



FAMILY HANDBOOK

Achievement Place of Arkansas

2018-19

ScholarMade®

PATHWAY TO ACHIEVEMENT: SMALLER LEARNING ACADEMIES

SCHOOL YEAR: AUGUST 13-MAY 30 | SCHOOL HOURS: 7:45AM -3:55PM | INNOVATION LAB W&TH: 4PM-5:30PM

Welcome Home!

ScholarMade Achievement Place is a nonprofit organization opened its first public school, the Ivy Hill Academy of Scholarship in August 2018 in Little Rock, AR. ScholarMade will transform the lives of students and families through an academic program with that will accelerate student achievement and growth. ScholarMade's approach includes a School Within A School smaller learning community that features a three-school campus. Scholars will learn anywhere and at any time through an integrated technologies academic program.

Our mission is to prepare children through effective instruction and innovative leadership to be self-confident, intellectually inquisitive, emotionally intelligent, and academically competent beings. Our children will be innovative leaders and problem solvers who will improve conditions for our local, state and global communities. The mission is grounded in the skills, characteristics and knowledge that young people need to be productive citizens. It also reflects the desired outcomes of a highly effective education.

ScholarMade's mission is meant to inspire and uplift everyone involved in the work of developing young people. The mission is a conscious effort to prepare young people to serve and care about their communities, to give them the skills necessary to be successful in high school and college, and prepare them to be change agents, movement leaders, and problem solvers within those communities.

ScholarMade offers a unique approach to increasing student achievement by collaborating with communities, school districts and families to increase student achievement and student agency. Families and communities are essential forms of support that ensure schools not only help students to achieve academically, but also ensure that the quality of life for children living in poverty is improved. Our collective strength will reach more students to transfer learning and leadership as we all pursue achievement.

Our Scholars are Made for More. *We believe that as an absolute truth.*

ScholarMade Monarchs! *There's a place for you!*

DR. PHILLIS N. ANDERSON

Superintendent and Founder pnicholsanderson@scholarmade.org

OUR NAME

SCHOLARMADE: Every child has the potential to be a Scholar and our Signature Learning Experience will make each child into a Scholar. One who is guided by other scholars, normally know as a teacher, one who loves learning and who actively pursues new knowledge that will be used to benefit self and community.

AFFIRMATION

WE LOOK TO THE H.I.L.L.S. TO REMEMBER OUR RESPONSIBILITIES.

HONOR IN EVERY INTERACTION,
INTELLIGENCE IN EVERY DECISION,
LEARNING FROM EVERY CHALLENGE
LEADERSHIP IN EVERY SITUATION,
SERVICE TO EVERY PERSON.

OUR CREED

- ❖ ScholarMade believes that all our children can demonstrate excellence in academia and human decency. As the world is built upon both logic and principle, both discipline and creativity, so too can every child be made of academic ambition and empathetic fiber.
- ❖ ScholarMade believes that scholastic excellence can be the foundation upon which every child builds extraordinary monuments in humanities, economics, technology, and the arts.
- ❖ ScholarMade serves so that all children will be empowered to set and pursue their goals with steadfast resilience and instilled with the desire to lead their communities through service.
- ❖ ScholarMade believes that all children are made for more.

OUR MASCOT AND COLORS

Our mascot is the **Monarch** because our children are kings and queens made for more. The Lioness is ambitious, driven, fierce, resilient and compassionate. She takes care of her community, her friends, and her family. Our schools' colors are **Gold, Navy, Green, Black,** and **Maroon** collectively representing compassion, confidence, courage, wisdom, intelligence, truth, creativity, prosperity, power, renewal, growth, harmony, love and ambition.

ACRONYM AND VOCABULARY

The following terms are commonly used in ScholarMade Achievement Place of Arkansas (SAPA) schools.

TERM	DEFINITION
Academy Director	School Leader/Principal
Achievement Principles	School model components
ACSIP	Arkansas Comprehensive School Improvement Plan: Each school leadership team creates an ACSIP over the summer using spring data to guide the planning for the following school year. The ACSIP is revisited throughout the school year as new assessment data becomes available.
Amplify	Science program for grades 2-6
Anchor Organizations	Playworks, Conscious Discipline, Academic Parent Teacher Team, Ruler, Google Educator
APTT	Academic Parent Teacher Teams
Attention Getters	Call and response used to bring a whole group to attention
Benchmark Literacy	Benchmark Literacy is SM's reading program for K-6. Benchmark Literacy is a comprehensive, research-proven program that empowers both experienced and beginning teachers with best-practice tools for vertically aligned K-6 reading, writing, speaking, listening, and language instruction: 30 weeks of comprehension-focused instruction.
Blueprint	How everyone in a school treats each other has a powerful effect on classroom performance and school climate. Conflict between students can get in the way of learning and success and increase the time teachers spend off task. The Blueprint helps students and educators manage conflict effectively. Using the Blueprint, children and adults consider a disagreement from the other person's perspective, as well as their own. They develop empathy by considering each other's feelings and working collaboratively to identify healthy solutions to conflicts. The Blueprint helps repair relationships and restore climates, creating safer and more productive schools where students can learn and thrive.
BMORE	SM staff members teach students how to "BMORE." B e an active listener M ove your eyes with the speaker O pen your mind to information R esist daydreaming and being off task E njoy the lesson
Charter	The emotional climate of a school affects the community's well-being and students' ability to learn. The Charter is a collaborative document that helps schools establish supportive and productive learning environments. It is created by members of the community, outlining how they aspire to treat each other. Together, the community describes how they want to feel at school, the behaviors that foster those feelings, and guidelines for preventing and managing unwanted feelings and conflict. By working together to build the Charter, everyone establishes common goals and holds each other accountable for creating the positive climate they envision.
College Campus	Replaces the word "homeroom" or "homebase"

College Readiness Report	Quarterly report card which communicates a student's readiness for (or progress toward) college via state and college readiness standards
Conscious Discipline	Meets the social, emotional, physical, and intellectual needs of young adolescents by offering an array of strategies designed to keep young people safe, connected, responsible, and engaged in learning.
Core Competencies	<p>PURSUIT: the emotional urge to explore and understand ideas and the active urge to learn more about a topic.</p> <p>OPTIMISM: a student's beliefs that they have the emotional capacity to navigate the social world in an effective manner, accomplishing his or her goals as needed.</p> <p>WIN: a student's belief that he or she possesses intellect, reasoning, assertiveness and motivation to be successful in life.</p> <p>EMPATHY: including a feeling for others, sympathetic reactions to their feelings, and imaginative involvement in how the other person might be feeling.</p> <p>RESPECTFUL RELATIONSHIPS: observable acts of the students that lead to emotional and social effectiveness of interactions with others.</p>
Criterion-Referenced Assessments	Assessments designed to provide a measure of performance against set criteria or learning tasks
Curriculum Maps	Grade and subject-specific yearlong plans
DI	Differentiated Instruction
Do Now	Quiet, independent work assigned at the beginning of the day and at the beginning of each class
Eureka Math	Math program for K-6
Fresh Start	Morning Meetings
Foundation of Critical Thinking	Anchor Organization
Formative Assessment	Assessments which inform both teachers and students about student understanding at a point when timely adjustments can be made.
GLM	Grade Level Meeting
Heading	<p>Name Date Subject Section</p> <p><i>Skip this line</i> Begin writing here... Written by students at the top of every paper turned into the teacher</p>
HOS	<p>Habits of Scholars</p> <p>Academic Humility: Scholars have a thirst for knowledge. They seek to do it better, strive to learn and try new and more things.</p> <p>Intellectual Risk Taking: Scholars challenge their minds and constantly force them to grow. They engage in activities outside their field to stay challenged.</p> <p>Multiple Perspectives: Scholars look beyond themselves and see how others view things. They understand that we do not have to agree to understand other perspectives.</p> <p>Ponder Ideas: Scholars Think! Scholars know that quality thoughts take time to develop and take time for reflection.</p>

	<p>Prepared: Scholars have their materials ready and are prepared mentally and physically with whatever is needed to learn.</p> <p>Perseverance: Scholars exercise their minds by trying challenging tasks and sticking to them, no matter how difficult.</p> <p>Save Ideas: Scholars organize their learning and find ways to save their ideas; journal, binder, CD, thumb drive.</p>
HW Agenda	A SAPA issued extension activities agenda which all 3-5 grade students use daily to write down and monitor homework assignments (signed by families each night)
ILP	Individualized Learning Plan (for all students, managed by teachers)
Ivy Hill Academy	Name given to the ScholarMade primary school, grades K-5 (for 1st year)
IPDP	Individual Professional Development Plan: (a plan for professional learning completed by each staff member)
Learning Plans	The plan teachers develop to outline instructional practices and strategies that will be used to introduce units; family of standards to students. (replaces lesson plan)
MAP	Measures of Academic Progress testing given fall, winter, and spring to all SM scholars through 8th grade
Meta-Moment	Emotions can either help or hinder relationships, and we all have moments that get the best of us. The Meta-Moment helps students and educators handle strong emotions so that they make better decisions for themselves and their community. The Meta-Moment is a brief step back from the situation when we pause and think before acting. We ask ourselves, how would my “best self” react in this situation? What strategy can I use so that my actions reflect my best self? Over time and with practice, students and educators replace ineffective responses with productive and empowering responses to challenging situations. They make better choices, build healthier relationships, and experience greater well-being.
Mid Term Progress Report	A mid-quarter report on student achievement.
MobyMax	Online instructional and assessment program in all content areas with SPED accommodations that will generate data for ILPs
Monarchs	School mascot
Mood Meter	Learning to identify and label emotions is a critical step toward cultivating emotional intelligence. Using the Mood Meter, students and educators become more mindful of how their emotions change throughout the day and how their emotions in turn affect their actions. They develop the self-awareness they need to inform their choices. Students learn to expand their emotional vocabulary, replacing basic feeling words with more sophisticated terms. They graduate from using words like ‘ok’ or ‘fine’ to using words like ‘alienated’ and ‘hopeless,’ or ‘tranquil’ and ‘serene.’ By teaching subtle distinctions between similar feelings, the Mood Meter empowers students and educators to recognize the full scope of their emotional lives and address all feelings more effectively.
MPR	Multipurpose Room where students eat, have PE, and Townhalls
Nichols Intermediate Academy	2nd school to open in Year 2
Norm-Referenced Assessments	A test designed to provide a measure of a student’s relative standing in a known group (i.e. grade-level peers)
NWEA	Northwest Evaluation Association: NWEA produces MAP testing, which we use synonymously with NWEA.

SAPA	ScholarMade Achievement Place of Arkansas
SEI	Social Emotional Intelligence
SST	School Support Team – team that reviews student referrals to determine appropriate Tier intervention,
Playworks	Help students discover the joy of physical activity, build social and emotional skills, and come back to class ready to learn—all through play.
PLC	Professional Learning Communities – collaborative meetings with teachers and leaders to discuss content, instruction, and student work and performance.
Preferred Meals	Vendor that provides pre-prepared meals for our Scholars
PST	<p>Problem Solving Team – team that serves as the school base management team. Comprised of teacher leaders, leaders, and a parent representative to review key school activities and functions. The PST has numerous responsibilities, most of which fit into one of the following categories:</p> <ul style="list-style-type: none"> • Improving curriculum and instruction • Improving social relations among adults, students and between adults and students • Carrying out systematic school planning • Planning an annual school calendar that integrates social, academic, and staff development functions • Monitoring and evaluating the Comprehensive School Plan all school programs • This team is responsible for coordinating and aligning the activities of the school based on the Comprehensive School Plan to ensure consistency and equitable distribution of resources. The team should demonstrate a strong academic focus in planning based on a student-centered agenda.
Townhall Meetings	Weekly assemblies where students are honored, core values and SEI competencies are reviewed.
WBC	Whiteboard Configuration: Every SM whiteboard has the date, each class’s objective, homework and agenda posted daily

STATEMENT OF RESPONSIBILITY

This handbook contains policies for students at schools in the ScholarMade Achievement Place of Arkansas including discipline, homework and attendance policies. Also included is a summary of our parental involvement plan. These policies will be enforced. Parents and/or students should read them carefully. Please contact the building Academy Director if clarification is needed.

By our signatures below, we signify that we have received a copy of the Family Handbook. We understand that these policies will be enforced.

Student’s Signature _____ Date _____

Parent’s Signature _____ Date _____

My Child’s Teacher _____

Email address: _____@scholarmade.org

School Phone Number: 501-404-0012

Breakfast: 7:10-7:35

School Hours: 7:45 A.M – 3:55PM

Tardy = arriving 3 minutes after school begins.

Dismissal begins at 3:55

This Handbook is effective July 1, 2018. This Handbook supersedes all prior handbooks and policies covered herein.

At any time, you may obtain another copy of this handbook by requesting an electronic or paper copy from the office manager. No part of this handbook may be distributed, printed, reproduced or sold without the express written consent of ScholarMade Achievement Place.

This handbook has been prepared for the purpose of assisting all elementary students and their parents in the ScholarMade Achievement Place in becoming familiar with the rules and regulations, which apply to all students. A committee of parents, students, and teachers review this handbook annually.

All rules (and consequences) in this handbook apply to children en-route to and from school including transported and non-transported students. ScholarMade is a school of choice. We are glad that you have exercised your choice and have joined our community. All members of the ScholarMade staff will work very hard to make sure that your and your scholar's needs are being met every day. However, there may be times when you do not agree with a policy we have adopted or the way we implement it. Please know that we are open to feedback and want to hear from you. If you have a question or a complaint, there is a procedure for having your issue addressed. We strongly urge you to follow these steps so that we can do our best to resolve issues with you at the school level.

1. Please contact the staff member directly involved with the issue to seek answers to your questions and to reach a resolution.
2. If you are not satisfied with the response or you do not get a response, please contact the Academy Director to discuss your issue over the phone or to make an appointment.
3. If you are still not satisfied with the response, you may bring your issue the Superintendent by writing to: founder@scholarmade.org

We invite you to visit with your teacher and Academy Director when we may be of service in meeting the needs of your child. You may call the school office to set up an appointment with your child's teacher or to see the Academy Director. Visitors must check in at the office upon arrival to the building to let us know when and why you are visiting and to secure a visitor's pass.

Our Academy Directors/Principals:

Ms. Terri Guy – Grades 4-5: terri.guy@scholarmade.org

Mr. Derrick Rainey – Grades K-3: derrick.rainey@scholarmade.org

Operations and Office Staff:

- Lakesha Allen: Data Systems Coordinator: Enrollment, HAC, and Student Records: Lakesha.allen@scholarmade.org
- Tasia White: Strategic Operation Manager: Child Nutrition: tasia.white@scholarmade.org
- Aaron Steed: Operations Associate: Meals and Uniforms: aaron.steed@scholarmade.org

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Note: Parents will be notified of revisions or updates.

