



SCHOLARMADE®  
Achievement Place of Arkansas

**FAMILY HANDBOOK**

2023-2024

July 2023-June 2024

ScholarMade®



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

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# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## PATHWAY TO ACHIEVEMENT: SMALLER LEARNING ACADEMIES

**SCHOOL YEAR:** AUGUST 14- MAY 24 | **SCHOOL HOURS:** 7:30 -3:30 PM | **BREAKFAST:** 7:15

### FOUNDER AND CHIEF EXECUTIVE OFFICER

**Dr. Phillis Nichols Anderson:** [pnicholsanderson@scholarmade.org](mailto:pnicholsanderson@scholarmade.org)

### SENIOR LEADERS

Eltrudia Toliver: Principal and Director of Achievement: [eltrudia.toliver@scholarmade.org](mailto:eltrudia.toliver@scholarmade.org)

Carmen Pruitt, Chief of Staff: [carmen.pruitt@scholarmade.org](mailto:carmen.pruitt@scholarmade.org)

### SCHOOL LEADERS

Kelsey Dellinger: K-4: [Kelsey.dellinger@scholarmade.org](mailto:Kelsey.dellinger@scholarmade.org)

Bryshana Gillaspie: 5-8: [bryshana.gillaspie@scholarmade.org](mailto:bryshana.gillaspie@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.

**Ivy Hill Academy:** Grades K-8. Lower Academy – K-4; Upper Academy – 5<sup>th</sup>-8<sup>th</sup>

### 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 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 **Navy** and **Maroon**.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## STATEMENT OF RESPONSIBILITY

This handbook contains policies for students at schools in the ScholarMade Achievement Place of Arkansas including discipline, health, technology, use of photos for media, 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 School 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	_____



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

This Handbook is effective for the 2023-2024 school year. 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. The handbook is reviewed annually, and updates are made throughout the year as needed. Updates are provided to all parents.

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 extremely 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.

## COMMUNICATION PLAN AND RESOLVING CONCERNS

If you have a question or a complaint, there is a procedure for having your issue addressed. Please refrain for posting your concerns on social media before allowing us an opportunity to work with you to resolve those concerns. 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 School 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: [pnicholsanderson@scholarmade.org](mailto:pnicholsanderson@scholarmade.org)

We invite you to visit with your teacher and School 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 School 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.

We will keep you informed on school issues in a variety of ways, teacher newsletters, School Director's newsletters, through email, School Messenger, our website, as well as our Social Media platforms. It is required that you provide us with your most update to date contact information and address.

## KEY STAFF:

- Transportation: Mr. Dwayne Knowlton:** [Dwayne.knowlton@scholarmade.org](mailto:Dwayne.knowlton@scholarmade.org)
- Office Manager: K-4 Justin Lindsey:** [justin.lindsey@scholarmade.org](mailto:justin.lindsey@scholarmade.org)
- Office Manager: 5-8: Aaron Steed:** [aaron.steed@scholarmade.org](mailto:aaron.steed@scholarmade.org)
- Family Liaison: Zenisha Hooks:** [zenisha.hooks@scholarmade.org](mailto:zenisha.hooks@scholarmade.org)
- Student Services: Shaquille Spearman:** [Shaquille.spearman@scholarmade.org](mailto:Shaquille.spearman@scholarmade.org)
- Athletic Director: Shynecia Hughes:** [shynecia.hughes@scholarmade.org](mailto:shynecia.hughes@scholarmade.org)
- Child Nutrition: Shelia Bailey:** [Shelia.bailey@scholarmade.org](mailto:Shelia.bailey@scholarmade.org)
- Nurse: Regena Steward:** [regena.steward@scholarmade.org](mailto:regena.steward@scholarmade.org)



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## SY 23.24 CALENDAR

July		January	
4	Independence day	1	No School-Winter Break
24	Teachers Return	3	No School: Professional Development
		4	Students Return
		15	No School: Martin Luther King Jr. Day
		22	NWEA Winter Testing Begins
August		February	
9	K-4 Parent Meeting		
10	5-8 Parent Meeting	15	Parent/Teacher Conference
12	Founder's Day Celebration	19	No School: President's Day
14	First Day of School		
September		March	
1	PD Day - Early Dismissal		
4	No School Labor Day	15	3rd Quarter Ends
6	NWEA Testing Begins	18-22	Spring Break
8	Grandparents Day		
14	Progress Reports [1st Quarter]		
15	Parent Conferences		
October		April	
3	Vision and Hearing Screenings Begin		
9	First Quarter Ends		
27	Report Cards Available	15-21st	State Testing Begins [Onsite and virtual]
19	Parent Conferences [PM]		
November		May	
		1	Spring NWEA Testing Begins
		24	<b>Last Day of School</b>
10	2nd Q. Progress Reports	27	Memorial
20-24	Thanksgiving Break	29	Teacher Work Day
December		June	
15	2nd Quarter Ends		
18-29	Holiday Break		





# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## ENTRANCE REQUIREMENTS

### **PUBLIC CHARTER SCHOOL**

Scholarmade is an Open Enrollment Public Charter School who does not have an attendance zone. Students who live anywhere in the state can attend Scholarmade. Because of our Open Enrollment status, transportation is not provided to all students. Scholarmade is not connected to the Little Rock School District and is a separate Local Education Agency operating in the City of Little Rock. "Sibling" means each of two (2) or more children having a parent in common by blood, adoption, marriage, or foster care.

### **CAPACITY DETERMINATION AND PUBLIC PRONOUNCEMENT**

Scholarmade is not obligated to add any teachers, other staff, or classrooms to accommodate choice applications. Scholarmade will deny an application if Scholarmade has a lack of capacity by Scholarmade having reached ninety percent (90%) of the maximum student population in a program, class, grade level, or school building authorized by the Standards or other State/Federal law or due to class reduction due the pandemic or other issues.

### **Application Process**

The student's parent shall submit an application via the school's website using its application portal.

All pertinent information concerning the child's health (well-being) record should be furnished to school authorities such as immediate teacher, Principal or Assistant Principal, 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.

### **Accepted Applications**

Applications which fit within the stated capacity standards shall be provisionally accepted, in writing, with the notification stating a reasonable timeline by which the student shall enroll in Scholarmade by taking the steps detailed in the letter, including submission of all required documents. If the student fails to enroll within the stated timeline, or if all necessary steps to complete the enrollment are not taken, or examination of the documentation indicates the applicant does not meet the stated capacity standards, the acceptance shall be null and void.

Continued enrollment is conditioned upon the parent submitting accurate school records, not withholding key information concerning the student, and the student meeting applicable statutory requirements. Any student who has been accepted and who fails to initially enroll under the timelines and provisions provided in this policy; must reapply.

