or obscene; the employee is not obligated to respond.

SCHOOL COMMUNICATION

- The primary method for parent communication for Carter Elementary School is Parent Square.
- ParentSquare works on any device, and you may download the free mobile app or use the desktop version
- Please allow up to two school days for a returned call or email. Staff members are not required to respond to emails or phone calls outside of their regular contract hours.
- Prompt communication is important to us, and we will do our best to be transparent and responsive at all times.
- Additional methods of communication include:
 - Aspen Family Portal emails
 - KCS http://knoxschools.org/carteres

• If Carter Elementary School

STUDENT EMERGENCY CONTACT INFORMATION

- Please return the student information sheet with any changes to your child's information by Friday,
 Sept. 2. If you need to make changes after this date, you will need to do so in person in the front office.
- Please be sure to include the names and phone numbers of all relatives/friends assigned to pick up
 your children. For security purposes we will not allow your child to leave school or eat lunch with
 anyone who is not on the emergency card.
- We encourage you to think of EVERYBODY you wish to include to pick up your child.
- No student will be released to anyone not listed as an emergency contact.
- You must show your photo IDs when checking out your student(s). Students will not be released without proper identification. No exceptions.

PARENT - TEACHER CONFERENCES

- Parent-teacher conferences are an important part of student achievement. In addition to the Interim Report and the 9-week report card, parent-teacher conferences provide an opportunity for communication about your child's progress.
- Each grade level will continue a scheduled window for Parent-Teacher Conferences in the fall and the spring.
- To arrange a conference at any other time, you should call the school office, email the teacher, or write a note to the teacher.
- Conferences will not be held without an appointment, and teachers will not be called out of class to talk with parents during the instructional day to protect the learning of all students.

Parents are encouraged to be familiar with teacher grading and homework procedures and to check the Aspen Family Portal daily to monitor student progress. Setting up grade notifications in the Parent Portal is an excellent tool because parents will receive an email every time a grade is recorded that falls below the threshold set in the system. Assistance in using Parent Portal is available by inquiring in the main office. For help with Family Portal, check out the video tutorials on the Pages tab of your account or access the Help documents linked below:

- Aspen Family Portal Help Mobile
- How to Update Your Email Address
- How to Set Parent Notifications in the Family Portal

Visitors/Volunteers (Board Policy C-210 and I-260)

- To ensure the safety of our students and staff, all visitors will be required to have an appointment prior to arrival. Once at school, visitors will check-in with the main office and receive a visitor badge upon entering the building. Visitors <u>must</u> have a state issued photo id.
- If you are dropping off forgotten items, you may leave them in the office, and a staff member will make sure it is delivered to the student.
- All volunteers must have the appropriate level of clearance required for whatever volunteer service they are providing.
- All parents volunteering in or visiting classes will be required to sign a confidentiality agreement in accordance with the Federal Educational Right to Privacy Act (FERPA). Parents wishing to visit a classroom for any reason must obtain permission from the classroom teacher at least 24 hours in advance, and visits should be limited to no more than half an hour to respect instructional time.

Children who do not attend CES may <u>not</u> accompany volunteers during their visits. We do allow siblings
to attend Field Day as long as they are not school-age (not enrolled in a K-12 school program). Children
who are enrolled in a school other than CES will not be allowed to attend Carter Elementary events
(field day, awards ceremonies, special programs, etc.) during the school day, as this is a violation of our
district attendance policy. This includes students enrolled in homeschool programs.

INSTRUCTIONAL GUIDELINES

CURRICULUM

- Carter Elementary School will utilize KCS approved curriculum to address the demands and expectations of TN Academic Standards.
- A list of KCS Textbooks and Adopted Curriculum can be found here.
- TN Academic Standards can be found here.

ASSESSMENT AND GRADING

- Teachers will provide a variety of assessments to determine student mastery of the course content. Assessments may include discussion-based assessments, essays, project-based, and formative assessments, and district and state standardized assessments. Students will be expected to adhere to all assessment policies for diagnostic, benchmark, and Standards Based Assessments.
- Interim report cards are posted every four and a half weeks, and quarterly report cards are posted every nine weeks. Reports are published electronically to the Aspen Family Portal unless a hard copy is requested. Kindergarten reports are sent home in hard copy. Below is the KCS grading scale:

Grades 3-5	Grades 1-2
A - Excellent (93-100)	E (Excellent) = 93-100
B - Above Average (85-92)	S (Satisfactory) = 92-75
C - Average (75-84)	N (Needs Improvement) = 74 and below
D - Below Average (70-74)	
U - Unsatisfactory (0-69)	

LATE WORK

- Late work, even with parent communication, may not be accepted more than two (2) weeks after the due date. It is important to note that this policy is intended for work that is <u>infrequently</u> late. Consistently turning in late work is not acceptable.
- Students must not assume teachers will repeatedly accept late work without prior approval. At times circumstances out of our control (i.e.: illness, weather-related events, family issues, or other major events) would require an exception to this policy. If this is the case, talk to your student's teacher. Continued failure to turn in work on time will result in a lowered grade.