ScholarMade® Achievement Place of Arkansas SY 18.19 Calendar	
July 2018	<ul style="list-style-type: none"> ● 21st: Student Orientations: ● 23rd: Student Orientations: ● 25th: Student Orientations:
August 2018	<ul style="list-style-type: none"> ● 7th/8th: Parent Information Sessions/Title I Program Night ● 13th: First Day of School ● 31st: PD/Early Dismissal at 1PM
September 2018	<ul style="list-style-type: none"> ● 3rd: No School: Holiday (Labor Day) ● 11th-28th: NWEA Testing Window ● 7th: Grand Parents Day ● 17th: Constitution Day
October 2018	<ul style="list-style-type: none"> ● 8th: No School: Columbus Day ● 10th-26th: ACT Aspire Interims Window ● 12th: State Fair Visit ● 16th: First Quarter Ends ● 23rd-31st: Red Ribbon Week ● 24th-31st: Fall Scholastic Book Fair ● 26th: Quarter I Family-Teacher Conferences/APTT
November 2018	<ul style="list-style-type: none"> ● 9th: PD/Early Dismissal ● 12th: No School: Veteran's Day ● 13th-16th: Anti Bullying Week ● 20-23rd: No School: Holiday: Thanksgiving ● 26th-Dec. 14th : Winter NWEA Window ● Honor Roll Town Hall Meeting
December 2018	<ul style="list-style-type: none"> ● 4th-5th Grade Musical Performance ● 19th-31st: No School: Winter Break
January 2019	<ul style="list-style-type: none"> ● 1st : No School: New Year's Day ● 2nd: No School: Professional Development ● 3rd: Students Return ● 10th: Second Quarter Ends ● 14th-February 5 – ACT Aspire Interim II Window ● 21st: No School: MLK Birthday ● 29th: Family Conferences/ Parent Teacher Team
February 2019	<ul style="list-style-type: none"> ● 15th: Early Dismissal/Professional Development ● 18th: No School: President's Day
March 2019	<ul style="list-style-type: none"> ● 4th: Academic Parent Teacher Team (Virtual Meeting) ● 4th-15th: Spring NWEA Window ● 14th: Third Quarter Ends ● 15th: Early Dismissal/Family Conferences ● 18th-22nd: No School: Spring Break ● 26th: Family Conferences/PTT Meetings
April 2019	<ul style="list-style-type: none"> ● 5th: ACT Aspire Preparation Rally/Parent Meeting ● 9th-May 10th – ACT Aspire State Testing

May 2019

- 1-10th: ACT Aspire State Testing
- 12th: Mother's Day
- 24th: Professional Development/ Early Dismissal
- 27th: No School: Memorial Day
- 31st: Last Day of School

ENTRANCE REQUIREMENTS

AGE REQUIREMENTS

Students may enter kindergarten if they will attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment.

Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he or she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district.

ENROLLMENT DOCUMENTS

1. Before a child is enrolled in school the parent must present the following two forms of proof of residence: Category 1: current proof of the physical location of the residence; and Category 2: a current real or personal property assessment showing the address of the physical location of the residence (1 –physical location and 2 – property assessment) within ScholarMade. Examples of acceptable proof of residence for Category 1 include: (1) a sales contract or closing papers for the purchase of a home for homeowners; (2) a rental agreement or receipt with a current date for renters; or (3) a current utility bill which indicates the name and physical address of the individual or family that is residing resides there at the residence.
2. Prior to a child’s enrollment in ScholarMade Achievement Place of Arkansas, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child’s age:
 - a. A birth certificate.
 - b. A statement by the local registrar or a county recorder certifying the child’s date of birth.
 - c. An attested baptismal certificate.
 - d. A passport.
 - e. An affidavit of the date and place of birth by the child’s parent or guardian.
 - f. Previous school records, or
 - g. A United States military identification.
3. Prior to a child’s admission to ScholarMade Achievement Place of Arkansas, the school shall request the parent, guardian, or other responsible person to furnish the child’s social security number and shall inform the parent, guardian, or other responsible person that, in the alternative, they may request that the school district assign the child a nine-digit number designated by the Department of Education.
4. Prior to a child’s admission to ScholarMade Achievement Place of Arkansas, the parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. **Parent must submit important records including IEPs and 504 Plans or any documents stating services that the child has received. Parents must notify the school if the child is receiving private mental health services or any related service.**

KINDERGARTEN WAIVER

Any parent, guardian, or other person residing within the State and having custody or charge of any child or children may elect for the child or children not to attend Kindergarten if the child or children will not be age six (6) on August 1 of that particular school year. If such an election is made, the parent, guardian, or

other person having custody or charge of the child must file a signed Kindergarten waiver form with the local District administrative office. Such form shall be prescribed by regulation of the State Department of Education. On filing the Kindergarten waiver form, the child or children shall not be required to attend Kindergarten in that school year. (ACT 570 of 1999)

IMMUNIZATION

General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted to attend classes in ScholarMade who has not been age appropriately immunized against:

- Poliomyelitis;
- Diphtheria;
- Tetanus;
- Pertussis;
- Red (rubeola) measles;
- Rubella;
- Mumps;
- Hepatitis A;
- Hepatitis B;
- Meningococcal disease;
- Varicella (chickenpox); and
- Any other immunization required by the Arkansas Department of Health (ADH).

In order to attend classes in the ScholarMade Achievement Place, the student, student's parent, or student's guardian should submit one of the following upon registration or before the first day of school attendance:

1. Proof of up-to-date immunizations;
2. Written documentation from a public health nurse or private physician of proof that the student is in process of being age-appropriately immunized, which includes a schedule of the student's next immunization(s);
3. A copy of a letter from the Arkansas Department of Health (ADH) indicating immunity based on serologic testing (a medical procedure used to determine an individual's immunity to Hepatitis B, Measles, Mumps, Rubella, and Varicella); or
4. Immunization Exemption in the State of Arkansas: Parents may obtain information regarding immunization exemptions from the ADH, Arkansas.gov, or by calling 501-661-2169. Parents or guardians should:
 - a. Annually apply for an Arkansas exemption, preferably in June or July or any time a student enrolls. Exemption requests sometimes require two to four weeks for processing.
 - b. Provide a notarized copy of the ADH application to the school nurse. Notarized applications will only be valid for two weeks.
 - c. Provide a copy of the ADH Immunization Exemption Approval letter to the school nurse.

NOTE: *A student enrolled with an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of ADH. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the ADH.*

The only types of proof of immunization ScholarMade will accept are immunization records provided by:

- A. Licensed physician;
- B. Health department;
- C. Military service; or
- D. Official record from another educational institution in Arkansas.

The proof of immunization must include the vaccine type and dates of vaccine administration. Students whose immunization records or serology results are lost or unavailable are required to receive all age appropriate vaccinations or submit items 1-4 above.

The proof of immunization must include the vaccine type and dates of vaccine administration. Documents stating “up-to-date”, “complete”, “adequate”, and the like will not be accepted as proof of immunization. No self or parental history of varicella disease will be accepted. Valid proof of immunization and of immunity based on serological testing shall be entered into the student's record.

Temporary Admittance

The following students who have not fulfilled the above requirements may be admitted to school on a temporary basis:

1. Students enrolling and living in the household of a person on active duty. Those students have thirty (30) days to receive their initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.
2. Students entering school after the first day of school, from out of state, or from another country will have thirty (30) days from admittance to provide proof of immunizations or exemption. Students entering ScholarMade from within the State of Arkansas must be current with all required Arkansas immunizations.
3. Students who turn 11 or 16 years of age between the first day of school and September 1 of that school year will be given two (2) weeks after their birthday to obtain the required immunizations.

Students who are in process shall be required to adhere to the submitted schedule. Failure of the student to submit written documentation from a public health nurse or private physician demonstrating the student received the vaccinations set forth in the schedule may lead to the

revocation of the student's temporary admittance; such students shall be excluded from school until the documentation is provided. For questions, please contact your health care provider, school nurse, or the Pulaski County Health Unit.

SM will not accept copies of applications requesting an exemption for the current school year that are older than two (2) weeks based on the date on the application. Students who submit a copy of an application to receive an exemption from the immunization requirements for the current year to gain temporary admittance have thirty (30) days from the admission date to submit either a letter from ADH granting the exemption or documentation demonstrating the student is in process and a copy of the immunization schedule. Failure to submit the necessary documentation by the close of the thirty

(30) days will result in the student being excluded until the documentation is submitted.

Exclusion from School

In the event of an outbreak, students who are not fully age appropriately immunized, are in process, or are exempt from the immunization requirements may be required to be excluded from school in order to protect the student. ADH shall determine if it is necessary for students to be excluded in the event of an outbreak. Students may be excluded for twenty-one (21) days or longer depending on the outbreak. No student excluded due to an outbreak shall be allowed to return to school until ScholarMade receives approval from ADH.

Students who are excluded from school are not eligible to receive homebound instruction unless the excluded student had a pre-existing IEP or 504 Plan and the IEP/504 team determines homebound instruction to be in the best interest of the student. To the extent possible, the student’s teacher(s) shall place in the Academy Director’s office a copy of the student’s assignments:

- for the remainder of the week by the end of the initial school day of the student’s exclusion; and
- by the end of each school’s calendar week for the upcoming week until the student returns to school. It is the responsibility of the student or the student’s parent/legal guardian to make sure that the student’s assignments are collected.

Students excluded from school shall have five (5) school days from the day the student returns to school to submit any homework and to make up any examinations. State mandated assessments are not included in “examinations” and SM has no control over administering state mandated make-up assessments outside of the state’s schedule. Students shall receive a grade of zero for any assignment or examination not completed or submitted on time.

IMMUNIZATION REQUIREMENTS

In order for a student to attend school, the following immunization guidelines as set forth by the State of Arkansas must be followed. Periodically, statewide changes are made to the immunization requirements and additional immunizations may be necessary. When this occurs, the ScholarMade Achievement Place will notify parents.

Kindergarten - 12th Grade

DTap/DT /Td	4 doses - with 1 on/after 4th birthday
Polio	3 doses - with 1 on/after 4th birthday, 6 months between last two doses
MMR	2 doses - dose 1 on/after 1st birthday and dose 2 at least 28 days after dose 1
Hepatitis B	3 doses - allowance for 2 dose schedule with specified age and spacing - see law
Varicella	2 doses - dose 1 on/after 1st birthday and dose 2 at least 28 days after dose 1

Students meeting the age or grade level criteria below are required to have the following additional immunizations.

Kindergarten and 1st Grade	Hepatitis A	1 dose on/after 1st birthday
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Age 11 or older on/before September 1st	Tdap	1 dose - any student 11-21 years of age
7th Grade	Meningococcal	1st dose
Age 16 on/before September 1st	Meningococcal 2nd dose	at least 8 weeks after 1st dose OR 1st dose - if missed 7th grade dose

AVAILABILITY POLICY

It is the practice of the ScholarMade Achievement Place that when grade sections are full, students will be placed on a Waiting List.

EMERGENCY FORMS

CURRENT TELEPHONE NUMBERS MUST BE FURNISHED - four numbers if possible. Address changes should be sent immediately. In the event your child should be injured and neither parent can be reached, ScholarMade Achievement Place officials will contact the named physician on the medical information card and authorize any treatment deemed necessary in an emergency for the health and safety of the child. If physicians or any named person cannot be contacted, the officials are authorized to take whatever action is necessary in their judgment for the health and safety of the child. ScholarMade Achievement Place of Arkansas will not be held financially liable for the emergency care and/or transportation of the child.

PHYSICAL ASSESSMENT

Enrolling kindergarten students shall be evaluated with the Early, Periodic, Screening, Diagnosis, and Treatment (EPSDT) or its equivalent. Any pupil may be excused from the examination on presentation of a physical assessment form from a physician. Physical assessment forms may be obtained from the school office or school nurse. (AR 6-18-701)

PERTINENT INFORMATION

All pertinent information concerning the child’s health (well-being) record should be furnished to school authorities such as immediate teacher, Academy Director, school nurse. This includes the mental health counseling being conducted by private agencies; health information given at registration; records furnished by the family physician, and information provided on emergency call cards. If a change of custody occurs or disputes in custody exists or if a parent is suspected or accused of child abuse, parents will provide court documents clarifying custody arrangements. Updated contact information should be made in person.

ScholarMade will not be held responsible for keeping up with a visitation schedule and the release of a child to the correct party each weekday. If a parent is listed on the child’s birth certificate they may be given educational information unless otherwise indicated by court order. If an adult is listed on the pick-up list then the child may leave school with that person unless otherwise stated in court documentation.

STUDENT EDUCATIONAL RECORDS

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day ScholarMade receives a request for access. Parents or eligible students should submit to the school. Academy Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Academy Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write the school’s Academy Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If ScholarMade decides not to amend the record as requested by the parent or eligible student, ScholarMade will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by ScholarMade as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the board or school governance council; a person or company with whom ScholarMade has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. Upon request, ScholarMade will disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by ScholarMade to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

Any student and his/her parent(s) are entitled to see school records regarding that student’s educational progress in school. Personal memoranda prepared by a teacher, counselor, or administrative staff member concerning observations of the staff or teachers with reference to student’s personalities and behavior problems will not be exhibited to the parent(s) or student.

DIRECTORY INFORMATION

“Directory information” includes information in a student’s education record that generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the following:

- Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent school attended.

A school may disclose directory information to anyone, without consent, unless the parent informs the school, in writing, of the desire to opt out of such disclosure. Parents must notify the school in writing within 10 school days of the date of their child's enrollment if they wish to opt out of these disclosures.

STUDENT ATTENDANCE

School Closing

If the Little Rock School District closes due to bad weather, then our school will also close. In the event that weather conditions become hazardous during the school day, our school will follow the early dismissal policies and notification process of the LRSD Public Schools unless we advise you to the contrary.

SCHOOL ATTENDANCE ELIGIBILITY

The schools of the ScholarMade Achievement Place are open and free through completion of the primary program to all persons within the legal age whose parents, legal guardians, or other persons having lawful control of the person under an order of a court.

COMPULSORY ATTENDANCE

Every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any children age five (5) through seventeen (17) years on August 1 of that year, both inclusive, shall enroll and send the child or children to a public, private, or parochial school or provide home schooling for the child or under such penalty for noncompliance as shall be set by law unless the child has received a high school diploma, or its equivalent or the child's parent(s) have filed a kindergarten waiver.

Students are required to maintain prompt and regular attendance in accordance with policy. Parents have the responsibility to monitor attendance and to familiarize themselves with policies pertaining to the educational program of the school.

When students exceed the number of absences as defined in ScholarMade's attendance policy, the students' parents, guardians, or parents in loco parentis shall be subject to a civil penalty not to exceed five hundred dollars (\$500.00) plus costs of court and any reasonable fees assessed by the court.

ATTENDANCE SPECIFICATIONS

Regular school attendance is vital to the overall academic success of every student. The responsibility of regular attendance rests with the student and his/her Parents/Guardians. An absence from school is categorized as excused, unexcused, or excessive.

Excused Absences

Student absences will be excused for the following reasons: Personal illness of student

- Court appearance
- Medical appointments
- Serious illness in the immediate family (Parents/guardians, siblings, and grandparents)
- Death in the family
- Any circumstances not covered above which the Academy Director or designee determines are acceptable. All other absences will be categorized as unexcused.

All excused absences require a written note or doctor's excuse to be provided to the school within five (5) school days of returning to school. All absences over six (6) days per semester will require a medical/professional written note.