### **Rejected Applications**

Scholarmade may reject an application for enrollment into Scholarmade due to a lack of capacity and for falsification of information. However, the decision to accept or reject an application may not be based on the student's previous academic achievement, athletic or other extracurricular ability, English proficiency level, or previous disciplinary proceedings other than a current expulsion.

An application may be provisionally rejected if it is for an opening that was included in Scholarmade's capacity resolution but was provisionally filled by an earlier applicant. If the provisionally approved applicant subsequently does not enroll in Scholarmade, the provisionally rejected applicant could be provisionally approved and would have to meet the acceptance requirements to be eligible to enroll in Scholarmade.

To aid Scholarmade in providing a free and appropriate public education to students in need of special education services, the parents or legal guardians home-schooling their children must provide information that might indicate the need for special education services. Withholding information may be reported to the Department of Human Services as neglect.

A student who has been temporarily issued items, resources, supplies, materials, or other property belonging to Scholarmade is eligible for enrollment in a home school during the school year after:



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- The items, resources, supplies, materials, or other property belonging to Scholarmade have been returned to Scholarmade;
- The items, resources, supplies, materials, or other property belonging to Scholarmade have been paid for; or
- The semester has ended.

### **ENROLLMENT OR RE-ENROLLMENT IN PUBLIC SCHOOL**

A home-schooled student who wishes to enroll or re-enroll in Scholarmade school shall submit:

- A transcript listing all courses taken and semester grades from the home school;
- Score of at least the thirtieth percentile on a nationally recognized norm-referenced assessment taken in the past year; and
- A portfolio of indicators of the home-schooled student's academic progress, including without limitation:
  - o Curricula used in the home school;
  - o Tests taken and lessons completed by the home-schooled student; and
  - o Other indicators of the home-schooled student's academic progress.

If a home-schooled student is unable to provide a nationally recognized norm-referenced score, Scholarmade may either assess the student using a nationally recognized norm-referenced assessment or waive the requirement for a nationally recognized norm-referenced assessment score.

A home-schooled student who enrolls or re-enrolls in Scholarmade will be placed at a grade level and academic course level equivalent to or higher than the home-schooled student's grade level and academic course level in the home school:

1. As indicated by the documentation submitted by the home-schooled student;
2. By mutual agreement between the public school and the home-schooled student's parent or legal guardian; or
3. If the home-schooled student fails to provide the documentation required by this policy, with the exception of the nationally recognized norm-referenced assessment score, Scholarmade may have sole authority to determine the home-schooled student's grade placement and course credits. Scholarmade will determine the home-schooled student's grade placement and course credits in the same manner Scholarmade uses when determining grade placement and course credits for students enrolling or re-enrolling in Scholarmade who attended another public or private school.

Scholarmade shall afford a home-schooled student who enrolls or re-enrolls in a public school the same rights and privileges enjoyed by Scholarmade's other students. Scholarmade shall not deny a home-schooled student who enrolls or re-enrolls in Scholarmade any of the following on the basis of the student having attended a home school:

- a. Award of course credits earned in the home school;
- b. Placement in the proper grade level and promotion to the next grade level;
- c. Participation in any academic or extracurricular activity;
- d. Membership in school-sponsored clubs, associations, or organizations;

Legal References: A.C.A. § 6-15-503

A.C.A. § 6-15-504

A.C.A. § 6-41-103

DESE Rules Governing Home Schools

### **STUDENTS WHO ARE FOSTER CHILDREN**

Scholarmade will afford the same services and educational opportunities to foster children that are afforded other children and youth. Scholarmade shall work with the Department of Human Services ("DHS"), the Division of Elementary and Secondary Education (DESE), and individuals involved with each foster child to ensure that the foster child is able to maintain his/her continuity of educational services to the fullest extent that is practical and reasonable.

The Superintendent or his/her designee shall appoint an appropriate staff person to be the local educational liaison for foster children and youth whose responsibilities shall include ensuring the timely school enrollment of each



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foster child and assisting foster children who transfer between schools by expediting the transfer of relevant educational records.<sup>1</sup>

Upon notification to ScholarMade's foster care liaison by a foster child's case worker that a foster child's school enrollment is being changed to one of ScholarMade's schools, the school receiving the child must immediately enroll him/her. Immediate enrollment is required even if a child lacks the required clothing, academic or medical records, or proof of residency.

A foster child's grades shall not be lowered due to absence from school that is caused by a change in the child's school enrollment, the child's attendance at dependency-neglect court proceedings, or other court-ordered counseling or treatment.

Any course work completed by the foster child prior to a school enrollment change shall be accepted as academic credit so long as the child has satisfactorily completed the appropriate academic placement assessment.

## 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 or has received mental health services or any related service. Failure to do so will be reported to DHS.**



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## 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 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)

## KINDERGARTEN 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)

## IMMUNIZATION

### General Requirements

Unless otherwise provided by law or this policy, no student shall be admitted attending classes in ScholarMade who age has not been 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).

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](http://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.



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- 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 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 School 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.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## IMMUNIZATION REQUIREMENTS

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 – 8th 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
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.

## PANDEMIC – COVID 19

### FACE COVERINGS

Face masks are optional and based on the recommendation of CDC and ADH, students, staff, parents, and the public may be screened daily. ScholarMade will follow all CDC guidance as closely as possible, though there may be certain instances where social distancing may not be feasible. Students will be encouraged to practice healthy hygiene practices (like thorough hand washing and proper ways to greet others). All eligible individuals are urged to get the Covid 19 vaccine for the safety of our school environment.

## 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 FAMILY HANDBOOK

## **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.

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. Solicit feedback and ideas in the development of the Parental Involvement Plan.
- b. Include parents on school teams.
- c. Support partnerships with schools, parents, and the community.
- d. Assist schools in implementing effective parental involvement.
- e. Help build each school's capacity for parental involvement.
- f. Survey parents often and evaluate their responses to help improve the educational programs at the schools.
- g. Involve parents in developing each school's improvement plan.
- h. Provide informational materials and workshops to parents to assist them in being involved with their child's education.