FIELD TRIPS

- Field trips are an extension of the educational program, and students from Carter Elementary will have opportunities to participate in field trips during the school year.
- No student will be excluded from attending a field trip based on participation in interventions or programs such as Gifted & Talented, English as a Second Language, Speech, etc.
- Students must demonstrate appropriate behavior and demonstrate self-discipline, good character, and qualities consistent with our school-wide expectations while away from the school.
- While it is our desire that all students take part in these learning opportunities. Safety always comes first.

- In order to ensure student safety, Carter Elementary uses the following field trip guideline:
 - If a student fails to demonstrate mastery of school-wide behavior expectations during the grading period in which the field trip occurs, the student may not be allowed to take part in the field trip opportunity. Mastery of the behavior expectations is defined as earning a C or better for Classroom Behavior (including Encore classes) and receiving no major office referrals.

The principal reserves the right to approve exceptions to field trip behavior guidelines in consultation with the classroom teacher and appropriate school staff.

STUDENT SUPPORTS

The Knox County School System affirms that it will comply with Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title II of the Genetic Information Nondiscrimination Act of 2008, Title IV and Title VII of the Civil Rights Act of 1964, and Age Discrimination Act in Employment Act of 1967.

S-Team

• The S-Team process includes input from teachers, parents, and school administration. The S-Team is designed to support students struggling with academics, behavior, or attendance. This process may lead to formal referrals for academic testing or other services. If you have questions or feel your student may benefit, please email Mrs. Jellicorse (PreK, K, 2nd, 4th) or Mrs. Jones (1st, 3rd, 5th).

Special Education

General education and special education staff at Carter Elementary School will work with families to set specific plans for delivery of special education services.

- Individual Educational Plan (IEP) Meetings: Carter Elementary staff will continue to provide families the opportunity to meaningfully participate in the IEP process. We will work with families to determine if virtual or in-person meetings are appropriate and will make every effort to balance parent preference.
- Delivery of Special Education and Related Services: Teachers and service providers will work with families to prioritize services that provide access to the general curriculum and enable student progress toward IEP goals. Services for students will be addressed in collaboration with families on an individual basis.
- Accommodations and Modifications: Accommodations and modifications are provided regardless of
 the educational setting. The IEP team will work collaboratively to determine the most appropriate
 accommodations or modifications. General educators and special educators should collaborate
 regularly with families to ensure accommodations and modifications provided are appropriate.

Additional information can be found online at https://www.knoxschools.org/Page/5752

Section 504

When a determination regarding the learning of students with medical needs are made, staff will work with students and their families to set specific plans for accommodations and/or services. We will ensure all students are provided access and prohibit discrimination according to Section 504 of the Rehabilitation Act of 1973.

Delivery of Services and Support: Teachers and case managers will work with families to provide access
to the general curriculum and enable student progress and growth. Services for students will be
addressed in collaboration with families on an individual basis.

• **Accommodations:** Accommodations are provided regardless of the educational setting. The 504 team will work collaboratively to identify alternative solutions if it is determined an accommodation is not appropriate or successful in a particular setting.

English Language Learners

- English Language Learners' instruction will be delivered in accordance to WIDA Standards and will be based on the student's English language proficiency level.
- To ensure that the instructional accommodations and modifications are appropriate to English
 proficiency and literacy levels, content teachers will work closely with KCS ELL teachers and will have
 access to utilize the district's on-line ELL platform to monitor the progress and to identify instructional
 strategies.
- An Individualized Learning Plan (ILP) will be developed through collaboration with the ELL and content teachers, and with input from the parent, student, and other personnel as needed. The ILP will be shared with content teachers and updated every 4.5 weeks.
- Parents may receive information regarding their child's ILP, or provide input to the ILP in person, via email, telephone, or video conferencing.

CONSEQUENCES FOR MISBEHAVIORS

For a detailed description of all behaviors and disciplinary options, see <u>KCS Board Policy J-191</u>. Repeated offenses may impact the student's opportunity to continue participating in the traditional classroom learning environment or extra-curricular activities.

This list indicates *some* behavior interventions that may be utilized for students at Carter Elementary School. Students will always have an opportunity to tell his/her side of the story and/or submit a written statement.