ScholarMade reserves the right to require confirmation of the medical documentation through direct communication with the medical personnel responsible for the documentation and if ScholarMade is unable to confirm or verify the absence or the reason for the absence, to consider the absence unexcused.

Students are responsible for seeing that work missed during an excused absence is made up. The normal time allowed to make up work will be one (1) day per absence.

Unexcused Absences

Any absence not excused by note or official documentation will be considered an unexcused absence. After three (3) unexcused absences in a semester, the student's Parent/Guardian will be notified.

Students will receive a zero for work missed during a suspension or any unexcused absence.

Excessive Absences & Excessive Tardies

Seven (7) unexcused absences or ten (10) unexcused tardies per semester is considered excessive.

A truancy petition will be filed with the Pulaski County Juvenile Court for students with excessive absences or tardies. If excessive absences or tardies continue, a FINS petition (Families in Need of Services) could be filed.

Before a student accumulates the maximum number of absences allowed in ScholarMade student attendance policy, the student or the student's parent, guardian, or person in loco parentis may petition the school or district administration for special arrangements to address the student's absences. If special arrangements are granted, they will be formalized in a written agreement that includes the conditions of the agreement and the consequences for failing to fulfill the terms of the agreement. The agreement shall be signed by ScholarMade designee, the parent or guardian, and the student.

Exceptions to student attendance will be allowed as necessary to satisfy Individualized Education Program (IEP) or 504 plans.

CHECK IN/OUT PROCEDURES

A student receives a tardy when he/she fails to be in the classroom or other assigned location by the designated time. A student receives an early check-out when he/she exits school prior to the end of the school day.

Students arriving late must be accompanied by a parent to check in at the front desk. A late notice will be issued to the student for teachers to admit them to class. Parents/Designee may pick up a student by checking them out through the office. Teachers will require a notice from the office before allowing a student to leave. A student will be released directly to the parents at any time. If parents call or send a note giving permission, another adult may pick up a student. Adults checking children out early will be required to show identification to school personnel. All transportation changes must be called into the office no later than 2:30 PM in order to allow time to notify your child of the change.

Schools will not be held responsible for keeping up with a visitation schedule and the release of a child to the correct party each weekday. If an adult is listed on the pick-up list then the child may leave school with that person unless otherwise stated in court documentation.

Procedure

1. On the third tardy, a parent conference will be held. The conference may be held via telephone.
2. On the fourth and fifth unexcused tardy or unexcused early check-out, the building
3. administrator may elect one of the following procedures, based on the conditions existing in

his/her school. A disciplinary sanction will be assigned from the following alternatives:

- a. Early morning, after school, lunch, or recess detention hall
- b. In-school time out, or in-school suspension

Making up Missed School Work

Scholars must complete missed homework and in-class assignments in a period of time equal to the length of the absence. For example, a scholar who has been absent for two school days will have two school days to make up missed class work and homework. Scholars who have missed any tests will also be expected to begin to take make up tests on the first day after the makeup period ends.

It is the parents/guardians' responsibility to meet with teachers and/or the school administrator to arrange for make-up work, to pick up make-up assignment packages, and to return completed work back to the teacher by the designated due date. Provided at least one day of notification, teachers will do their best to prepare assignments for scholars who are unable to attend school due to an excused absence.

In the event that circumstances require that the scholar be absent from school for three (3) or more days, the scholar's parents/guardians must contact the teacher to develop a plan to make up missed school and homework while the scholar is out of school.

Dismissal

Scholars are dismissed at 3:55P.M. Unless your scholar takes a school bus or stays for an after- school program, please make arrangements for your scholar(s) to be picked up on time. It is not acceptable for any scholar to be picked up late. We are unable to supervise scholars left at the school after 4:00 P.M. A scholar who is not picked up on time at the end of the school day will lose certain school privileges, such as attending field trips and school events. Parents/guardians may be required to reimburse the school for costs incurred for providing supervision to ensure your scholar's safety. The school will file a report with family services/social services if an authorized person does not pick up the scholar, including a scholar who has lost bus privileges. The police or other appropriate authorities may be called to pick up scholars who are left at the school repeatedly or for an extended period of time.

STUDENT CONDUCT

Conscious Discipline

Our approach to managing behaviors and developing Scholars ability to make appropriate decisions and build healthy relationships is the Conscious Discipline model.

Based on Four Essential Components Scientifically and Practically Designed for Success:

- Conscious Discipline Brain State Model
- Seven Powers for Conscious Adults
- Creating the School Family
- Seven Skills of Discipline

Playworks

Build Social Awareness:

When students are socially aware, they practice skills like inclusion, respect, compassion, and empathy. To encourage social awareness:

- ✓ **Teach students to play in ways that are inclusive.** For example, in a game of foursquare, set the expectation that whoever is serving will rotate out after 3 serves so that more students have a chance to play.
- ✓ **Model positive social skills.** Join students in a game at recess. Lead by example. Offer high fives, use positive language, and encourage students with a “good job, nice try” when they rotate out. Children will take their social cues from adults.
- ✓ **Use games to teach social skills.** Build social awareness through games that encourage students to take the perspective of others, to walk a few steps in someone else’s shoes, or to collaborate as a team.
- ✓ **Build Relationship Skills:**

Relationship skills include conflict resolution, cooperation, playing fair, and playing with students from different friend groups or ages. To help students practice relationship skills:

- ✓ **Teach Rock, Paper, Scissors for conflict resolution.** Playing [Rock, Paper, Scissors](#) teaches students to resolve disagreements in a way that feels fair without adult intervention.
- ✓ **Teach games that encourage cooperation.** [Three-lines Basketball](#) teaches the skills used in traditional basketball, but children must cheer on their teammates and work together.
- ✓ **Agree on the rules.** Elementary-aged children are learning to follow social norms and appreciate clear expectations. [Display rules for popular recess games on the playground.](#) Set the expectation that all students can join games like foursquare and jump rope to encourage students to interact with peers outside of their friend groups.

Parent Engagement

Academic Parent-Teacher Teams:

Academic Parent-Teacher Teams: The education of a child is a collective responsibility. In that light, the school will implement the Academic Parent Teacher Teams (APTT) model as its primary source of parental involvement. This model elevates the efforts of traditional parent conferences by expanding opportunities for families and teachers to collaborate on behalf of the scholar. Parent Teacher Teams engage families in student learning through aligning grade level learning concepts, student performance data, and family-teacher communication and collaboration. With APTT the classroom teacher invites families to participate in three team meetings, which are held in the fall, winter, and spring and individual session including the Scholar, the teacher, and the Scholar's family. During APTT meetings, teachers share student performance data that are actionable, teach grade-level foundational skills for clear conceptual understanding, and demonstrate concrete activities that families can do at home to help Scholars master the target concepts. The families practice the activities with other families in the class, and each family sets 60-day academic goals for their Scholar.

A student's behavior should conform to acceptable standards of conduct. The staff requests support in maintaining appropriate conduct in school. Students' behavior should reflect self- respect, respect for authority, and consideration for the rights, feelings and property of others.

The school staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students. This may include reasonable force to stop or restrain a student from causing physical injury to himself/herself or others.

Students involved in disciplinary action may be subject to one or more of the following consequences: conference with student or parent/student, detention during or before school, withholding privileges, placed on probation, in-school suspension, isolation, Saturday School (5th Grade only), removal from the classroom setting temporarily, corporal punishment, suspension, expulsion, student pays for damages, sentence/theme writing, or other appropriate consequences.

The Academy Director with the support of the Dean of School Culture or supervisor will handle all discipline infractions as determined by the student's individual education plan.

A student will be informed of the offense and given an opportunity to tell his/her side before disciplinary action is taken. The school district reserves the right to provide consequences for behavior that is not conducive to good order and discipline in the schools, even though such behavior is not specified in the rules.

Individual consequences and rewards are discussed and taught. The rules for each area are listed below:

CAFETERIA RULES

- Classes will enter the cafeteria as a group and sit as a group.
- Do not leave food, napkins or utensils on the tables or floor.
- There shall be no playing, loud talking, or loud noise in the cafeteria.
- Do not take food or paper products from the cafeteria.
- Parents may only bring food or drinks for their own child; not for other students. Students may not share food from home lunches or trays due to the high number of food allergies.
- Drinks that contain high levels of caffeine when used in excess can cause health related issues including irritability, anxiety, arrhythmia (irregular heart beat), and dehydration. Because of this, we request that parents not allow students to bring them to school to consume.

HALLWAY RULES

- Students should never run or jump on stairs and should always hold the handle.
- Students shall walk quietly and orderly at all times.
- Students report directly to their rooms. There should be no roaming the halls or standing in the halls visiting.
- Students must walk carefully down the stairs holding on the rail.
- Students are not allowed to use the elevator.

RESTROOM BEHAVIOR EXPECTATIONS

Restrooms: Our restrooms at ScholarMade are clean, safe environments where people interact with courtesy and respect. Individual teachers may have more restrictive rules, but never less restrictive.

- Only one student is to be in a stall at a time.
- Students will use quiet voices (“inside voices”). Students will leave stalls unlocked after use.
- Students will try and keep all areas and fixtures as clean as possible and will not use excessive toilet paper.
- Students will wash and dry hands appropriately after using the restroom.
- Use water appropriately Use one squirt of soap
- Use hand dryers appropriately
- Use hand sanitizer if hand washing is not an option
- Students will refrain from playing or climbing, and will respect the privacy of others at all times.
- Students will report problems to the closest adult. (When in doubt, don’t flush.)
- Several breaks are taken throughout the day. We discourage trips from class/instructional periods but, if a student finds it necessary to go to the restroom at a time other than the class break, the student must first, have the teacher’s permission and then will be expected to follow the rules for responsible restroom behavior. The student will carry a hall pass or initialed assignment book and may be accompanied by an adult or teacher-chosen partner.

Encouragement Procedures

- Staff will consistently encourage responsible behavior through positive interactions. All staff members are responsible for encouraging/praising specific responsible behavior they observe.
- Teachers will periodically discuss the importance of responsible behavior and will encourage students to continue to be responsible in managing their own behaviors in the restroom.
- Several times per year, the custodian and principal may send a memo to teachers providing positive feedback for students keeping the restrooms neat and clean.

Encouragement

- Provide verbal praise for meeting one or more of our POWER attributes Power Awards can be awarded by any adult for appropriate restroom behavior.

Consequences for Infractions

- When a student misbehaves, calmly and consistently implement the most appropriate consequence. (Misbehavior is an opportunity to instruct appropriate behaviors.) All staff members are responsible for correcting any misbehavior they see.
- Verbal reprimand
- Inform the student's classroom teacher. Positive practice of correct procedure
- Use office referral only for dangerous behavior, destructive acts or overt insubordination.
- Supervision Responsibilities

During the first week of school, restroom expectations will be taught.

- Teachers and staff will adequately monitor students during restroom breaks. Expectations will be taught again and/or practiced when necessary.
- Check condition of bathrooms before your class enters and exits. Report any problems to the custodians.
- Keep track of students going to the restroom.
- When/if a student has a medical reason for needing frequent breaks, parents are asked to provide documentation (doctor's note, parent following illness and/or medication, 504 plans).

CLASSROOM RULES

- Follow all directions of the teacher.
- Be in your room and ready to work when class begins.
- Have materials for class and assignments every day.
- Keep hands, feet, books, and other objects to yourself.
- No bad language, rude gestures, cruel teasing, put-downs, or bullying.
- Body spray, perfume, or other scented items are not to be sprayed in classrooms or hallways

PLAYGROUND RULES

- Use playground equipment in a safe and proper manner.
- Remain within assigned playground areas.

- No tackle football or other contact sports,
- No hardballs, wooden or metal bats. No riding toys such as skateboards, roller blades, hover boards, etc.
- No jumping or riding on each other's backs. No cheer stunts.
- No climbing trees or fences.
- No playing war or gangs.
- Keep hands and feet to yourself. No karate, games involving kicking or punching, including wrestling.
- No throwing of objects (rocks, sticks, pine cones, etc.).
- No teasing, making fun of others, harassment (verbal or physical), or bullying.
- Stay away from any animals on the playground.
- For the safety and well-being of our children, only school personnel should be on the playground with the children at recess, unless approved by the Academy Director.

Extended Day/Innovation Lab Rules

- Students who miss 3 days are dropped from the program
- Follow all directions of the teacher.
- Follow Cafeteria Rules for Snack Time
- Be in your room and ready to work when class begins.
- Have materials for class and assignments every day.
- Keep hands, feet, books, and other objects to yourself.
- No bad language, rude gestures, cruel teasing, put-downs, or bullying.

FIRE DRILLS

During fire drills, it is necessary for students, under the teacher's directive to:

- Walk quickly and quietly out of the room when the alarm sounds.
- Walk quietly and remain silent to hear any instructions.
- Walk in an orderly line and avoid crowding and pushing.
- Remain standing in line with the class until all students are a safe distance away from the building.
- Re-enter the building only after being given the directions by your teacher or a bell signal.
- If a student is away from his/her group, he/she should leave the building using the nearest exit and report to the nearest staff member.

CAFETERIA RULES

In general, well-mannered conduct should guide the student's behavior at all times in the cafeteria. Listed below are some rules and the cafeteria procedure which will help ensure appropriate conduct and an orderly lunch period.

- Students should enter the cafeteria quietly, orderly, and be seated.
- Respect and politeness must be shown to all, including the cafeteria staff and parent volunteers.
- Student's tables will be called one-at-a-time by the adult in charge for those who wish to purchase food or drink. No lunch bags or big jackets may be brought into the food service line.
- Students must be patient while waiting to be served. A single file line must be maintained.
- No food may be brought back through the food service line once it has been purchased.
- Students must be seated at a table when eating. Once seated there is to be NO moving without permission. Students should refrain from shouting across tables.
- Students must remove trash from tables, chairs and the floor and wait for the trash can to be brought to them.
- Throwing food, ice, or other objects is not allowed. Running, excessive noise, "horse play", or other disruptive behavior is not allowed. All unacceptable behavior will result in school detention and/or removal from the cafeteria for specified time period.

Personal toys and other play items will not be allowed at school or on the playground unless permission is granted by the classroom teacher. The school will not be responsible for these items. Unauthorized items will be confiscated. Parents may pick up these items in the front desk.

DRESS CODE

Uniforms: Uniform colors are: **Maroon/Navy/Hunter Green** and **Gold SM shirt**. *Light Blue and Red are not our colors.* If you have not received your free uniform shirt, please contact Mr. Steed with your child's name, size and grade and we will get it to you!

Outwear (jackets/sweaters) should be the Maroon, Navy, Hunter Green, Gold, or Black.

Bottoms can be **Navy, Khaki or Black. NO JEANS.**

College Day is WEDNESDAY. They may wear a College Shirt or the MADE spirit shirt on this day and jeans. MADE Shirts are only to be worn on College Day.