## **Parental involvement plans key strategies**

- A. A School-Parent Compact, a requirement of the Title I Program will outline how parents, the school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
- B. In order to establish expectations and objectives for meaningful involvement, reflecting the specific needs of students and families; Schoolwide Academic Parent Teacher Team collaborative meetings will be held at least twice yearly to inform parents of their child's progress in school including academic performance and assistance with understanding their child's individual classroom grades and test results to address specific academic needs of their child.
- C. Parent Teacher Conferences meetings will be held at the end of the first nine-weeks and the end of the third nine-weeks for all the schools.
- D. "Back to School" Celebration will be held at the beginning and end of each school year, and the following information will be communicated to parents:
  - Purpose of the Family Engagement Initiative
  - Family Engagement Policy
  - Title I Requirements
  - Assessment Results on all State Tests
  - School-Parent Compact
  - School Policies
  - Teacher Information
  - Parent Rights to Know
- E. Each school will hold an annual Title I Meeting in which all parents of all students will be invited and encouraged to attend. Parents/families will be informed of their school's participation in the Title I Program, and the right of the parents/families to be involved. Parents will be informed of the following information:
  - Teacher/Parent/Student Compact
  - Current student assessment scores



## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

- Curricular information including any changes in the curriculum and assessment instructional strategies
- F. Teachers will communicate with families/parents concerning their child's successes and/or problems on a regular basis through newsletters, reports, notes, letters, phone calls, awards, etc.
- G. Report cards will be made available to parents at the end of each nine-week period in all schools  
Grades will be made available ongoing through the Home Access Center and mid quarter progress report week report will be made available to make parents aware of student progress as well as allow parents the opportunity to request conferences.  
Weekly Folders of student work will be sent home to be reviewed by parents on a regular basis. Parents will sign the appropriate form stating they have reviewed the work and will return the folder to school. (Friday Folders). Some teachers may send folders of work, assignments, and other information every day for parents to sign that they have looked at the folders, that the child has practiced reading lessons, etc.  
Teachers will document parent contacts and whether made by phone, note, home visit, etc. indicating the date and information discussed.
- H. Parents/families will be notified in writing that they may request information about their child's course of study and have access to all learning materials by making a request to the School Director of their child's school, and sample instructional materials will be displayed for review at Parent-Teacher Conferences.

### **Section b: designated parent meetings, conferences, and activities**

- Each school will host at least two (2) Parent Information Nights and one (1) Open House every August. These meetings will feature information about EACH SCHOOL's Title I program.
- Each school will designate a half day every quarter (12:00-4:15 PM) for Academic Parent Teacher Team meetings with teachers about their scholar's academic progress.
- Each school will also encourage and allow parents to attend academic conferences during the weeks immediately prior to and immediately after teachers have closed their grade books. These meetings will include a summary of scholar's test scores and an explanation of interventions being used (as necessary) to promote student achievement.
- Each school will encourage parents to assume volunteer roles that increase their visible support for student learning such as: reading buddy; teaching assistant, parent lunch coordinator, Scholastic Book Fair helper, and member of the School Based Management Team (SBMT).
- Parents/families will be informed through various mediums of their right to access the Parent Engagement Policy and curriculum information on the website located at [www.scholarmade.org](http://www.scholarmade.org). State curriculum standards information may be obtained from the Arkansas Dept. of Education website at [www.ade.arkansas.gov](http://www.ade.arkansas.gov)
- Teacher certification and qualifications including Highly Qualified information will be available for parent review and can be obtained by clicking on the link to the State Certification site at <https://adeaels.arkansas.gov/AelsWeb/>
- Menus will be posted on the school website, distributed via email, and made available at the front desk.
- Parents will be provided with resources with suggestions for successful parenting skills.
- Parents will be encouraged to monitor and/or supervise assignments and daily reading activities that reinforce or enrich their child's classroom learning and a list of selected books to read is provided.
- Parents will be given the opportunity to become involved in their child's education by participating in the following activities and programs:
  - Grandparents Day
  - Special Student Programs
  - Town Hall Meetings
  - Awards/Honors Day/Promotion Celebrations
  - Room Mothers/Fathers to help with classroom events such as parties, etc.

### **Section C: Parent Training and Volunteer Opportunities**

- Each school will provide instruction to parents on how to incorporate developmentally appropriate learning activities in their home environment at least two (2) times per year. These trainings will include information on role playing by trained personnel, guidance on nutritional meal planning, and instructions regarding the use and access of Department of Education web-based tools for parents. Academic Parent Teacher Teams provide assistance to parents of students, as appropriate, in





## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

understanding such topics as the challenging State academic standards, State and local academic assessments. Parents are also trained on the various online platforms used by the system: Kickboard; and Khan Academy will allow them to make their home an extension of the school environment.

- Staff and faculty receive extensive parental involvement training from Westend on the Academic Parent Teacher Team framework. This model elevates the efforts of traditional parent conferences by expanding opportunities for families and teachers to collaborate on behalf of the scholar. It also builds strong relationships and empowers parents to make a significant contribution to the scholar's growth and achievement. All faculty members to receive a total of at least two (2) hours of professional development on effective parental engagement strategies. In addition, administrators are required to receive at least three (3) hours of professional development of creating a climate conducive to parental participation.

### **Section D: Title I School-Parent Compact**

- Scholarmade will develop and review its school-parent compact on an annual basis. This compact, which must be signed by all parents within the first quarter of the school year and returned to the school by October 15 (unless the student transfers during the school year), will outline how school staff, parents, and scholars share the responsibility for student achievement. For more information contact your School Director.
- Scholarmade will invite parents to participate on the School Based Management Team, the committee tasked with implementing the school's ACSIP and Title I program. For more information contact your School Director
- Scholarmade will solicit parent input formally at least two (2) times a year in order to incorporate feedback regarding the school's curriculum and extracurricular programs.
- Scholarmade will allow parents to use its computers to check grades and visit educational websites. Available usage times will be 7:15-7:45 a.m. and 3:45-4:15 p.m.
- Scholarmade will include a copy of its Parental Involvement Strategy in its Student-Family Handbook that will be distributed at the beginning of each school year. The Handbook will include the schools' policies regarding volunteers, parent-teacher conferences, the resolution of parental concerns, and other parent-teacher communication systems.
- Scholarmade will designate a staff member to serve as the school's Family Coordinator.
- As funds permit, Scholarmade will promote and support responsible parenting by informative materials regarding responsible parenting through online platforms.

### **Section E: Program Evaluation**

- The School Based Management Team will formally review the effectiveness of its parent outreach efforts at least two (2) times each year. The Committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. The facilitator will be the Director of Achievement.
- Parents will complete a parent interest survey at Open House each August in order to acquire information concerning the activities parents feel will be most beneficial in our joint efforts to support their child academically.
- We will use the results of the parent survey to plan parental involvement activities for the year. Schools may evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation. Progress towards meeting goals will be reviewed and tracked quarterly. The findings of such evaluation will guide the design of evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section.
- An annual Title I meeting in August. If physical meetings are possible, sign-in sheet and agenda will be kept documenting this meeting and kept on file. If the meeting held virtually, every effort will be made to track and document attendance. The facilitator will be each School Director.



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To view the Parental Involvement Plan for each individual school, visit the ScholarMade Achievement Place website at [www.scholarmade.org](http://www.scholarmade.org).

## PARENT AND VISITOR GUIDELINES

### CLOSED CAMPUS

All schools in Scholarmade shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day unless given permission to leave the campus by a school official.

### Contact With Students While at School Contact by Parents

Parents wishing to speak to their children during the school day must register first with the office.