Possible Behavior Interventions

- Parent/guardian phone call
- Restorative Conference
- Classroom management strategies or intervention supports are initiated
- Parent Conference
- Restorative Learning Center (RLC)*
- Community Service
- Class/Schedule Change
- Hallway Escort
- Assigned Seat
- Silent Lunch
- Out of School Suspension**
- Bus Suspension
- Open S-Team and referral to Whole Child Support Team***
- Counselor/Behavior Interventionist Referral

^{*}Restorative Learning Center is a place for students to reflect upon their behavior and how their behavior impacted themselves and/or others. RLC is assigned for no more than one day at a time. Students earn their way in or out of additional time.

^{**}Any out of school suspension over four (4) days requires a disciplinary hearing.

^{***}If a repeated pattern of behavior occurs, a student may be referred to the Whole Child Support Team for further behavior intervention and support through the S-Team Process.

STUDENT EXPECTATIONS

Carter Elementary school students are expected to...

- adhere the KCS Harassment, Intimidation, Bullying, and Cyber-Bully Policy
- abide by the KCS Dress Code Policy J-260.
- maintain a safe and respectful environment for staff and peers.
- follow the procedures outlined in KCS Board Policy J-240 for Personal Communication Devices (cell phones, watches, etc.)
- submit all assignments, on time, as designated by the teacher.
- follow KCS grade-level expectations for digital citizenship.
- follow the KCS Technology Device Agreement when utilizing technology. All users are expected to use
 the computers and computer networks in a responsible, ethical, and polite manner. KCS and Carter
 Elementary School reserves the right to monitor all activity on KCS devices. Students are responsible for
 the content posted through their login and account activity. Sharing or using usernames and passwords
 with others or using other's usernames and passwords is strictly prohibited.
- maintain the following best practices for learning:
 - Be appropriate and respectful, maintaining positive and constructive interactions.
 - Listen to the educator or individual speaking.
 - Be an active participant and stay engaged throughout the lesson or activity.
 - Ensure that all work is your own.

Characteristics of Carter Elementary School Learners:

Students at Carter Elementary School are held to high academic standards at all times. Academic integrity must be maintained. Any student choosing to resort to plagiarism, cheating, or using social media to transmit any work will be subject to disciplinary action.

For consistency across the district, the following definitions will be used:

- **Plagiarism*** presenting someone else's ideas, research, or opinion as your own without proper documentation, even if it has been rephrased.
 - Plagiarism includes, but is not limited to, the following.
 - 1. Copying verbatim all or part of another's written work;
 - 2. Using phrases, figures, or illustrations without citing the source;
 - 3. Paraphrasing ideas, conclusions, or research without citing the source;
 - 4. Using all of part of a literary plot, poem, or film without attributing the work to its creator.

- *Cheating* representing any other person's work or work from any source as your own.
- Consequences of Plagiarism and/or Cheating:
 - Students found guilty of plagiarism and/or cheating will have the option of redoing the assignment within a specified period with a grade letter drop or taking a zero on the assignment. Parents may be involved in making this decision
- Device Use/Misuse Improper use of any computer or the KCS network is prohibited.
- **Vandalism** Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks to which the district has access.
 - Vandalism or attempted vandalism is prohibited.
- **Forgery or attempted forgery** Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail.

^{*}definition taken from Harbrace Handbook, 15th edition

PARENT/GUARDIAN EXPECTATIONS

In order for a student to be a successful learner, a true partnership must be established between the parent, student, and the classroom teacher. All contact information (phone number, email address, and physical address) must be kept current in the Aspen Family Portal. Teachers will communicate with parents through phone and email. If your information changes, please inform the office immediately.

In addition, parents/guardians are expected to...

- regularly check KCS platforms (Canvas/Aspen) for assignments and grades.
- ensure that the student follows the KCS dress code. (J-260)
- adhere to the KCS Civility Code. (KCS Policy B-230)
- ensure that the student follows established school and classroom expectations.
- ensure that the student follows the KCS grade-level expectations for digital citizenship.
- maintain open lines of communication with teachers. Parent Square, telephone, or email is the preferred method of family/teacher communication.
- ensure that the student communicates appropriately with teachers/classmates
- support academic integrity.
- ensure students are submitting assignments as directed by the teacher.
- ensure the student attends school on time.

IMPORTANT CONTACT INFORMATION

Carter Elementary School
KCS Transportation
KCS Transfer Department
Emily Jellicorse, Executive Principal
Stephanie Jones, Assistant Principal
Tech HelpDesk
Aspen Family Portal
Canvas

(865) 933-4172 (865) 594-1550 (865) 594-1502

emily.jellicorse@knoxschools.org stephanie.jones@knoxschools.org https://knoxschools.happyfox.com/new/ https://aspen.knoxschools.org/

https://www.knoxschools.instructure.com

Please scan the QR Code to acknowledge that you have been given a copy of and understand the expectations listed in the Carter Elementary School Student and Family Handbook.



CES Student & Family Handbook Survey