Student dress, grooming and appearance should be the responsibility of the student and the student's parents under the following guidelines:

- Dress and grooming should be clean and in keeping with health, safety, sanitary practice, and according to weather conditions. Appropriate shoes and clothing for physical education classes will be worn.
- Dress and grooming will not be allowed to disrupt the educational process.
- Clothing or articles that advertise drugs, alcoholic beverages, tobacco, suggest obscenities, violence, or present double messages may not be worn
- Students must wear the school uniform

- Students may not wear clothing or hairstyles that can be distracting or disruptive to the educational process.
- Students must wear shoes. Every school will have a minimum 30 minutes of daily physical activity. (Act 1220 of 2003) For safety requirements, we recommend that students wear **tennis shoes or closed toe**, not flip flops or **sandals**. No cleats or skate shoes allowed.
- No caps or hats may be worn in the building.
- Students shall not wear clothing that exposes underwear, no sagging.

Students will be permitted to wear shorts throughout the school year under the following restriction:

- Absolutely no short shorts or skirts. (Length must be longer than fingertips with arms dropped at side of body.)
- Spandex, leggings, may be worn underneath clothing which meets fingertip regulation.

COMMUNICATION DEVICES

The use of communication devices, including but not limited to cell phones, during regular school hours is forbidden except for authorized educational purposes. If brought to school, communication devices must be turned off, and secured in the student's backpack until the end of the school day. All communication devices in a student's physical possession or heard by school personnel during the school day may be confiscated, and parents will be allowed to pick up items in the school's office.

No student may use any electronic device to photograph, audio record, video record, or live stream (or otherwise transmit) the words, likeness, image, or actions of any other person on school grounds during school hours, on school buses, at school bus stops, or at any school activity during school hours unless such photographs, transmissions, or recordings are made with the permission of the student's teacher or a ScholarMade Achievement Place administrator.

Note: Arkansas law prohibits all drivers from using hand held cell phones in school zones at any time. This also prohibits all drivers from text messaging while in school zones.

BULLYING

The General Assembly finds that every student in this state has the right to receive his or her public education in a public-school educational environment that is reasonably free from substantial intimidation, harassment, or harm or threat by another student. "Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of: (a) Physical harm to a public school employee or student or damage to the public school's employee's or student's property; (b) Substantial interference with a student's education or with a public school employee's role in education; (c) a hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or (d) substantial disruption of the orderly operation of the school or educational environment.

"Electronic act" means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager. Electronic acts/cyber-bullying are prohibited whether or not the electronic act originated

on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose; “Harassment” means

a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily substantial interference with the other’s performance in the school environment; and “Substantial Disruption” means without limitations that any one or more of the following occur as a result of bullying: (a) Necessary cessation of instruction or educational activities; (b) Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment; (c) Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or (d) Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Students who engage in bullying (a) while at school, on school property, in school vehicles, on school buses, at designated bus stops, at any school function in connection to or with any District sponsored activity or event, while in route to or from school, or (b) by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion. This section shall apply to an electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose. School employees who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy, shall report the incident to the building Academy Director immediately.

The person or persons who file a complaint will not be subject to retaliation or reprisal in any form. A school employee who has reported violations under the school district’s policy shall be immune from any tort liability that may arise from the failure to remedy the reported incident.

A copy of this policy shall be posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus in ScholarMade. In addition, notice of this policy shall be provided to parents, students, school volunteers, and employees. Copies of this policy shall be available upon request.

SEXUAL HARASSMENT POLICY

As with other forms of discrimination, sexual harassment is prohibited according to Title VII of the Civil Rights Act of 1964, which protects the adolescent at work, and Title IX of 1972, which protects the teen from sex discrimination at school. The Supreme Court has mandated that schools provide a safe environment for students. The ScholarMade Achievement Place is committed to the eradication of sexual harassment in the schools. Such harassment is illegal and will not be tolerated. Offenders will be subject to disciplinary actions up to and including expulsion.

Sexual harassment consists of verbal or physical conduct of a sexual nature that disrupts the right to equal education by interfering with the student’s psychological, social, and physical well-being.

Some behaviors that are unwanted and sexual in nature that could constitute sexual harassment especially to students at school are: Verbal comments: Jokes/cartoons/pictures Conversations of a personal nature; Pulling at clothes; Sexual name calling; Cornering/blocking movements; Spreading sexual rumors; Attempted rape/rape; Leers/stares; Gestures; Inappropriate Touching

Sexual harassment is a form of bullying. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless if the student self-identifies as homosexual is also a form of bullying.

Any student who has a complaint of sexual harassment at school by anyone should bring the problem to the attention of their teacher or Academy Director at the school. If the complaint involves the Academy Director the complaint may be made to the Superintendent or his/her designee. The complaint will be investigated and the complainant will be advised of what action, if any, has been taken to resolve the complaint, subject to the privacy rights of the person against whom the complaint was made. If the student is not satisfied with the Academy Directors' resolution of the complaint, he may appeal to the Superintendent or his/her designee. The appeal must be made in writing within ten (10) days from the decision of the Academy Director.

DRUG POLICY

A student shall not (a) sell or distribute legal or illegal drugs, alcohol, and/or look-alike drugs, (b) purchase, use, possess, or be under the influence of drugs, alcohol, narcotics, hallucinogens, and/or illegal drugs, or (c) misuse over-the-counter or prescription medications.

Any student who sells or distributes drugs (legal or illegal), look-alike drugs (items represented as controlled substances), or alcoholic beverages at school or at any school sponsored activity on or off campus will be disciplined as listed below.

A student shall not purchase, use, or possess rolling paper, roach clips, pipes, or any other drug paraphernalia, or be under the influence of look-alike drugs. Any student, who uses, possesses, purchases, or is under the influence of illegal drugs, look- alike drugs, alcohol, or hallucinates at school or at school sponsored activity on or off campus will be disciplined under the "Management for Discipline Problems" section of this handbook.

The law enforcement agency will be notified of any criminal activity with full cooperation from school officials.

MANAGEMENT FOR DISCIPLINE INFRACTIONS

Prohibited Behavior includes, but is not limited to, insubordination, the refusal to respond to or carry out reasonable and lawful directions of teachers and others; verbal abuse, such as name-calling, racial or ethnic slurs, or derogatory statements. Other infractions, such as lying or hitting, as well as pushing (even if accidental) are prohibited behaviors. Scholars engaging in prohibited behavior will incur in-school suspension and/or other loss of privileges; parent shadowing and sent homes. Repeated acts of prohibited behavior may result in a Behavior Intervention Plan with close monitoring for appropriate placement.

Illegal behavior is any illegal act prohibited by state, federal or local statutes. This includes, but is not limited to, acts of violence, intentionally causing any type of harm to another, possession of weapons drugs or alcohol, theft and activating the school's fire alarm system in the absence of an emergency. Scholars engaging in illegal behavior will automatically receive an out-of-school suspension of up to ten days and may be expelled. Suspended scholars will not be admitted back into the school until the parents/guardians meet with the Principal.

Zero-tolerance behaviors are listed below. Zero-tolerance behaviors may result in an in-school or out-of-school suspension or in the case of possession of a firearm or drugs an out-of-school suspension with a recommendation for expulsion:

- Physical touching of another person with the intent to cause injury.
- Posing a physical threat to oneself or others (*e.g.*, banging head, making a threat).
- Sexually inappropriate touching of another person.
- Verbal harassment of a teacher (*e.g.*, cursing, name-calling, or mocking).
- Tantrum at a volume that inhibits the flow of the class.
- Use of profanity.
- Destruction of school property.
- Theft.
- Possession of weapon, drugs or alcohol.
- Refusal to stay within the teacher's sight.
 - Gang Fight or participation in illegal clubs, or organizations (a fight where one or more scholars are involved)
 - Terroristic threatening (Police will be contacted) **Ark. Code Ann. 5-13-301 Class D Felony**

****Police may be contacted as deemed necessary by administration in accordance with local, state or federal laws.**

All offenses, listed or not listed are subject to review by school administration and based on severity, may be recommended for expulsion.

Behavior Tiers and Their Consequences For All Grades

Scholars who engage in prohibited or illegal behaviors will subject themselves to alternative educational environment placement.

BEHAVIOR MONITORING SYSTEM

In each classroom, the class charter will remind scholars that they are part of a community with rules and procedures. Each child will also have a take-home chart which is colored daily to correspond with the color the child “earned” in school that day. Parents/Guardians should review and sign their child’s color chart nightly as one part of nightly homework. Teachers will establish a positive classroom culture and encourage good behavioral choices of scholars through the following strategies: redirection; reminders; and reinforcement.

If a scholar breaks a rule due to a choice that is neither prohibited nor illegal, s/he typically follows these steps:

1. **Speak to the scholar** - A scholar must be held accountable for misbehaviors that de-value the non-negotiables of the school, even if the behavior was unintentional. All misbehaviors are acknowledged, addressed, and modeled correctly. At ScholarMade, we call this “conscious discipline.”
2. **Take a Break/Safe Place** - Scholars who make a choice that stopped him/herself or others from learning are reminded to make a smarter choice and receive a warning or may be directed to a “take a break” area in the classroom where they can reflect on their behavior, manage their emotions, and make a more appropriate choice.
3. **Loss of Free Time/Buddy Room** - An additional infraction will require a loss of 30 minutes of free time (or will earn silent lunch) as determined by the teacher and/or going to a “buddy class” to complete work. Parents/Guardians will be notified via phone/note if a child earns “red.”
4. **Meeting with the SEI Coordinator or Administrator** - If a child demonstrates additional misbehavior and/or has difficulty following the school rules, the teacher will complete a referral form outlining all the steps that have been taken and the SEI Coordinator or Academy Director will select from a number of different consequences including, but not limited to, parent/guardian conference, parent shadowing or in-school suspension, and/or recommendation for additional counseling or placement.

If any behavior causes a child to miss work or turn in incomplete work (including work given during “buddy class” time), s/he will be required to stay after-school for the ELO program or detention from 4:15-5:15 P.M. A child in ELO must stay after-school for the full hour for as many days as it takes to complete the work. A parent/guardian is responsible for coordinating their own transportation for the child on these days.

Tier 2 offenses follow a unique progression.

Parents/Guardians are our partners when it comes to implementing consequences to change scholars’ behaviors. Parents/Guardians should expect to receive calls and attend meetings with teachers and administrators when scholars have misbehaved. The purpose of these calls will be to solve problems together and to make sure that consequences given at school and at home are consistent. You may not always agree with us about the appropriate consequence. But it is important that your scholar never hears parents/guardians, teachers, or school leaders disagree about discipline!

There are rare occasions when suspension from the regular class may be necessary to safeguard the learning environment for all scholars and staff. Suspensions are learning opportunities. The goal is for the child to accept responsibility for his or her mistakes and spend time away from the community to make sure that she/he never makes those mistakes again.

The Academy Director or Principal reserves the right to respond appropriately to misbehavior. Many parents/guardians chose this school for their scholars because it is a safe and orderly place for all scholars, so let's work together to keep it that way. Below is a guideline the Principal will consider in deciding consequences. For kindergarteners and/or scholars with special needs, consequences will be adapted appropriately and in accordance with the law.

RESET AND IN-SCHOOL SUSPENSION

A scholar may be given in-school suspensions for engaging in any Prohibited Behavior.

A scholar who is resetting "in-school" is removed from her/his normal classroom and assigned to another room in the school for up to three days. The scholar will do her/his class work in the assigned room with coaching and support from a teacher.

The Academy Director or Principal or designee will contact the parents/guardians of the scholar immediately to inform them of the incident and, if appropriate, to request their cooperation in implementing logical consequences.

The Academy Director or Principal or designee, teacher, and parent/guardian will determine logical consequences for the scholar to be implemented upon her/his return to the classroom.

In-School Suspension (ISS)

*The purpose of In School Suspension is to remove a scholar from her/his normal classroom setting, and assigning them to an alternate location with the intent of completing all daily assignments while receiving coaching and support in order to gain strategies to correct or prevent the behaviors in which the scholar has been assigned the suspension.

In-School Suspension Rules

1. Each scholar must come directly to the assigned location at the beginning of his/her school day.
2. All scholars will remain in the assigned location at all times.
3. Absolutely no talking is allowed between scholars assigned to ISS.
4. Scholars will be required to complete suspension packets along with instructional assignments from teachers.
5. Teachers will be required to provide scholars with a full day of instructional work to be completed while in ISS. All materials must be brought including paper, pen, books and references.
6. A scholar who is absent must complete the suspension immediately upon returning to school.
7. The suspension day will consist of a full instructional day. No exceptions.
8. Scholars who are disruptive will be subject to additional disciplinary action.
9. ISS will be monitored by Dean of School Culture/designee in his/her absence.

*Once a scholar is assigned in-school suspension for reaching their 3rd offense for a specific Tier I behavior, a mandatory parent conference must be held to discuss the nature of these behavior infractions and the interventions necessary to prevent any further offenses from occurring for this behavior.

*Repeated violations that persist beyond 3 offenses per scholar for the same behavior infraction, a scholar will be referred to Student Support Team.

EXPULSION

Expulsion is exclusion of a student from school for the remainder of the term or semester. The authority for expelling a student from school rests with the Board upon recommendation of the Academy Director and the superintendent. Students who bring firearms or other weapons to the school campus shall be expelled for a period of not less than one year. (Act 567 of 1995). The Board is authorized to expel a student for the remainder of the school term, school year or permanently for conduct it deems to be of such gravity as to make a relatively short temporary suspension inappropriate, or when it finds that the student's continued attendance at school would be disruptive to the education program or dangerous to other students and/or faculty members.

The Superintendent or his/her designee shall give written notice mailed within five (5) school student interaction days from the alleged incident causing the expulsion recommendation to the parents or guardian that he/she has recommended to the Board of Education that a student be expelled for the balance of the school semester/year and the notice shall contain a statement of reasons for this recommendation. The notice shall contain a notice of the parent's right to a hearing and shall reflect the date, hour, and place where the Board will consider and dispose of the recommendation.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

- a) Poses a physical risk to himself or herself or to others;
- b) Causes a serious disruption that cannot be addressed through other means; or Is the act of bringing a firearm on school campus.

*Depending on the severity and nature of the incident, the Alternative Learning Environment step system may be initialized at any stage as determined by school administration.

An interim alternative educational setting may also be provided if a scholar is suspended from the SM for one of the following reasons:

- Possession of illegal drugs or weapons;
- Terroristic Threatening
- Use of illegal drugs;
- Sale or solicitation of illegal drugs on school property or at a school function; or
- Infliction of serious bodily injury on another person.

Saturday School Academy Policy

A scholar may be required to serve Saturday School Academy for any behavior that is inappropriate or disruptive to his/her learning of other scholars. All decisions regarding Saturday School Academy will be made by the Principal or the Dean of School Culture

Duration:	3 hours
Time:	7:45am – 10:45 am (designated Saturdays)
Place:	MPR

Pick up: Scholar’s parent/guardian will be responsible for picking up scholar promptly after Saturday School Academy. The school will notify a scholar’s parent/guardian of the date and time Saturday School Academy must be served. If scholar does not attend Saturday Academy, they will be assigned 3 days ISS.

Act 1469 of 2013

Pursuant to the Act 1469, home-schooled students are allowed to participate in interscholastic activities.