Parents should not call students on their cell phones; but should call the school to reach their child.

Parents/guardians are welcome on our school campus. All visitors must sign-in at the office and pick up a visitor badge generated through Lobby Guard. A driver's license is required. 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 School Director.

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.

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 24 hours in advance with the teacher and School 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 School 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 School 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 School 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 School 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.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## COMMUNICATION PLAN

At ScholarMade, provide information to our school community that is timely and relevant. Our communication will include all stakeholders - staff, students, and parents - except where student or staff privacy take precedence or school board policy dictates. Communication will be provided in a clear and concise manner. Where the communications from the teacher or school are leaving questions in your mind, we request that questions be addressed as follows:

- For Academic and Student Specific Questions: Parent first contacts the teacher, then School Director as needed.
- For Staff Questions: Staff first contacts Teacher Leader Fellow; then as needed.
- For School-Wide Communication Questions: First contact the School Director and they will coordinate with the necessary team to provide clarity.

Our objective is to respond to all emails or phone calls within a suggested 24 – 48-hour business day response time.

ACADEMIC COMMUNICATION	Behavior/Culture	STAFF COMMUNICATION	SCHOOL-WIDE COMMUNICATION
Teacher Newsletter Teacher Notes in Folder/Agenda Parent-Teacher Conference Graded Work/Test Parent Portal Phone Call/Email Report Card/Progress Report Curriculum Night	Kickboard Parent Portal	Staff Meeting PLC Meeting Staff Monthly Calendar SBMT Meeting Staff Handbook	School Messenger Message/Email School Website Principal and AP Chats Open House Social Media Student Handbook

ACADEMIC COMMUNICATION				
STRATEGY	PURPOSE	TIMELINE	AUDIENC E	PERSONS RESPONSIB LE
<b>Annual Parent Meeting/ Curriculum Nights</b>	Informational meetings to introduce parents to a new school year; review Title 1; policies and procedures, calendar	Annually	Parents and students	Administration / Teachers
<b>Parent-Teacher conferences</b>	Individual meetings to discuss student progress and academic growth	Once in the fall, once in spring	Parents and students	Teachers
<b>Academic Parent Teacher Teams</b>	Team meeting with parents to review curriculum procedures for success	Once in January or February.	Parents	Teachers
<b>Student progress reports &amp; report cards</b>	Communicate successes and opportunities for improvement to parents	Quarterly	Parents and students	Teachers
<b>Graded work, tests and assignments posted HAC/Google Classroom</b>	Keep students and parents updated on academic progress within the classroom	Ongoing Update grades in HAC Parent Portal (Gradebook) weekly	Parents and students	Teachers



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<b>Teacher messages in student's folder/agenda</b>	Inform parents of pertinent information not included in weekly newsletters	As needed	Parents	Teachers
<b>Teacher newsletter (email blast)</b>	Update parents on curriculum and instruction, class news, Enhancement curriculum	Weekly	Parents	Teachers
<b>Chain of Concern: Parent → Teacher → School Director → Director of Leadership → Superintendent</b>				

STAFF COMMUNICATION				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSONS RESPONSIBLE
<b>School newsletter &amp; Monthly Staff Calendar</b>	Updates, news, dates, recognitions, "know & dos"	Weekly	Staff	Administration
<b>Staff Handbook</b>	Communicate updates of policies and procedures relevant to staff	Annually	Teachers	Administration
<b>Staff meetings</b>	Open communication with staff regarding news, updates, professional development, and school-wide calendar	Monthly	Teachers and Staff	Administrators
<b>PLC meetings (Professional Learning Communities)</b>	Teachers meet to discuss curriculum issues/concerns and student data	weekly	Administration, instructional coaches, teachers	Administration, instructional coaches, teachers
<b>SBMT meetings (School Based Management Team)</b>	School academic progress towards reaching goals, administrative, and professional development, events, calendar	Monthly	Parents, students, staff, and community	Administration and SBMT members
<b>Chain of Concern: Staff Member → SBMT member → School Director</b>				

SCHOOL-WIDE COMMUNICATION				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSONS RESPONSIBLE
<b>School Messenger</b>	School news, events, dates, important school information	Weekly [as needed]	Staff and parents	Administration
<b>School Website</b>	Keep current and vital school information updated on the website.	Ongoing	Staff, students, parents, prospective students, and their families	Webmaster, Administration, Teachers
<b>School Facebook &amp; Twitter</b>	Keep community abreast of newsworthy events and information	Ongoing	Parents and community	Administration and assigned staff



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<b>Media</b>	Networking with media venues to keep community abreast of newsworthy events and information	As needed	Parents and community	Administration and assigned staff
<b>School-wide flyers and other materials sent home when necessary</b>	Announcements/reminders of important dates and information	As needed	Students and parents	Administration / PTC/ community groups
<b>School Handbook</b>	Update and distribute at the beginning of the year to outline school procedures and expectations for the year	Annually	Teachers, students, and parents	Administration / Teachers
<b>Admin &amp; Teacher phone calls/emails</b>	Communicate with parents on urgent matters or matters that require more personal interaction	As needed in a timely manner	Parents	Administration / Teachers
<b>Principal/Asst. Principal Chats</b>	Interested parties meet with school administrator to discuss school-wide events/updates	Monthly	Parents, students, staff, and community	Administration
<b>Chain of Concern: Question / Clarification → Assistant Principal</b>				

## 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. School Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School Director will plan 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 School 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



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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 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 severe 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.



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## 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.

### ATTENDANCE

All virtual students will follow the same attendance policies and guidelines as onsite learners.

- **Synchronous (scheduled)** students will be expected to engage in daily live video conferencing platforms with cameras on and complete assigned coursework each day in all subject areas for attendance.
- **Asynchronous (flexible)** students will be expected to complete assigned coursework each day in all subject areas for attendance.

### 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 School 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 are required to complete all assignments work missed during resets 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.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## VIRTUAL ACADEMY

Virtual students are subjected to the same attendance policy as onsite students.

Attendance will still be taken every day for each class period. **Students are required to log in at the start of each period and attendance will be taken within the virtual class.** If you are late, a tardy will be recorded and if you are absent, an absence will be recorded.

- Teachers will take attendance at the beginning of each class and prior to the class ending.
- Tardies are tracked in attendance.
- If you cannot make a class period, a parent/guardian must call or email attendance as usual.
- Students' online activities will be monitored through Go Guardian on Asynchronous Learning days
- Students who miss 3 days within a quarter may be required to return to onsite for instruction.

## VIRTUAL LEARNERS

Attendance and truancy are tracked, recorded, and reported according to the following guidelines:

Parents/Learning Coaches notify school personnel of their child's absences and submit appropriate documentation regarding the absence(s). Absences are recorded by school personnel into the Student Information System and reported to the Arkansas Department of Education.