Interim Alternative Educational Setting

As per the Individuals with Disabilities Education Act, an interim alternative educational setting may be provided for scholars with disabilities who are removed from ScholarMade for engaging in a prohibited behavior for not more than 10 days.

An interim alternative educational setting may also be provided if a scholar is suspended from the SM for one of the following reasons:

- Possession of illegal drugs or weapons;
- Use of illegal drugs;
- Sale or solicitation of illegal drugs on school property or at a school function; or
- Infliction of serious bodily injury on another person.

If an interim alternative educational setting is deemed appropriate in the above instances, the following guidelines will be adhered to:

- The alternative education setting will be determined by the IEP team and should enable the scholar to continue to progress in the general education curriculum while still receiving services and/or modifications described in his/her IEP such that the scholar is able to meet the goals of the IEP. The scholar should also receive services and modifications designed to address the behaviors of concern.
- The scholar may be placed in an alternative educational setting for a period of no more than 45 calendar days.
- An additional provision allows a school to seek to remove a scholar for up to 45 school days if the school believes that returning the scholar to the same educational placement is substantially likely to result in injury to the scholar or other scholars. The school must do this by making a request to a hearing officer, who, among other requirements, is not employed by the state education agency or local school district involved in educating the child; has specialized knowledge and skills related to IDEA; and has no interests that conflict with his/her objectivity in the hearing process.

For removals to an interim alternative educational setting for more than 10 but fewer than 45 days for incidents involving drugs, weapons or serious bodily injury, all of the following must occur:

- On the day on which the decision is made to remove the scholar because of violations involving weapons, drugs or serious bodily injury, the parents/guardians shall be notified of the decision and of all procedural safeguards.
- A Manifestation Determination Review must be conducted.
- The IEP Team must develop or review, as appropriate, a behavior intervention plan.
- Programs and services and the interim alternative educational setting are determined by the IEP Team. The IEP Team must determine what programs/services or modifications are needed to maintain progress in the general curriculum, progress toward IEP goals, and to help prevent recurrence of the behavior subject to discipline.
- If the behavior subject to discipline is not a manifestation of the disability, the relevant disciplinary procedures applicable to scholars without disabilities may be applied to the scholar with a disability, except for continued services described in the above bullet point
- If the IEP Team determines that the behavior subject to discipline is a manifestation of the disability, the removal (up to 45 calendar days) may be completed. The IEP Team must take immediate steps to remedy any deficiencies in the IEP or placement found during the Manifestation Determination Review. Programs and services must be provided to the scholar as in bullet point 4, above.
- If the parent/guardian requests a hearing to challenge the interim alternative educational setting and/or the manifestation determination, the scholar shall remain in the interim alternative educational setting for up to 45 calendar days as assigned.

Due Process

Consideration of Factors

The Administrator will consider all relevant factors prior to deciding on an appropriate disciplinary action to ensure due process for each scholar. These factors include, but are not limited to, the following factors:

- Age, health, maturity, and academic placement of scholar
- Prior conduct
- Attitude of scholar
- Cooperation of parent/guardian
- Willingness of scholar to make restitution
- Severity of offense
- Willingness of scholar and parent/guardian to enroll in a scholar/family assistance program

Incident Investigation Process

SM administration reserves the right to employ **emergency removal** for any scholar while any incident is explored through our investigative process.

Emergency removal- Scholars can be removed from campus during a discipline investigation. Written notice of the investigation and the reason for the removal will be given to the student, parent, or guardian within 24 hours of the incident.

When an incident is presented to a teacher or staff member or student they should immediately bring said incident to the attention of the school administration. If an incident is presented to the administration it is his/her responsibility to collect facts and gather information in relation to the incident. The administrator will first make sure that all documentation is completed correctly by involved parties and the investigation process will start at that point.

The ScholarMade Statement of Incident Form will be used to take statements from involved parties.

The SM Statement of Incident Form asked the following:

- When did the incident happen?
- Where did it happen?
- Who was involved?
- Describe what happened in as specific, objective and concrete terms as possible.
- Who saw it happen?

If the scholar presenting information cannot read and write English proficiently

Individuals who are not proficient in English or have a disability that limits their ability to read or write must be accommodated. A translator can read each question to the person in his or her first language then give the person time to write the answers. Documentation should include the name of the participating translator. Questions will be asked exactly as they are written on the form. After the form is complete, the person must then read the statement and sign it for verification of accuracy.

Informing the parents and other parties

- **Inform all parties about the process.** Advise all parties/parents in relation to the investigation process
- **Interview the scholar making the complaint.** Compile a summary of the statements taken and evidence which results from questions asked on the SM Statement of Incident Form.

Interview process

- **Interview the accused.** Ensure the accused is provided with a summary of the complaint and has time to consider it. Conduct the interview, and record the accused responses on each of the evidentiary points. The accused must also sign the summary as accurate. The accused should be able to give his/her statement in writing.
- **Interview any witnesses.** Inform all parties that witnesses will be call and interviewed.
- **Weigh evidence with a team consisting of AD, Principal, DSC, and/or appointed administrator designee.** Administrators will meet to go over compiled information and discuss possible consequences that are in line with the Student Family Handbook.

Scholarmade School pride themselves on the conduct of their scholars. A well-disciplined, neat, and clean atmosphere provides the best environment for a culture of achievement and respect. These policies, regulations, and procedures are subject to change without notice by the administration. No attempt has been made to include every detail of the SM experience as it goes beyond the scope of this handbook to describe it all. If questions concerning these areas arise, contact the school administration for clarification.

Right to Hearing

Scholars who may be suspended or expelled will be informed of the violation of school policy/the code and given the opportunity for a hearing with the Principal. A scholar or parents/guardians may appeal the decision of the Principal to the Superintendent through a written appeal addressed to the Superintendent.

In the event of an expulsion or an appeal of an expulsion, a hearing will be held and the scholar's parents/guardians will receive the notice, in the primary language of the household, of the violation, the discipline procedure and process to be followed by SM. The parents/guardians will have the right to attend any disciplinary hearing. At the hearing, the scholar shall have the right to be represented by counsel or other adult representative, question witnesses, and present evidence. The formal rules of evidence will not apply.

Provision of Work

Classroom teachers will be responsible for providing work for suspended scholars. It is the parent/guardian's responsibility to pick the work up at school or arrange for it to be sent home. If supervision or tutoring is legally required, the Principal or designee will hire personnel from a list of qualified substitutes.

Scholars with Disabilities

In addition, a scholar with disabilities will have his/her Individual Education Plan and Behavior Modification Plan reviewed as may be required. Those scholars removed for a period of fewer than ten days will receive all classroom assignments and a schedule to complete such assignments during the time of his or her suspension. Provisions will be made to permit a suspended scholar to receive instruction on site for an hour per day as described above. Scholars will be allowed to make up assignments or tests missed as a result of such suspension. SM also will provide additional alternative instruction with reasonable promptness and by appropriate means to assist the scholar, so that the scholar is given full opportunity to complete assignments and master curriculum, including additional instructions, phone assistance, computer instruction and/or home visits and one-on-one tutoring.

DISCIPLINING STUDENTS WITH IDEA DISABILITIES – INDIVIDUALS WITH DISABILITIES EDUCATION (IDEA)

If a scholar with a disability is placed for more than 10 days during the school year, the school will provide the scholar the education services necessary to enable the scholar to progress in the general education curriculum and appropriately advance towards achieving his or her IEP goals, including the provision of a tutor if required.

The Individuals with Disabilities Education Act (IDEA) of 2004 gives students with disabilities special due process rights relative to long-term suspensions or exclusion (expulsion) from school. Students with disabilities are not immune from disciplinary

procedures, but neither are those procedures identical with those for students without disabilities. Due process will be extended to parents of and/or students with IDEA disabilities prior to any change in the students' education placement or program. After meeting all procedural safeguards, "exclusion from school-based activities" with the provision of an alternative educational setting, rather than expulsion, may be recommended as a disciplinary action for students with disabilities.

The Office for Civil Rights noted that Section 504 provides that a school district cannot discipline a student with a disability for behavior that is a manifestation of his disability if the disciplinary action is a significant change in placement. In this case, expelling the student and assigning him to an alternative school is a significant change in placement. The school district should have conducted a manifestation determination (MD) before disciplining the student and the manifestation determination should be conducted by a team of knowledgeable individuals.

"It is OCR's policy that when the exclusion of a child with a disability is permanent (expulsion), or for an indefinite period, or for more than 10 consecutive school days, the exclusion constitutes a significant change in placement. A series of suspensions that are 10 days each or fewer in duration may create a pattern of exclusion that constitutes a significant change in placement. The determination of whether the series of suspensions creates a pattern of exclusions that constitutes a significant change in placement must be made on a case-by-case basis. Among the factors considered in determining whether a series of suspensions has resulted in a significant change in placement are the length of each suspension, the proximity of the suspensions to one another, and the total amount of time the student is excluded from school."

SEARCH AND SEIZURE

The ScholarMade Achievement Place respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in ScholarMade in order to promote an environment conducive to student learning. The Superintendent, Academy Directors, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, Academy Directors, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

At least one licensed employee of the same sex shall conduct a personal search of a student with an adult witness present. The adult witness must be a licensed employee.

VIDEO SURVEILLANCE

ScholarMade Achievement Place of Arkansas has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/ audio surveillance cameras at school and on school buses. The placement of these cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy from school district surveillance anywhere on or near school property, facilities, vehicles or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

Students will be held responsible for any violations of school discipline rules caught by the cameras. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of misconduct is no longer subject to review or appeal; any release or viewing of such records shall be in accordance with current law. Students who vandalize surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to the appropriate law enforcement agencies.

SCHOOL RESOURCE OFFICERS (SRO)

School Resource Officers will be in use throughout ScholarMade to provide additional security and to serve as an instructional resource to our students. While the role of SRO's is not to enforce student discipline policies, they do have the authority to enforce existing laws and may assist school administrators when needed to help maintain a safe school environment. Questions about the school resource officer program may be directed to the Superintendent of Schools.

CONTACT WITH STUDENTS AT SCHOOL BY INDIVIDUALS

Questioning of students by non-school personnel, except for law enforcement personnel and/ or investigative personnel from state or federal child-protective agencies (Department of Human Services, SCAN, etc.) who are conducting a child maltreatment or abuse investigation, shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant. Except for child maltreatment/abuse investigations, no student shall be questioned under any circumstances without an employee of ScholarMade being present.

ACADEMIC NOTES

ACADEMIC ASSESSMENT

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objective of the course. Report cards are issued each nine-week period. Interim reports are sent at four and one-half weeks for all students. Report cards will be sent home on the date indicated on ScholarMade calendar. When a student transfers in grades from another school/district, the grades will be averaged into the work evaluated by his/her new teacher when nine-week grades are issued. An elementary student who does not transfer in grades must attend ScholarMade Schools a minimum of thirty (30) days before a grade can be given for the nine-week period. Through our Academic Parent Teacher Teams, teachers shall meet with the parent/guardian of each student at least once a semester through our APTT meetings. Telephone conference, e-mail, or a home visit to discuss student academic progress may also occur. Home visits will be conducted by two certified staff members. Please contact your child's teacher if you feel additional conferences are needed.

Students are taught via the same core curricular programs guided by comparable state standards. Due to the common reporting of learning across schools, SM has a grading policy which defines the make-up of each student's grade.

GRADING SCALE K-5

Final Grade Setup

Grading Scale – Letter Grades

<i>A</i>	=	100-90
<i>B</i>	=	89-80
<i>C</i>	=	79-70
<i>D</i>	=	69-60
<i>F</i>	=	59 and below 69 and

1. Policy with regard to the number of grades to be entered per quarter. This may differ across subjects/grade levels/categories. Grades 3 and Up.
 - a. A minimum of two (2) MobyMax Quizzes
 - b. A minimum of 5 Tests, Quizzes, and/or Portfolio grades
 - c. A minimum of one (1) Homework grade/week
 - d. A weekly participation grades
 - e. Mid-quarter Progress Reports should be distributed to parents at the end of the 5th week of each quarter. Report Cards should be distributed to parents the Monday after the end of each quarter.

Category Weights	Performance Tasks and Unit/Course Assessments 60% of student Grade		Lesson Practice and Progress Checks: 40% of students Grade
	Summative Assessments: 30%	Formative Assessments: 30%	
	Examples: <ul style="list-style-type: none"> • End of unit exams • Embedded Assessments • Culminating projects • Project-based 	Examples <ul style="list-style-type: none"> • Any standards-aligned quiz or assignment completed independently • Examples: Exit Slips, Project based learning Assessment, Biweekly Assessments, Quizzes, Peer/Self-Assessment, Reflection Writing, etc. 	Homework 20% Classwork 10% Participation 10%

Academic Improvement Plans

Students grades 3-5 who score below Proficient on state assessments must participate in one of the school's Extended Learning Opportunities, After School Program, Saturday. Program. Failure to participate may result in the student being retained or loss of course credit. A standards-based report card is used for students in grades Kindergarten-5th. This allows teachers to provide specific feedback to parents regarding the skills in which students excel or need more reinforcement.

Students will also receive the following marks concerning their mastering of standards using this grading scale:

- 3 - Independently performs at grade level
- 2 - Inconsistent, but with support, performs at grade level
- 1 - Struggles frequently or is unable to perform at grade level

HOMEWORK POLICY NOTIFICATION

The ScholarMade Achievement Place of Arkansas believes homework should be an integral part of the instructional program and a means by which students are provided extended time to master learning concepts and objectives. Homework should be a positive experience and provide students the opportunity to:

- Reinforce the concepts taught in class and/or lesson preparation
- Manage learning time away from the school setting
- Involve other adults in helping students learn
- Inform the parents of the learning activities provided during the school day
- Develop independent study habits, skills, and responsibilities
- Homework shall be monitored and credit may be given as part of the students' grade.
- Division of average amounts of homework per week shall be left to the discretion of the building Academy Director and classroom teacher.

- Inter-departmental planning and coordination shall be necessary for long-range assignments such as research papers, science projects, television assignments, etc.

ONGOING COMMUNICATION

Family-Scholar-School Compact

We know that the more in line home and school are about a scholar's expectations at school and his or her school experience, the stronger the experience and more successful the scholar will be. For this reason, we will ask parents/guardians, teachers, and scholars to sign a compact that details our expectations for each other.

The Weekly Folder

Weekly Folders are a standard part of school-family communication at ScholarMade's Schools. Parents/guardians should expect to receive these folders each week with notices, feedback on scholar performance, and/or letters from the Principal and teacher. The folder will include a place for a parent/guardian's signature indicating that they have read the material in the folder. The folder should be organized so that items on the left-hand side of the folder are meant to stay at home and items on the right-hand side are intended to come back to the school with the scholar.

Homework and the Friday Folder Purpose and Content

- Purposes of homework
 - Allows scholars to practice, extend learning and engage in new learning.
 - Helps scholars learn how to organize and manage time.
 - Helps scholars develop a range of research skills.
 - Reaffirms the role of parents/guardians as partners in the educational process.
- Content of homework
 - Assignments are directly related to Arkansas' standards and curricula.
 - Activities include opportunities for concept and skill development.
 - Activities may involve the use of community and natural resources.

Organization of Homework

- Lower Academy (Kindergarten – Grade 2) Homework Folders: All scholars will be given a homework folder to hold all of their homework papers as well as their reading log. Homeroom teachers will collect these folders as a part of their morning routine to determine homework completion. In the event that this folder is lost, damaged, or stolen, a small fee for replacement or replacement will be necessary.
- Upper Academy (Grades 3-Grades 5) Agendas: All scholars in the Upper Academy will be given a daily agenda/planner. They will be responsible for writing all homework assignments in the planner on a daily basis. Parents/Guardians will be asked to sign the agenda each night to communicate with the school that the work was completed and seen by parents/guardians. In the event that this folder and/or agenda is lost, damaged, or stolen, a small fee for replacement or replacement will be necessary.

Roles and Responsibilities for Homework

- | | |
|--|--|
| <ul style="list-style-type: none"> • Ask clarifying questions if s/he does not understand an assignment • Complete all homework assignments to the best of their ability • If homework is not completed and turned in on the indicated due date, consequences will result, such as completing work at recess or after-school academics (ASA) • Scholars who are absent from school are expected to make up missed homework within a period of time equal to the length of the absence, unless this time allowed is extended by the teacher | <ul style="list-style-type: none"> • Review each completed homework assignment • Ensure scholar reads required number of minutes and signs reading log nightly • Sign behavior chart/star report nightly • Sign homework “cover sheet” or agenda nightly |
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Homework Policy

Scholars will receive weekly homework in all courses. The length of time for completion of this work will vary from subject to subject and unit to unit. However, scholars may be assigned to do practice skills nightly using online instructional programs (MobyMax, Eureka Math; Benchmark Literacy, Amplify Science online components).

Purpose and Content

- Purposes of homework
 - Reinforces the ScholarMade’s core values: Pursuit of knowledge.
 - Allows scholars to practice, extend learning and engage in new learning.
 - Helps scholars learn how to organize and manage time.
 - Helps scholars develop a range of research skills.
 - Reaffirms the role of parents/guardians as partners in the educational process.
- Content of homework
 - Assignments are directly related to ScholarMade standards and curricula.
 - Activities include opportunities for concept and skill development.
 - Activities may involve the use of community and natural resources.

GRADE ASSIGNMENT – NEW STUDENTS

Any new student transferring from a school accredited by the Arkansas Department of Education to the ScholarMade Achievement Place of Arkansas shall be placed into the same grade the student would have been in had the student remained at the former school. Records must be available and show enrollment up to the date of enrollment. Students not enrolled or registered as Home School will be reported to DHS.

New Students applying to the ScholarMade Achievement Place of Arkansas from a home school must have been registered with the State Department as a Home School student; a student was placed on Homebound, will remain on Homebound under that district. Registered Home School Students or a school that is not accredited by the Arkansas Department of Education will be evaluated as follows:

Grades 1-8

The Superintendent will use all available information in making grade placement decisions when necessary and without evidence of appropriate grade level. The Superintendent may change the placement depending on the performance of the child. Academy Directors may require informal testing to determine placement.

REMEDIATION

All students must participate in appropriate standardized state testing as established by the State Board of Education. Each student identified as not scoring exceeding or ready or the level identified as proficient on the state mandated assessments shall participate in a remediation program to address the specific needs of that child. School personnel in conjunction with parents shall develop an appropriate individualized academic improvement plan (AIP) for those identified students.

Any student required to take a general end-of-course assessment who is identified as not meeting the requisite scale score of a particular assessment shall participate in remediation activities outlined on the student's AIP in the school year that the assessment results are reported in order to receive academic credit on his or her transcript for the course related to the end of course assessment.

RETENTION

Retention or the possibility of retention will be conveyed to parent/guardians in a personal conference prior to the end of the school year. The decision to retain or promote a student in the elementary grades will be the responsibility of school personnel. The promotion or retention of a student must be substantiated by current grades, standardized achievement scores, benchmark results, and permanent records. The final decision to promote or retain a student shall rest with the building Academy Director.

AFTER SCHOOL PROGRAMS AND SUMMER SCHOOL

Before and after school programs and summer school may be offered to elementary students as an extended service. Academic remediation and enrichment will be the primary focus of these programs.

Disciplinary problems will NOT be tolerated; students may be dropped from the program due to excessive absences. It is the responsibility of parents to pick up their child on time. For more information, please contact the building Academy Director.

SPECIAL EDUCATION

Special Education students entering ScholarMade will receive services according to their current Individual Education Plan (IEP) while records are gathered to confirm eligibility for services according to state and federal regulations. ScholarMade offers a full inclusion program and a full continuum of related services are available to meet the needs of identified students.

SCHOOL ISSUED LEARNING MATERIALS

Students may be issued various books, materials and technology devices for use in their classroom. Parents are responsible for replacement cost of any items lost or damaged due to misuse by the student. The prices for specific school issued materials will be available to parents through the office as needed.

SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS FOR THE CLASS OF 2018 AND THEREAFTER FOR THE CLASSES OF 2018, 2019, AND 2020

All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. While Smart Core is the default option, both a Smart Core Informed Consent Form and a Smart Core Waiver Form will be sent home with students prior to their enrolling in seventh (7th) grade, or when a seventh (7th) through twelfth (12th) 7-12 grade student enrolls in ScholarMade for the first time and there is not a signed form in the student's permanent record. Parents must sign one of the forms and return it to the school so it can be placed in the students' permanent record.¹ This policy is to be included in student handbooks for grades six (6) through – (12) and both students and parents must sign an acknowledgment they have received the policy. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized.

Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of ScholarMade's students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and ScholarMade's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means:

- Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school's Dean of School Culture/SEI coordinator with students and their parents; and/or
- Distribution of a newsletter(s) to parents or guardians of ScholarMade's students

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. ScholarMade's annual professional development shall include the training required by this paragraph.

To the best of its ability, ScholarMade shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children.

GRADUATION REQUIREMENTS

The number of units that students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of 22 units is required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the 22 units required for graduation by the Arkansas Department of Education, ScholarMade requires an additional 1 unit to graduate for a total of 23 units. The additional required units may be taken from any electives offered by ScholarMade. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.

Beginning in the 2018-2019 school year, all students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

Digital Learning Courses

ScholarMade may offer one or more digital learning course(s) through one or more approved provider(s) as either a primary or supplementary method of instruction. The courses may be in a blended learning, online-based, or other technology-based format. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

SMART CORE: SIXTEEN (16) UNITS

ENGLISH: Four (4) units – 9th, 10th, 11th, and 12th

ORAL COMMUNICATIONS: One-half (1/2) unit

MATHEMATICS: Four (4) units (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B* which may be taken in grades 7-8 or 8-9
- Geometry or Investigating Geometry or Geometry A & B* which may be taken in grades 8-9 or 9-10

**A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.*

- Algebra II; and

The fourth unit may be either:

- A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, AP Statistics, Algebra III, Advanced Topic and Modeling in Mathematics, Mathematical Applications and Algorithms, Linear Systems and Statistics, or any of several IB or Advanced Placement math courses (Comparable concurrent credit college courses may be substituted where applicable); or
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, or other options approved by ADE. A computer science flex credit may be taken in the place of a fourth math credit if the teacher is appropriately licensed.

NATURAL SCIENCE: Total of three (3) units with lab experience chosen from

One unit of Biology; and either

Two units chosen from the following three categories (there are acceptable options listed by the ADE for each)

- Physical Science
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics; or
- One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, or other options approved by ADE. a computer science flex credit may be taken in the place of a third science credit if the teacher is appropriately licensed.

SOCIAL STUDIES: Three (3) units

- Civics one-half ($\frac{1}{2}$) unit
- World History - one unit
- American History - one unit

PHYSICAL EDUCATION: One-half ($\frac{1}{2}$) unit

Note: While one-half ($\frac{1}{2}$) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

HEALTH AND SAFETY: One-half ($\frac{1}{2}$) unit

ECONOMICS: One half ($\frac{1}{2}$) unit – dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

FINE ARTS: One-half ($\frac{1}{2}$) unit

CAREER FOCUS: Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of ScholarMade and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

CORE: SIXTEEN (16) UNITS

ENGLISH: Four (4) units – 9, 10, 11, and 12 **ORAL COMMUNICATIONS:** One-half (1/2) unit

MATHEMATICS: Four (4) units

- Algebra or its equivalent* - 1 unit
- Geometry or its equivalent* - 1 unit
- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)
- One unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, or other options approved by ADE may be substituted for A computer science flex credit may be taken in the place of a math credit beyond Algebra I and Geometry if the teacher is appropriately licensed.

**A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.*

SCIENCE: Three (3) units

- at least one (1) unit of biology or its equivalent; and
- two units chosen from the following three categories:
 - Physical Science;
 - Chemistry;
 - Physics; or

One unit from the three categories above and one unit of computer science chosen from ADE Essentials of Computer Programming, ADE Computer Science and Mathematics, AP Computer Science, AP Computer Science Principles, or other options approved by ADE. a computer science flex credit may be taken in the place of a third science credit if the teacher is appropriately licensed.

SOCIAL STUDIES: Three (3) units

- Civics one-half (1/2) unit
- World history, one (1) unit
- American History, one (1) unit

PHYSICAL EDUCATION: One-half (1/2) unit

Note: *While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.*

HEALTH AND SAFETY: One-half (1/2) unit

ECONOMICS: One half (1/2) unit

Dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

FINE ARTS: One-half (1/2) unit

CAREER FOCUS: Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of ScholarMade and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

A student who enlists in a branch of the United States Armed Forces or the National Guard through the military delayed entry program, the National Guard Split Training Option, or other similar early entry program and completes basic training before graduating from high school shall receive two (2) units of the Career Focus graduation requirements.

HEALTH AND SOCIAL SERVICES

The school nurse is available to administer first aid and care for ill students during regular school hours. There are also other available staff trained in first aid and CPR who may be utilized in the absence of the nurse.

The school nurse serves as the health care coordinator for each school and develops care plans for all students needing one. Parents/Guardians should contact the school nurse regarding any medical needs, concerns, or changes in the student's health.

Hearing/Vision screenings are conducted on all Kindergarten-4th grade students, transfer students, and for any student upon written request to the school nurse by parents, teachers or students.

Parent/Guardian will be notified of any suspected problems.

Heights and Weights are obtained on students in Kindergarten, 2nd and 4th grades to determine Body Mass Index (BMI) as required by law. This information will be reported to the parent/guardian in a confidential manner with appropriate health information. Parents may submit a written request for their child(ren) to be exempt from BMI screening.

Students found with active head lice are to be excluded from school until appropriate proof is provided that the student has been adequately treated. The students will not be excluded from school because of nits in the hair. Decisions concerning head lice will be made by the school nurse. One (1) day excused absence will be allowed for the treatment of head lice. A parent should accompany the student to school to be re-admitted. After two occurrences of head lice, a school social service worker will contact the parents by phone or personal visit to offer head lice prevention training.

Arkansas School Infectious Guidelines furnished by the Arkansas Department of Education will be utilized in management of infectious diseases to reduce the risk of spreading diseases. Some common communicable diseases requiring exclusion from school until a period of communicability has passed or treatment has been established to render a student non-communicable are: Chickenpox, head lice, influenza, scabies, whooping cough and streptococcal sore throat. The school nurse should be aware of any illness that could possibly be contagious.

Students known to have chronic infectious diseases must be individually evaluated to determine if their behavior and/or physical condition pose a risk of spreading of disease (Review team should consist of the school nurse, attending physician or local health authority, and the Academy Director). For your child's safety, appropriate staff may be notified of needed health information provided. The student's right to privacy will be respected at all times.

CHRONIC ILLNESS/INDIVIDUAL HEALTH CARE PLAN

Contact the school nurse if your student has a diagnosis of Asthma, Diabetes, Seizures, Anaphylaxis, or any other medically diagnosed health condition. An Individual Health Care Plan will need to be developed and kept on file. Check with your school nurse to see if your student's condition qualifies for this.

STUDENT ILLNESS/ACCIDENT

If the school nurse determines that a student is too ill to remain in class and/or could be contagious to other students, the school nurse or designee will attempt to notify the student's parent or legal

guardian. The student will remain in the school's health room or place where he/she can be supervised until the parent/legal guardian can check the student out of school.

INJURED STUDENTS

The following procedures will be followed when students are injured:

- If, at any time, either in the school building or on the school campus a student is suspected of having serious injury the Academy Director and/or other school personnel are directed to do what is expedient and safe for the injured student.
- The school nurse should be contacted immediately, during school hours, followed by a call notifying the parents/guardian and/or 911 if necessary.
- An accident report shall be filed providing details of the nature of the accident. The school assumes no financial responsibility for treatment.
- Emergency Services will be contacted at the discretion of the school nurse or other designated school official.

MEDICATION POLICY

It is the policy of the ScholarMade Achievement Place of Arkansas that no prescription medication be administered to a student on any premises by school personnel unless the student requires the medication to attend school. School personnel should not give nonprescription medication to any student unless it is required for a student to attend school and a written request and instructions are received by the school nurse from the student's parents.

Guidelines for the Policy:

- A Medication Administration Release Form (MARF) signed by the parent will be used for prescription medications. This form should include: 1) Request for medication to be given, 2) Student's name, grade, and teacher, 3) Medication, 4) Dosage, 5) Time to be given, including recommended interval, 6) Reason for medication, and 7) Emergency numbers in case the child has a reaction to the medication. A separate form is required for each medication.
- All medication must be in the original container. (Pharmacists should provide second container to be sent to school upon request). The label on prescription medications must include the child's name, current date, and name of the drug, dosage, and time to be given. Drugs should not be mixed in a container. The manufacturer's label is sufficient on non-prescription medications.
- The school nurse or designee will not give a dosage of non-prescription medication in excess of the recommended dosage on the label of the container unless a written physician's order is received. School personnel will not administer narcotic pain medication.

- Parents shall be responsible for transporting medication to and from school for students in grades K- 12. At the end of the school year, parents must pick up any unused medication on or before the last day of school. All medication left after the last day of school will be disposed of properly.
- The school nurse or designee must administer all prescription and non-prescription medications. An exception will be made for students to carry/self-administer asthma inhalers, emergency medication required for specific health conditions, or other prescription medication with an order from a licensed prescriber, written parental consent and school nurse approval. These students will require an emergency health care plan and a Medication Administration Release Form (MARF) on file with the school nurse. Parents will need to furnish required medical documentation.
- The parent or guardian outside of the school setting must give the initial dose of a new medication. The parent or guardian must also certify in writing that at least one dose of the medication has been previously administered to the student and no adverse reactions were experienced by the student.
- No more than three (3) doses of a non-prescription medication should be given per school year. If the student has a medical condition that requires more than three (3) doses a written physician's order is required. Parents must supply all medications in the original container.
- Students with fever of greater than or equal to 100°F will be sent home. A child with a fever should be fever free, without the aid of fever reducing medicines, for 24 hours before returning to school. The students should also be free from vomiting and diarrhea or at the discretion of the school nurse.