Attendance is also determined by verifying student login information into the content management system. Due to the flexibility afforded by the online.

## 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. Students who will arrive after 8:15 without a doctor's note, method of instruction will be virtual for that day. 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 Out of Class Reset

### Making up Missed School Work

Scholars must complete missed 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.





## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

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.

**“Our primary concern is the safety and welfare of all students.”**

### **Dismissal and Early Check Out**

Scholars are dismissed at 3:30PM. 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 or picked up early consistently. We are unable to supervise scholars left at the school after 3:45PM. 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. Appropriate authorities may be called to pick up scholars who are left at the school repeatedly or for an extended period of time.

### **ScholarMade Families will observe the following check-in/check-out procedures.**

Students who report to school after 8 AM must be checked in through the office by the individual bringing them to school. (Must be 18 years old). Please do not drop them off at the front door. An adult must enter with them and sign them in.

When picking up your child from school, please come to the front office and a staff member will assist you. **There will be no checkouts after 3PM.** Adults listed on the Verification Cards are the only persons permitted to pick up students unless we have written permission to allow another person to do so.

### **All children leaving school for any reason prior to dismissal must follow procedures:**

1. A note should be brought from home stating the reason and time that the child is to leave school.
2. **ID WILL BE REQUIRED...** The child must be picked up by a member of the family or designated person listed on the pick-up card. The person picking up the child must report to the office and sign the child out. The office will then call the child to the office. **Children will not be called to the office before the parent shows ID. For the safety of all children, please be prepared to show a picture ID, as this will be required when checking out a student.**
3. Children are to be checked out from the lobby office; therefore, parents will report to the lobby office and ask for their child out in the school office. They should not go to the classroom and disturb the teacher or the class.
4. The office will call the child's classroom giving the child permission to leave.
5. The office is to be notified at all times when a student is to leave school. A record will be made and kept in the office when it is necessary for students to leave school.
6. Parents desiring persons other than themselves, or persons listed on the emergency card to pick up their child from school **must** send a note to the school or come to the school prior to and add the person to the verification card.
7. If your child's mode of transportation needs to be changed; a written notification from the parent/guardian is required, no phone calls will be accepted unless it is an emergency situation. When making the request, please indicate the change in transportation, bus number or if it will be a different person picking them up, car rider, and if possible, a contact number to verify change or if there are any questions from Administration.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## DRESS CODE

### IVY HILL UNIFORMS

#### [K-4<sup>TH</sup>]:

**Uniform:** Navy Polo shirt

**Outwear (jackets/sweaters)** should be Navy.

**Bottoms :** Khaki.

#### [5<sup>th</sup>-8<sup>th</sup>]

**Uniform:** Maroon Polo shirt

**Bottoms:** Khaki

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. 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.
- **CLEAR Backpacks**

## DYSLEXIA

Arkansas Requirements to Screen for Characteristics of Dyslexia The Arkansas State Legislature passed legislation, AR Code § 6-41-603 to ensure that children with dyslexia have their needs met by the public school system. According to AR Code § 6-41-603, school districts are required to administer universal screeners to all students in grades K-2. The screeners assess: • Phonological and phonemic awareness • Sound symbol recognition • Alphabet knowledge • Decoding skills • Rapid naming skills • Encoding skills

Should a teacher note that a student in grades 2-9 is experiencing difficulty in any of the areas listed above, the student will be screened using assessments chosen by the school's Response to Intervention Team. If screening results indicate a student has a deficit area(s), parents will be made aware, and the school will begin providing intervention services during the school day.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## BEHAVIOR AND CONDUCT

### SCHOLARMADE BEHAVIOR MANAGEMENT SYSTEM

Educators are empowered to maintain classroom discipline, creating a positive teaching, and learning environment with an emphasis on high expectations for behavior, performance, and mindset. Each staff member will utilize the ScholarBuck Management Plan, which will foster responsible decision-making skills, through the school's website/app. At the beginning of your time at Scholarmade, your child's teacher will invite you to connect with your student, and then you will be identified as your child's parent/guardian and will not need to re-connect annually. We encourage families to download the app on their phone for free to get text messages notifications. The plan will include expectations for student behavior, classroom consequences for inappropriate behavior, and provisions for student conferencing and parent contact. The digital platform is used to easily show students the rewards they are collecting and communicate with families. The teacher will establish and maintain consistent rules, aligned throughout the school. The teacher will follow the guidelines below to reinforce positive behavior and provide additional support, as needed.

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!

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, Out of Class Reset, suspension, expulsion, student pays for damages, or other appropriate consequences.

The School Director with the support of the School Behavior Interventionist 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 may not be specified in the rules.

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

## CONDUCT TO AND FROM SCHOOL AND TRANSPORTATION ELIGIBILITY

Scholarmade's Student Code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds.

Appropriate disciplinary actions may be taken against commuting students who violate Scholarmade's Student Code of Conduct.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of Scholarmade's Student Code of Conduct, the student's bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

### Definition

For the purposes of this policy, “electronic device” means anything that can be used to transmit or capture images, sound, or data.

Scholarmade makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research, access online instructional resources and to allow students to learn how to use electronic device technology. Use of Scholarmade electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

The use of a cell phone or other electronic device to photograph or video other students or employees is forbidden on campus and could result in a consequence up to and including expulsion.

## USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

### Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used for reason #1 above;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving, or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to record audio or video or to take photographs on campus or buses and especially in bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person.

### Elementary K-5 Cell Phone Policy

Cell phones must remain in the off position and provided to the teacher. Cell phones cannot be used unless given supervised permission by Scholarmade staff/teacher for personal calls and/or instructional purposes.

Failure to follow reasonable directives could result in;

**First Offense** – loss of cell phone privileges for (3) days.

**Second Offense**- loss of cell phone privileges for (5) days.

**Third Offense**- loss of cell phone privileges for (10) days.

After the third offense the student can be sanctioned for repeat violation of Category 2, which could result in an out of school reset.

**Note:** Cell phones and/or electronic devices will be confiscated by SCHOLARMADE administration as needed and when involved in a formal investigation or discipline matter.

### Secondary 6-9 Cell Phone Policy

Cell phones must remain in the off position and provided to the teacher. Cell phones cannot be used unless given supervised permission by Scholarmade staff/teacher for personal calls and/or instructional purposes. Failure to the cell phone policy could result in;

**1st Violation**- Warning and documentation by staff

**2nd Violation**- Parent Notification/Compliance letter to parent

**3rd Violation**- Subject to SCHOLARMADE Policy Repeated violation of Cat.2 Offense.

**Note:** Cell phones and/or electronic devices may be confiscated by SCHOLARMADE administration and/or LRPD when involved in a formal investigation or discipline matter.



## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether Scholarmade or student owned, that interferes with a positive, orderly classroom environment does not respect the rights of others and is expressly forbidden.

To protect the security of statewide assessments, no electronic device, as defined in this policy, shall be accessible by a student at any time during assessment administration unless specifically permitted by a student's individualized education program (IEP) or individual health plan;<sup>1</sup> this means that when a student is taking an assessment, the student shall not have his/her electronic device in his/her possession. Any student violating this provision shall be subject to this policy's disciplinary provisions.

As used in this policy, “electronic devices” means anything that can be used to transmit or capture images, sound, or data.

A parent shall obtain approval from the student’s building director before operating a student- tracking safety device at school or at a school-sponsored event if the device has recording or listen-in capability. Scholarmade requires the device’s recording and listen-in technology to be disabled while the device is on the campus or at the school-sponsored event because of student privacy concerns. Scholarmade prohibits unauthorized audio or visual recordings or transmission of audio or images of other students. The student’s parent shall agree in writing to the requirement for the device’s recording and listening-in technology to be disabled and that Scholarmade may prohibit future use of the device on campus or at a school-sponsored activity if it is determined that the device’s recording or listening-in capabilities were used in violation of this policy before the student safety tracking device may be on campus or at a school-sponsored event.

The student and/or the student’s parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students have no right of privacy as to the content contained on any electronic devices that shall meet the reasonable individualized suspicion requirements of SEARCH, SEIZURE, AND INTERROGATIONS.

Students who use school issued cell phones and/or computers for non-school purposes, except as permitted by Scholarmade’s Internet/computer use policy, shall be subject to discipline, up to and including out of school reset or expulsion. Students are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

No student shall use any wireless communication device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle that is in motion and on school property. Violation may result in disciplinary action up to and including out of school reset.

### **Possession and Use of Cell Phone and Other Electronic Devices**

Cell phones and other electronic devices may serve as an outstanding instructional tool and learning resource, if used appropriately. Staff members and students are encouraged to use electronic devices to supplement instruction and learning. In order to preserve the teaching and learning environment with cell phones and other electronic devices, the following apply:

- Cell phones must be turned off when a student enters into the building.
- If the cell phone or other electronic device rings, vibrates, is visible during instruction time or class changes, or if caught using a cell phone, a staff member has the right to turn the device off immediately when requested.
- If assigned to the Care Center, the Care Center teacher will require all cell phones and electronic devices to be powered off during the school day.

Any student in possession of a cell phone or other electronic devices that violates the rules or exhibits other inappropriate behavior, the student will receive a disciplinary sanction according to the Student Handbook. An adult listed on the student enrollment form or designated by the parent, may pick up the cell phone or electronic device by the end of the school day. The adult must present identification, and a copy of the ID will remain on file in the main office



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## EMERGENCY REMOVAL

ScholarMade may remove a respondent from ScholarMade's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to challenge the removal decision immediately following the removal.

## BULLYING CONSEQUENCES

### SAFE PLACE POLICY [BULLYING AND HARASSMENT]

ScholarMade Schools are considered Safe Places. This policy will be evidence of ScholarMade's commitment to equity of opportunity, human dignity, diversity, and academic freedom. No person will retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation or proceeding relating to a complaint of harassment.

It is the policy of the ScholarMade to maintain a learning environment that is free from harassment. The ScholarMade prohibits any and all forms of harassment because of race, color, sex, sexual orientation, age, marital status, national origin, religion, disability, or protected activity (i.e., opposing unlawful harassment or discrimination or participating in an investigation). Any such conduct will not be tolerated and will result in disciplinary action and notification of the proper authorities.

It will be a violation of policy for any student, teacher, administrator, or other school personnel of the ScholarMade to harass a student through conduct of a sexual nature or regarding race, color, sex, sexual orientation, age, marital status, national origin, religion, disability, or protected activity as defined by this policy.

It will also be a violation of policy for any teacher, administrator or other school personnel of ScholarMade to tolerate sexual harassment or harassment because of a student's race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity as defined by this policy, by a student, teacher, administrator, other school personnel or by any third parties who are participating in, observing or otherwise engaged in activities, including sports events and other extracurricular activities, under the auspices of the ScholarMade. For the purpose of this policy, the "school personnel" includes school Board of Education members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the ScholarMade.

The ScholarMade will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the harassment.

### BULLYING

ScholarMade is committed to providing a safe learning environment for students. State law and board policy prohibit any form of harassment by any student or staff member which is meant to demean, degrade, embarrass, or cause humiliation to any student or staff member. Schools will maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

### Definitions

"Attribute" means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

"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 may address an attribute of the other student, public school employee, or person



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with whom the other student or public-school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public-school employee or student or damage to the public-school employee's or student's property;
- Substantial interference with a student's education or with a school employee's role in education;
- A hostile educational environment for one (1) or more students or school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Examples of "Bullying" include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting, or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
6. Demeaning humor relating to a student's actual or perceived attributes, including hairstyles; clothes, speech or general appearance and demeaning remarks about where one lives or parent occupations.
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Racial harassment is also a form of bullying
13. Sexual harassment is also a form of bullying, and/or
14. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or self identifies as a member of the LGBTQTIA community.

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards the school, a student, school employee, or person with whom the other student or school employee is associated.

"Cyberbullying of Student, School and Employees" includes, but is not limited to:

1. Building a fake profile or website of the employee;
2. Building a fake profile of the school and posting negative, demeaning, and harassing pictures or comments about the school, students, or employees of the school.
3. Posting or encouraging others to post on the Internet private, personal, or sexual or demeaning information pertaining to a student or school employee;
4. Posting an original or edited image of the school employee on the Internet;
5. Posting inappropriate comments or threats in Google Classroom or any online platform.
6. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account, or stealing or otherwise accessing passwords of a school employee;
7. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
8. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;



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9. Signing up a school employee for a pornographic Internet site; or
10. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or 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 protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

“**Substantial disruption**” means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

### **Harassment**

ScholarMade is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors, and other individuals at school or at school-sponsored events is strictly prohibited. ScholarMade requires employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students, and all members of the school community.

In general, harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, gender, sexual orientation, or disability. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Harassment and Retaliation Prohibited Harassment in any form or for any reason is absolutely forbidden.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion, or other sanctions as determined by the school administration and/or Superintendent.

A school employee who has witnessed or has reliable information that a student has been a victim of an incident of bullying must report the incident to the School Director as soon as possible. Notices of what constitutes bullying and who to notify are posted around the building.

### **Definitions**

The following definitions will be used for the purpose of enforcing the Anti-Harassment Policy.

#### **Racial or Color Harassment**

Racial or color harassment includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking and negative references to racial customs.

#### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature. It also includes conduct that is not sexual in nature but that is engaged in because of the gender of the victim. It includes conduct that is also criminal in nature such as rape, sexual assault, stalking and similar offenses. Under this policy, sexual harassment is prohibited regardless of the sex of the harasser, i.e., sexual harassment may occur even if the harasser and the person being harassed are the same sex.





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### **Sexual Orientation Harassment**

Harassment on the basis of sexual orientation is unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

### **Marital Status Harassment**

Harassment on the basis of marital status is unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

### **National Origin Harassment**

Harassment on the basis of national origin is unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

### **Religious Harassment**

Harassment on the basis of religion or creed is unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition, religious clothing, religious slurs, or graffiti.

### **Disability Harassment**

Harassment based on a person's disabling mental or physical condition includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interference with necessary equipment.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building School Director. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building School Director, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building School Director, or designee.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

A building School Director, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.



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4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
  - a. That a credible report or complaint of bullying against their student exists;
  - b. Whether the investigation found the credible report or complaint of bullying to be true;
  - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
  - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
  - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
  - b. Any action taken as a result of the investigation; and
  - c. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Legal References: A.C.A. § 5-71-217

A.C.A. § 6-18-514

DESE Rules Governing Student Discipline and School Safety:

<https://dese.ade.arkansas.gov/Offices/communications/safety/bullying-definition>

### CONSEQUENCES FOR BULLYING VIOLATION BY STUDENTS IN GRADES K-2

**First Offense:** The student or students, who are the perpetrators of bullying, will receive a **2-day out of school reset** and/ and will be educated virtually and must participate in counseling such as Behavior Modification, Conflict Resolution Program or other programs as determined by Scholarmade personnel. At least one parent or guardian will be required to attend a conference with the director or his/her designee concerning the student's bullying offense. The school will provide information on bullying to the parent or guardian.

**Second Offense:** Second offense will result in a **3–4-day out of school reset** will be educated virtually and the perpetrators of bullying will be required to again participate in a counseling program such as Behavior Modification, Conflict Resolution Program or other programs as determined by Scholarmade personnel. The parents/guardians will be required to attend a conference with the director or his/her designee concerning the student's bullying offense.

**Third Offense:** If the third offense occurs within one school year, the student will receive a **5 – 10-day out of school reset** and will be educated virtually. Additional behavior interventions will be required.

**Fourth Offense:** The fourth offense will result in an expulsion recommendation will be educated virtually for the remainder of the school year.



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## CONSEQUENCES FOR VIOLATION OF THIS POLICY BY STUDENTS IN GRADES 3-5

**First Offense:** The student or students, who are the perpetrators of bullying, will receive a **3 – 4- day out of school reset** and/ will be educated virtually and must participate in counseling such as Behavior Modification, Conflict Resolution Program or other programs as determined by Scholarmade personnel. At least one parent or guardian will be required to attend a conference with the director or his/her designee concerning the student's bullying offense. The school will provide information on bullying to the parent or guardian.

**Second Offense:** Second offense will result in a **5 –10-day out of school reset** will be educated virtually , and the perpetrators of bullying will be required to again participate in a counseling program such as Behavior Modification, Conflict Resolution Program or other programs as determined by Scholarmade personnel. The parents/guardians will be required to attend a conference with the director or his/her designee concerning the student's bullying offense.

**Third Offense:** If the third offense occurs, the student will receive **an expulsion recommendation** and will be educated virtually for the remainder of the year.

## CONSEQUENCES FOR VIOLATION OF THIS POLICY BY STUDENTS IN GRADES 6-8

**First Offense:** The student or students, who are the perpetrators of bullying will receive a **3 – 4- day out of school reset** will be educated virtually and must participate in Behavior Modification, Conflict Resolution Program, or other programs, as determined by Scholarmade personnel. At least one parent or guardian will be required to attend a conference with the director or his/her designee concerning the student's bullying offense.

**Second Offense:** The second offense will result in a **5 – 10 out of school reset** will be educated virtually and the student must complete a unit of study on bullying, empathy, and anger management. The parents/guardians will be required to attend a conference with the director or his/her designee concerning the student's bullying offense.

**Third Offense:** If the third offense occurs, the student will receive **an expulsion recommendation** will be educated virtually for the remainder of the school and attend day treatment.

## CAFETERIA RULES

- 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 heartbeat), 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 unless a physician's note is on file requiring the use.

## 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.



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- 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, do not flush.)
- Students will not write on the walls, floors, or stalls or put any foreign objects in toilets.

### **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, pinecones, 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 School Director.

### **EXTENDED DAY/INUA ACADEMY LAB RULES**

- Fees must be paid in advance if applicable.
- Scholars must stay the entire time; 3 early check outs will result in dismissal from the program.
- Behavior Management System and Consequences are in effect.

### **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.



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## CONSEQUENCES WILL BE MODIFIED BASED THE AGE AND GRADE OF THE SCHOLAR (K-5)

<b>Level 1: Minor Inappropriate Behavior</b>
<p><b>Rule 1: Dishonesty</b> – Cheating on tests, copying, or allowing the copying of the work of another student. Photographing, possession, or use of unauthorized exam materials is considered academic dishonesty. For all offenses, involving academic assessments, the student will receive a grade of zero on the assessment or test. Forgery of parent/guardian signature or falsifying information will not be tolerated.</p> <p><b>Rule 2: Insubordination</b> – Failure or Refusal to Follow Reasonable Directives of school staff and school rules and Regulations.</p> <p><b>Rule 3: Horseplay/Minor Altercations</b> – The act of pushing, grabbing, patting, etc. another child playfully with no intent to harm them and no injury occurs.</p> <p><b>Rule 4: Teasing</b> – Behavior or actions that violate a person’s right to privacy. Peer Mediation\Conflict Resolution is required.</p> <p><b>Rule 5: Skipping\Cutting Class\Leaving School Grounds or Class without Permission</b> – No student is to leave or miss a class without permission. No student is to leave campus after arrival unless checked out by parent/guardian or given approval by the administrator.</p> <p><b>Rule 6: Failure to Serve Detention</b> – A student who fails or refuses to serve detention when directed to do so by a school administrator or other authorized school personnel will be subject to progressive discipline.</p> <p><b>Rule 7: The Use of verbally Abusive Language</b> - Obscene Gestures or fighting words. Use of profanity, inflammatory or verbally abusive language, obscene gestures, intimidation and or the instigation of a fight among peers is prohibited. Mediation\Conflict Resolution is required.</p> <p><b>Rule 8: Failure to Follow Bus Rules and Regulations</b> – All school rules and regulations governing student behavior apply to conduct on the bus and at the bus stops.</p>
<b>Level 1 Consequences for Grades K-5</b>
<p>Possible disciplinary sanctions for Level 1 Offenses listed below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Warning and Parent Contact</li> <li><input type="checkbox"/> Parent conference/teacher/administrator conferences</li> <li><input type="checkbox"/> Parent Shadowing</li> <li><input type="checkbox"/> Before school/after school/lunch detention</li> <li><input type="checkbox"/> Saturday detention</li> <li><input type="checkbox"/> Out of Class Reset and Reflection</li> <li><input type="checkbox"/> Emotional Intelligence Session</li> <li><input type="checkbox"/> School site behavior contract</li> <li><input type="checkbox"/> SST Conference/Referral – Counseling, Behavior Support/Modification Plan, etc.</li> </ul>
<b>Level 1 Consequences for Grades 6-8</b>
<p>Possible disciplinary sanctions for Category 1 Offenses listed below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Warning and Student Conference</li> <li><input type="checkbox"/> Parent conference/teacher/administrator conferences</li> <li><input type="checkbox"/> Before school/after school/lunch/Saturday detention</li> <li><input type="checkbox"/> Sent home</li> <li><input type="checkbox"/> Out of Class Reset and Reflection</li> <li><input type="checkbox"/> Emotional Intelligence Session</li> <li><input type="checkbox"/> School site probation contract</li> <li><input type="checkbox"/> SST Conference/Referral – Counseling, Behavior Support/Modification Plan, etc.</li> </ul>
<b>Level 2: Inappropriate Behavior Directed Towards Others</b>
<p>Level 2 Offenses are more serious offenses, and the student may receive a more severe consequence, ranging from a sent home up to a long term out of school out of school reset. The school must conduct a School Support Team meeting after the second offense. Parents are not required to attend but should be invited.</p> <p><b>Rule 9: Smoking or Use of Tobacco Products</b>/Possession of Matches, Lighters, Lighter Fluid or Tobacco Product/E-cigarettes or any other alternative nicotine products on school grounds, at a school related function or on the school bus is prohibited</p>