HEALTH SCREENINGS

HEALTH SCREENINGS are state mandated and listed below:

Hearing and Vision Screenings are provided as required by Arkansas state law for students in grades K, 1, 2, 4, 6, 8, transfer students, and students by teacher or parent request. Parents will be notified if further examination by a doctor is indicated. Height and Weights are assessed according to Arkansas state law to determine Body Mass Index (BMI). These results can be requested by the parent/guardian. Parents may submit a written request for their student(s) to be exempt from BMI screenings.

Scoliosis (curvature of the spine) screenings are required by Arkansas state law. Students are exempt from this screening only if written notification from a parent is received prior to screening. Parents will be sent an informative letter stating the need to see a licensed physician if their student fails the screening.

PARENTAL NOTICE TO ACCESS PUBLIC INSURANCE

This notice is to inform you of your rights and protections under Part B of the Individuals with Disabilities Education Act (IDEA), as a parent of a child with a disability, so that you can make an informed decision about whether you should give consent to allow the school district to access your or your child's public benefits or insurance, such as Medicaid, to help pay for health services provided by the school district. This notice must be provided before the school district obtains your consent for the first time and annually thereafter. These rights include:

1. Your Child's Confidential Information Cannot be Disclosed Without Your Consent - under the Family Educational Rights and Privacy Act (FERPA) and the IDEA, parental consent must be obtained before the school district discloses your child's personally identifiable information to the Department of Human Services, Division of Medical Services, Arkansas Medicaid, or Medicaid billing agencies, for the purpose

of billing for Medicaid reimbursement. The personally identifiable information that may be disclosed could include: student's name, date of birth, social security number, Medicaid ID, disability, IEP and evaluations, type of service(s), times and dates services were delivered, and progress notes.

2. Your Child Has a Right to Special Education and Related Services at No Cost to You – this means that, with regard to services required to provide a Free Appropriate Public Education (FAPE) to an eligible child under IDEA, the school district:
 - May not require parents to sign up for, or enroll in, public benefits or insurance programs in order for their child to receive FAPE;
 - May not require parents to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services provided, but may pay the cost that the parents otherwise would be required to pay;
 - May not use a child's benefits under a public benefits or insurance program if that use would:
 - ... Decrease available lifetime coverage or any other insured benefit;
 - ... Result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time the child is in school;
 - ... Increase premiums or lead to the discontinuance of benefits or insurance; or
 - ... Risk loss of eligibility for home and community-based waivers, based on total health-related expenditures.
3. You May Withdraw Consent at Any Time – once you have given consent for disclosure of confidential information about your child to the Department of Human Services, Division of Medical Services, Arkansas Medicaid, or Medicaid billing agencies, you have a legal right under the FERPA and IDEA regulations to withdraw that consent at any time.
4. If You Refuse Consent, or Withdraw Consent, the School District Must Still Provide Required Services at No Cost to You – if you refuse to provide consent for the disclosure of personally identifiable information for the purpose of billing Medicaid, or, if you give consent but then later withdraw consent, that does not relieve the school district of its responsibility to ensure that all required services under IDEA are provided at no cost to the parents.

REPORTING CHILD ABUSE

It is the policy of the ScholarMade Achievement Place of Arkansas to comply with the state's child abuse and neglect reporting laws and with the mandatory reporting section of those laws.

Any school official or employee mandated by law who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes reasonable results of abuse or neglect, as defined by law shall immediately report to the Department of Human Services as required by law.

ScholarMade will always consider the welfare of the child and state law regarding Parent/Guardian notification whenever outside agencies have interviewed a student at school.

SCHOOL NURSE

Students who must see the school nurse shall get a Health Room Assessment Form completed by school staff. The nurse will give the student a copy of the Health Room Assessment Form in order to return to class and the student will take a copy home to the parent/guardian.

CHILD FIND

ScholarMade will utilize varied methods on an annual basis to locate children with special health care needs. These students may require individualized health care intervention to enable participation in the educational process.

ASBESTOS NOTIFICATION TO PARENTS

Under federal law, we are required to provide annual notification to parents, students, and staff members about asbestos in school buildings and ScholarMade procedures being used to maintain it safely. While many schools/buildings in ScholarMade are asbestos-free, it can be found in several locations in ScholarMade.

A copy of ScholarMade Asbestos Management Plan can be found at each school, as well as in ScholarMade Maintenance Office. This plan gives the location of asbestos-containing materials at schools where

it exists and the methods/procedures being used to maintain it safely. Any questions concerning our asbestos plan can be directed to Mr. Bob Padgett, District Maintenance Director at 501-847-5640.

EMERGENCY NOTIFICATION PROCEDURES

PARENT NOTIFICATION

SM mass communication/emergency notification system, School Messenger provides parents and guardians with school and district notifications through phone, text and email.

SCHOOL CRISIS AND EMERGENCY MANAGEMENT

Each school is required to develop and maintain a handbook of emergency policies and procedures to help protect and sustain life of students and staff and prevent and/or minimize personal injury and/ or damage to school facilities. ScholarMade Achievement Place of Arkansas has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Arkansas Freedom of Information Act.

When an emergency has occurred at school, parents and guardian may obtain critical information through one of the following:

- a. By electronic notification through email, phone, or text
- b. On local television stations
- c. On the ScholarMade Achievement Place website (ScholarMade.org)
- d. On ScholarMade Achievement Place social media channels (Facebook/Twitter/Instagram)

INCLEMENT WEATHER POLICY

Under certain conditions, it may be determined that our schools will be closed because it is unsafe to operate school buses. ScholarMade will close when the Little Rock School District is closed for inclement weather. Announcements of school closings will be made as follows:

- a. On local television stations
- b. On the ScholarMade Achievement Place website www.scholarmade.org.
- c. On ScholarMade Achievement Place social media channels (Facebook/Twitter/Instagram)
- d. By electronic notification through email, phone, or text

All days missed because of inclement weather will be made up at a later date.

CLOSING ANNOUNCEMENTS

There will be no announcement if schools are open on a regular schedule. Unscheduled closings due to equipment failure or weather may occur.

Early school closings will be announced over the radio and television stations, social media and website, stating the time of dismissal. Each child should know where to go if an emergency arises, and school is dismissed early. Each school's crisis plan provides emergency checkout procedures, i.e. inclement weather.

FOOD SERVICE DEPARTMENT

MEAL PRICES

Student Lunch:	\$2.75	Adult Breakfast	\$2.50
Student Breakfast:	\$1.75	Adult Lunch	\$3.50
Reduced Lunch	\$.40	Snack	\$1
Reduced Breakfast	\$.30		
Extra Milk	\$.50		

Lunch applications may be picked up at the school after August 1. Completed applications may be returned to the school. Parents may also apply online at: MySchool Account Instructions:

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose ScholarMade Achievement Place from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your their student ID** numbers as well as (some school districts also require date of birth) to add each student. **Contact Ms. Allen if you do not have your child's ID #s: lakesha.allen@scholarmade.org.**
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
5. If you have 2 or more students assigned to your account, you may make an ACH payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00.
6. If you make a debit/credit card payment, there will be a 4.75% charge on the payment.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact Ms. Tasia White or Mr. Aaron Steed at **501.404.0173**.

The first week of school will be used to set up student accounts so that everyone will have a meal balance. Your child(ren) will need to bring lunch money on the first day of school. Please enclose lunch payments in an envelope with your student's name, grade, and teacher on the outside of the envelope.

Please do not include snack money, book money, etc. with your child's lunch payment. If you have more than one child in your school and send one check for both students, please specify name, grade, teacher and the amount for each. Students will be allowed to charge two (2) meals to their account. In the instance that siblings are linked in accounts this rule will be two (2) meal charges per student. This may be a breakfast and a lunch, two lunches or two breakfasts. The cashier will tell students that a charge has occurred. The charge must be reimbursed the following day. Parents can access student accounts anytime at www.ezschoollpay.com.

No charges or personal checks will be allowed on student cafeteria accounts on or after May 1 of each school year.

The ScholarMade Achievement Place does not want any student to go without a meal; therefore, it is ScholarMade policy that an alternate meal will be provided by the cafeteria to students who do not have lunch money and who cannot charge additional meals to their accounts. We will be glad to answer any questions concerning your child's meal account by calling the school.

Breakfast is served from 7:10 A.M. to 7:30 A.M.

FOOD ALLERGY POLICY

An annual doctor's note is required to be filed with the school nurse stating the student's allergies to any food item before a food substitution can be made.

PARENTAL INVOLVEMENT

DISTRICT PARENTAL INVOLVEMENT SUMMARY

The ScholarMade Achievement Place recognizes the shared responsibility of the school and family during the time your child spends in school. Engaging parents is very essential to improving student achievement. Effectively engaging parents and families in the education of their children has the potential to be far greater in the success of a child than any other type of educational reform.

ScholarMade Achievement Place of Arkansas recognize:

- a. That a child's education is a responsibility shared by the school and family during the entire time the child spends in school;
- b. That to support the goal of the schools to educate all students effectively, the individual schools and parents must work as knowledgeable partners;
- c. That although parents are diverse in culture, language, and needs, they are an integral component of a school's ability to provide for the educational success of their children;
- d. That engaging parents is essential to improve students' achievement; and
- e. That our schools will foster and support active parental involvement.

With this in mind, the ScholarMade Achievement Place shall:

- a. Support partnerships with schools, parents, and the community.
- b. Assist schools in implementing effective parental involvement.
- c. Help build each school's capacity for parental involvement.
- d. Survey parents and evaluate their responses to help improve the educational programs at the schools.
- e. Involve parents in developing each school's improvement plan.
- f. Provide informational materials to parents to assist them in being involved with their child's education.

To view the Parental Involvement Plan for each individual school, visit the ScholarMade Achievement Place website at www.scholarmade.org.

PARENT AND VISITOR GUIDELINES

Parents/guardians are welcome on our school campus. All visitors must sign-in at the office and pick up a visitor badge. Visitors under the age of 18 who are not parents or guardians may not be allowed in classrooms, school parties, and/or field trips without prior permission of the teacher or building Academy Director.

In order to maintain an atmosphere conducive to learning and to avoid disruptions in the learning environment, visitors should follow the guidelines listed below:

- Classroom observation – Parents/guardians must schedule classroom observations in advance with the teacher and Academy Director. The parent/guardian will be provided an unobtrusive seat in the classroom area. Interaction is not allowed with students during observation. Classroom observations by parents or guardians will be approved at the discretion of the Academy Director and teacher. Due to the potential disruption of the learning environment and the need to maintain the privacy of other students' educational progress, teachers and Academy Directors have the authority to determine the duration and frequency of

all classroom observations. Parents and guardians shall not live stream (or otherwise transmit), make photographs, or make audio or video recordings during any classroom observation without the prior approval of the teacher or Academy Director.

- Teacher conference – Parents/guardians may contact their child’s teacher to schedule a teacher conference at any time during the school year. Conferences should be scheduled in advance and will be held in an area away from the students. Parents and guardians shall not live stream (or otherwise transmit), make photographs, or make audio or video recordings during any teacher conference without the prior approval of the teacher or Academy Director.
- Lunch or Breakfast – Parents may only bring food or drinks for their own child. Parents wishing to eat a school lunch must notify the school prior to 8:30 a.m. on that day.
- Deliveries - All deliveries of personal items such as forgotten homework, lunches, etc. will be made to the school office. Classes will not be interrupted for deliveries.

VOLUNTEER PROGRAM

Any parent wishing to know more about the program may get further information by calling the parental involvement designee at each school. Arkansas law requires that all volunteers be trained in student discipline procedures. ScholarMade also requires volunteers to pass a background check.

PARENTAL CONTACT WITH STUDENTS AT SCHOOL

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the Academy Director or his/her designee establishing the parent’s custody of the student. It shall be the responsibility of the custodial parent to make any court-ordered “no contact” or other restrictions regarding the non-custodial parent known to the Academy Director by presenting a copy of a file-marked court order. Without such a court order on file, the school will release the child to either of his/her parents.

Both custodial and non-custodial parents are entitled to be involved in the education of their child(ren), including visits to school and having access to school records, unless a current court order exists and is on file at the school which specifically prohibits such activity.

Arkansas law provides that, in order to avoid continuing child custody controversies from involving school personnel and to avoid disruptions to the educational atmosphere in ScholarMade’s schools, the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school’s property on normal school days during normal hours of school operation. The custodial or non-custodial parent may send to/drop off the student at school to be sent to/picked up by the other parent on predetermined days in accordance with any court order provided by the custodial parent or by a signed agreement between both the custodial and non- custodial parents that was witnessed by the student’s building. Academy Director or Academy Director’s designee. Unless a valid no-contact order from a court has been filed with the student’s Academy Director or the Academy Director’s designee, district employees shall not become involved in disputes concerning whether or not that parent was supposed to pick up the student on any given day.

GENERAL INFORMATION

BIRTHDAY PARTIES

Birthday parties are not allowed. Students are assigned to classes by date of birth and on the last day of each month, there will be a birthday celebration (no food) for all of the children in that class.

CLASS PARTIES

Class parties are limited to two per year: Christmas and Valentine's Day. Please remember all cookies or cupcakes must be store bought or from a bakery. All candy must be in a sealed package, individually wrapped.

FLORAL OR BALLOON ARRANGEMENTS

Floral or balloon arrangements are not permitted at school.

FUNDRAISING

Student participation in fundraising events is voluntary. All students that participate must have on file at the school written parental permission. No student can sell door to door without parental supervision or parent designee.

EXTRA CURRICULAR ACTIVITIES

Students who meet academic, discipline, and attendance requirements may be eligible to participate in school sponsored activities and other educational experiences during the school year.

FIELD TRIPS

A field trip is an educational experience that is an extension of the regular classroom environment. The following guidelines will apply to field trips:

- Written parental permission must be given before a student participates in a field trip. A permission slip is in the front of the Family Handbook.
- Only students from the classroom are allowed to attend field trips. Siblings and pre-school children are not allowed on field trips.
- As a part of the field trip experience, all students are expected to ride the school bus. If a parent does not want their child to ride the school bus, parents may transport their child in an automobile. The ScholarMade Achievement Place accepts no liability involving privately transported students on school field trips. No other student can ride with another parent even if there is written permission.
- All school discipline procedures and consequences apply on field trips.
- Parents can check out a student during a field trip if the student is signed out with a school official. Generally, parents must provide their own transportation to field trips unless authorized to ride the bus by the Academy Director.

TOBACCO USE ON CAMPUS

The use of intoxicants, drugs, or tobacco in any form is prohibited by students or adults on any school property/building owned and operated by the ScholarMade Achievement Place.

COMPUTER SYSTEM /INTERNET APPROPRIATE USE POLICY

The ScholarMade Achievement Place is pleased to provide to students' access to interconnected computer systems within ScholarMade and to the Internet, the worldwide network that provides various means of accessing educational materials and opportunities. In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access.

Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy of the school district and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the building Academy Director. If any user violates this policy, the student's access will be denied, if not already proved, or withdrawn and he or she may be subject to additional disciplinary action.

PERSONAL RESPONSIBILITY

By signing the handbook pages, you are agreeing not only to follow the rules in this policy but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.

ACCEPTABLE USES

- A. Educational Purposes Only. The school district is providing access to its computer networks and the Internet for ONLY educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - 1. USES that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's Student Discipline Policy; view, transmit or download offensive materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if

materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. USES, that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you are communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. USES that are commercial transactions. Students may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
 4. USES that are PUBLIC social communication website such as Zanga, Facebook, and Snapchat, Twitter, Instagram are prohibited. ScholarMade email accounts are for academic purposes only and should not be used for social communication.
- C. Cyber Ethics. All users must abide by rules of network etiquette, which include the following:
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses, which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format, which the recipient can open.
- D. Personal Devices. All students are not allowed to bring their own electronic communication devices (laptops, smart phones, eReaders, tablets, etc.)
1. Students bring electronic communication devices to school at their own risk, just like any other personal item. ScholarMade will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those that have been confiscated.
 2. Students must log on and use ScholarMade Achievement Place filtered wireless network during the school day on personal electronic devices.
 - i. Using your own wireless provider during school is not permitted. (e.g. tethering 3G/4G phones, wireless broadband devices, etc.)
 - ii. Personal SM network access information should not be conveyed to other students or attempts made to use another's authentication information.
 3. Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching unapproved video broadcasts, participating in chat-rooms, any type of social media, etc.).

INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

B. Personal Safety.

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities.

It is a violation of this Policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information.

Personally, identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures.

The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are obscene or harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing any material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

F. Education.

The school will provide training for students who use Internet resources with regard to:

1. Safety on the Internet;
2. Appropriate behavior while online, on social networking sites, and in chat room;
3. Cyber bullying awareness and response.

PRIVACY

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

WARRANTIES/INDEMNIFICATION

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages, including attorneys fees and expenses, resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parents(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the school district's network.

UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked to provide new or additional registration and account information or to sign a new policy for example, to reflect developments in the law or technology. Such information must be provided by the user, (or his/her parents or guardian), or such new policy must be

signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

CONTROVERSIAL MATERIAL

There is a tremendous variety of material available on the Internet, not all of which has a place in the ScholarMade Achievement Place of Arkansas. When browsing the World Wide Web (www), users are not to intentionally access web sites which:

- Contain adult content, nudity, or other sexually explicitly material or images.
- Discuss, promote, or provide information about prohibited, controlled, or regulated drugs and their abuse; also, paraphernalia associated with such use and abuse (this does not include medications which may be prescribed by a properly licensed health care provider).
- Promote the identification of racial groups, the denigration or subjection of groups (racially identified or otherwise), or the superiority of any group.
- Provide information on or promote violent activity.
- Provide information about or promote gambling or that support online gambling.
- Provide instruction in or promote crime or unethical or dishonest behavior or evasion of prosecution thereof.
- Provide information on or promoting illegal or questionable access to or use of communications equipment and/or software.
- Any other activity, which is not specifically defined but is deemed to be unacceptable by administration.

While users are expected to avoid such materials, ScholarMade recognizes that it is not always possible to know, prior to going to a web site, exactly its contents. Should a user inadvertently access prohibited materials, he/she should leave the page immediately by (1) using the browser's "back" button, (2) using the browser's "home page" button, (3) closing the browser, or (4) taking some other action that demonstrates the student's intent to leave the prohibited site. Failure to do so will indicate intentional access and possibly subject the users to the disciplinary policies found elsewhere in this Handbook. Users will not use any sort of chat room or chat window, access news groups or use instant messaging programs, unless under the direct supervision of a teacher or staff member for the purpose directly related to school business or coursework, such as obtaining technical support information for ScholarMade's computer systems, software, or network.

CIVIL RIGHTS REGULATIONS

P.L. 94-142

In disciplining the disabled, it is necessary that due process procedures mandated by P.L. 94-142, and Arkansas Laws be followed by the Individualized Education Plan (IEP) team.

TITLE VI. SECTION 601, OF THE CIVIL RIGHTS ACTS OF 1964

No person in the United States shall, on the grounds of race, color, or national origin,

be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

TITLE IX. SECTION 901, OF THE EDUCATION AMENDMENT OF 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

SECTIONS 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 provides individuals with disabilities basic civil rights protection against discrimination in any program or activity receiving financial assistance, including public schools. Section 504 provides services for students identified as having a disability, as defined by the act, which substantially limits a major life activity.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the ScholarMade Achievement Place to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The ScholarMade Achievement Place will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as the opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

Students who believe that they have been discriminated against based upon race, national origin, religion, disability or sex, including sexual harassment or bullying, should report the alleged incident to the Academy Director as soon as possible, but no later than thirty (30) days, after the event(s) in question. If the complaint involves the Academy Director, the complaint may be made to the superintendent.

The complaint will be investigated and, when possible, the complainant will be advised of what action, if any, has been taken to resolve the complaint.

If the student is not satisfied with the Academy Director's resolution of the complaint, he or she may appeal to the superintendent.

If the student is not satisfied with the superintendent's resolution of the complaint, or if the complaint was originally made to the assistant superintendent, he or she may appeal to the superintendent. The appeal must be made in writing ten (10) working days from the decision of the assistant superintendent. The decision of the superintendent shall be final.

POLICY ON HOMELESS STUDENTS

Any school age eligible child who is a resident of the geographic area that the school is authorized to serve, or is homeless in this area may complete an enrollment form for admission to ScholarMade Achievement Place. If there are no openings, applicants are placed on a waiting list in the order in which the enrollment forms are received.

When an opening exists applicants are admitted in the order from the waiting list as soon as the required application form is completed and required documents are submitted, except in the case of a homeless student.

Homeless students are admitted as soon as an opening exists. The school's designated homeless student liaison³ will work with the student, guardian or representative to complete the required forms and provide the required documentation. Homeless students are entitled to receive the same programs, services and support as other students enrolled in the school.

Should a student become homeless while enrolled in the school, the student will continue to receive the same education program, services and support to the same extent as other students enrolled in the school.

In the event of a dispute exists between a homeless student, guardian or representative and the school over admission, the education program, services or support as it directly relates to the child being homeless then the following dispute resolution procedure will apply.

The matter will be referred to the school's designated homeless student liaison. The school's liaison will meet with the student, guardian or representative to discuss the matter. The school's liaison will give the student, guardian or representative the Homeless Child Dispute Resolution Form to complete and provide assistance as needed to complete the form.

The school's liaison will work with other school officials and community agencies to develop alternative solutions and present these to the student, guardian or representative.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

If a solution is agreed to the parties shall complete that section of the form, sign and date it.

If a solution is not agreed to the student, guardian or representative may appeal the dispute to the state designated agency.

BUS POLICIES AND PROCEDURES

PARENTS PLAY IMPORTANT ROLE IN SCHOOL BUS SAFETY

Limited transportation is provided to Scholars who live between 2 – 5 miles of the school. To have an effective safety program, safety awareness must begin and be constantly reinforced at home. Bus drivers must operate the bus safely in traffic with many students behind them. There is only a minimal amount of time for drivers to participate in the area of bus safety instruction.

The following points are suggested to parents:

- Stress the importance of remaining seated and reasonably quiet while the vehicle is in motion.
- Students should not automatically expect traffic to stop for the overhead flashers on the bus.
- Students shall wait until the driver directs the students to get on the bus.
- Find an established time--not too early and not too late--to have your children leave home for AM pick-up.
- Warn your children about strangers who hang around the bus stop and may offer rides or candy.
- Discuss the safety hazards involved in throwing anything out of a bus window.
- As a Parent/Guardian, support ScholarMade Achievement Place's policies and procedures for riding the bus. Riding a school bus is a privilege, not a right.
- As a Parent/Guardian, instill in your child that they are to obey all school rules at the bus stop. Misbehavior at the bus stop will be reported to the building administrator.

While at the bus stop, students will:

- Be at the bus stop before the bus is scheduled to arrive.
- Choose a spot that is about 10 feet off the road to wait for the bus.
- Wait until the bus comes to a complete stop and the driver has given directions to board before crossing the street in front of the bus.
- Not gather on private property without permission from the landowner.
- Obey all rules and regulations at the bus stop as if in a school classroom. The bus stop is considered part of the grounds.

When boarding and exiting the bus, students will:

- Get on and off the bus only at their assigned bus stop or school, unless they have a permission slip from the building administration office. Students will exit the bus quietly in an orderly manner.
- Board the bus and go to their assigned seat. Students must sit in assigned seats.
- Not board or leave the bus except when instructed by the driver. Students will not exit through the emergency exits unless instructed by the driver.
- Go to a point on the shoulder of the street approximately ten feet in front of the bus and wait for the driver's signal before crossing the street.
- Not attempt to retrieve a dropped object until the bus has left the scene and the street is clear of other vehicles.
- Not get in the way of exiting students.

While riding the bus, students will:

- Follow all rules and regulations in the student handbook.
- Follow the driver's instructions and not distract his/her attention.
- Go to and remain in their assigned seats until they arrive at their school or bus stops. Students are responsible for the seat they are assigned.
- Face the front of the bus and talk quietly (no screaming or yelling).
- Carry on the bus only items that can be placed on their laps and keep all belongings out of the aisle of the bus.
- Not bring opened beverage containers, knives, firearms, sharp objects, clubs, glass objects, or animals on the bus.
- Keep hands, etc., to themselves and inside the bus windows.
- Not eat or drink on the bus.
- Not open or spray fragrances or other substances on the bus.

All rules that are followed at school are also to be followed on the school bus and/or at the school bus stop. If a child breaks a rule other than the safety rules mentioned above, the violation(s) will be reported to the school administrator who will then follow the school's student handbook. This violation will also count as one of the five (5) bus discipline steps before a student is denied bus-riding privileges for the semester or year.

Students who ride any bus while suspended will have their bus suspension doubled. When riding a ScholarMade school bus, students are subject to videotaping. The videotape will be used to help maintain discipline and student safety.

Disciplinary Incidents will be referred by the driver to the campus administration. Disciplinary measures will be administered according to the Student Handbook.

The following discipline policy will be used at the DISCRETION OF THE Academy Director depending upon the severity of the offense. If a child chooses to break the safety rules and procedures above, the following will occur:

1st Offense - probation notice sent home.

2nd Offense - three (3) day suspension from riding ALL buses or paddling. 3rd Offense - five (5) day suspension from riding ALL buses.

4th Offense - ten (10) day suspension from riding ALL buses.

5th Offense – suspension from ALL buses for the remainder of the semester or year.

BUS RESTITUTION

Students that damage school property on the school bus will receive the discipline in addition to paying the cost of repairing or replacing the damaged property. The student will not be allowed to ride the bus until restitution has been made and discipline has been served.

BUS TRANSPORTATION PROCEDURES IN SEVERE WEATHER

If inclement weather occurs (SIRENS HAVE SOUNDED) while school is in session, students are to follow written tornado drills procedures.

AFTERNOON

- Students will remain in their building in a safe location and follow tornado drill procedures.
- Students will assume the tornado position (sit facing an inside wall of the building away from all doors and windows with heads down).
- In the event students must be unloaded from buses, drivers will assist building administrators and teachers in the supervision of their respective passengers.
- If the buses have already loaded and are en route buses will proceed to a safe haven student will follow emergency evacuation procedures, enter the school, and assume the tornado position until area has been cleared by the Weather Service.
- If buses have already left drivers will proceed to a “safe haven” as designated by the bus transportation office, follow emergency evacuation procedures, and enter the safe haven. Safe havens will be designated on each route and be made known to parents. If weather circumstances are such that something needs to be done immediately, drivers are to pull off the road and have students get down below the windows as much as possible.

MORNING

The procedures for morning will be in reverse order of those listed above for afternoons. Bus drivers do not always hear the sirens over the noise of the bus engine and children on the bus. ScholarMade Transportation Coordinator will be responsible for calling the Weather Service and relaying information to schools. Local fire department and police officials with access to emergency communication systems can also give schools information needed to allow buses to proceed.

- Students are not to get off the bus at any stop but their own, unless they have a permission slip from the Academy Director’s office.
- No student who lives within two (2) miles of school will be allowed to ride the bus.

Passing a school bus while flashing red lights are on is in direct violation of Arkansas law regulating the unlawful passing of a school bus. Violators will be reported to law enforcement officials.

- When a student chooses to misbehave and the school administrator suspends the bus riding privileges of a student, the administrator will attempt to contact the parent. Suspension will begin once the parent is notified.

- Parents with concerns or questions about bus discipline involving their students should first call the school’s Academy Director in charge of discipline. If the problem remains unresolved, parents may then contact ScholarMade’s Operations Manager. If parents are still unsatisfied at this point, the Director of Achievement may be contacted.
- Parents with concerns or questions about the bus driver when it involves their children should first call Mr. Rainey at 501-690-1570. A note signed by the parent/guardian or a phone call will be required for ANY transportation change.

FIELD TRIP PERMISSION

My child, _____, has permission to attend all school field trips pertaining to him/her that are chaperoned by school officials/employees and have students transported in a school bus.

Parent’s Signature _____ Date

Occasionally media may come to ScholarMade classrooms and buildings to report on newsworthy programs and events involving our staff and students. In addition, the ScholarMade Achievement Place and Communications Department may photograph and/or videotape students and share these stories with staff, families, and the public through ScholarMade’s newsletters, website, or other publications, including social media. The information may include images and identifying information of students, educators and community partners on its website, and in its print and electronic publications.

Parents and guardians of students under the age of 18 may elect to opt out of allowing their students’ image and/or identifying information to be used; students 18 years of age or older may opt out individually.

No action is needed if you give permission for your child’s image and/or identifying information to be used.

SIGN AND RETURN ONLY IF OBJECTING TO THE DISCLOSURE OF STUDENT DIRECTORY INFORMATION.

OBJECTION TO PUBLICATION OF DIRECTORY INFORMATION

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure of publication by the ScholarMade Achievement Place of Arkansas of directory information, as defined in district policy, concerning the student named below.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of ScholarMade.

I understand that this form must be filed with the office of the appropriate building Academy Director within ten (10) school days from the beginning of the school year or the date the student is enrolled in school in order for ScholarMade to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

- All public and school sources

Selecting this option will prohibit the release of directory information to the categories listed above along with all other public sources (such as newspapers), AND result in the student’s directory information not being included in the school’s yearbook and other school publications.

- All public sources

Selecting this option will prohibit the release of directory information to the categories listed above along with all other public sources (such as newspapers), but permit the student’s directory information to be included in the school’s yearbook and other school publications.

Name of Student (print) _____ Grade: _____

FORMS TO BE COMPLETED BY EVERY FAMILY.

During the orientation program, each family will be presented with several forms and information sheets to review. Some of the forms will require the signature of the parents/guardians. Please feel free to ask any questions or express any concerns you may have. **Recognition of Receipt of Scholar-Family Handbook** and agreement to follow the policies of the school as written in the 2018-2019 Scholar-Family Handbook

- My signature below indicates that I have received and reviewed the 2018-2019 ScholarMade -Family Handbook. I will review the core components of this with my scholar to reinforce what is expected of him or her at SM.

Parent/Guardian Name: _____

Signature: _____

Scholar Name: _____