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**Rule 11: Possession of Mace, Chemical Agents, and Multi Fingered Rings, Fireworks or Gaming Material Device** – The possession of mace, pepper spray or other chemical agents that may cause irritation, physical discomfort, or bodily harm on school Scholarmade property is prohibited. These items will be confiscated by school Scholarmade personnel

**Rule 12: Bullying\Cyber Bullying** - The intentional harassment, intimidation, ridicule, defamation, or threat to incitement of violence on a continual basis by a student against another student or public-school employee through written, verbal, electronic devices, to include the use of Social Media, (Facebook, Instagram, Google Classroom, or other electronic communication) and physical acts is prohibited.

**Rule 13: Fighting** – mutual combat, in which participants intently inflict bodily harm to another person is prohibited. All participants involved will be disciplined according to the degree of their involvement. Conflict Resolution or Mediation is mandatory.

**Rule 14: The Use of Profanity/Slander Directed to or About Staff Person in a Non- Threatening Manner** – The use of profanity or slander directed to or about a school staff member in a non-threatening manner will not be tolerated.

**Rule 15: Repeated Violations of Category One Offenses** – Repeated violation of school rules will not be tolerated. The school administrator must have exhausted and documented all steps in the school discipline plan before issuing a sanction.

**Rule 16: Forgery/Falsification of Information/Misrepresentation** – Falsifying teacher\administrator signatures or information on official school records, hall passes or documents and any item requiring a staff signature or giving a false name or information or refusal to give a name to a director, teacher, security, or school officials will not be tolerated.

**Rule 17: Participation in Prohibited Clubs or Gangs**, are prohibited while on school property, at school related functions, while on the way to and from school. The use of gang signs, signals, visible body markings/adornments or verbal or written language that connotes street gang affiliations or membership in other prohibited groups or organizations at school or school related activities will be considered in violation of this rule.

**Rule 18: Inappropriate Use of Technology/Computers**- the use of computers to access. Store or distribute obscene, pornographic, or inappropriately suggestive material is prohibited. Users, who violate this policy and regulations, are subject to Loss of network privileges as well as other disciplinary actions. Any student, who finds inappropriate material on a computer or internet site, is to immediately inform the teacher.

## Level 2 Consequences for Grades K-5

Category 2 Offenses are more serious offenses, and the student may receive a more severe consequence, ranging from a sent home up to a long term out of school out of school reset. The school must conduct a School Support Team meeting after the second offense. Parents are not required to attend but should be invited. Scholars on Out of School Reset will be educated virtually.

- First Offense: 1-3 days Out of School Reset
- Second Offense: 4-6 days Out of School Reset (Mandatory SST meeting and Behavior Plan or Special Education Team/504 Review)
- Third Offense: 7-10 Out of School Reset
- Fourth Offense: Expulsion (Mandatory SST or MDR for IDEA/504 students)

## Level 2 Consequences for Grades 6-8

Category 2 Offenses are more serious offenses, and the student may receive a more severe consequence, ranging from a sent home up to a long term out of school reset. The school must conduct a Student Support Team meeting after the second offense. Parents are not required to attend but should be invited.

- First Offense: 1-5 days Out of School Reset
- Second Offense: 5- 10 days Out of School Reset (Mandatory SST meeting and Behavior Plan
- Third Offense: Expulsion (Mandatory SST or MDR for IDEA/504 students)



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### Level 3: Danger to Self or Others

**Rule 21: Student Assault or Battery** - A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive, or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs

**Rule 22: Theft/Theft by Receiving** - to steal school property or property belonging to others or to knowingly receive stolen property. Items stolen that are valued in excess of \$500.00 will require police notification.

**Rule 23: Indecent Exposure:** deliberately showing body parts/organs or touching yourself or others in a sexually suggested manner. Students violating this rule will be required to participate in counseling sessions with a school counselor or administrator.

**Rule 24 : Sexual Misconduct** - to engage in or attempt to engage in a sexual act with another person, to touch in a sexually offensive manner or send sexually explicit pictures/sexting on Scholarmade property or a school related activity is prohibited.

**Rule 25: Sexual Harassment** – unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or the verbal/physical conduct of a sexual nature. See link below for the complete policy:

**Rule 26: Harassment** – Unwelcome verbal or physical conduct or conduct done through an electronic act that causes substantial interference with others performance in school environment.

**Rule 27 : Breaking and Entering/Vandalism less than \$500.00** – Breaking into property belonging to another person or belonging to the school Scholarmade; intentionally destroying property, cutting, defacing, or damaging property belonging to another person or SCHOLARMADE. Parent/guardian will not be responsible for all damages to property caused by his/her child.

**Rule 28: Breaking and Entering/Vandalism over \$500.00-** Breaking into property belonging to another person or belonging to SCHOLARMADE that is valued in excess of 500.00. Police notification is required.

**Rule 29: Vandalism to Computer Hardware/Software** – Distributing viruses or seriously tampering with computers that result in the Loss of school record and or programs or disrupts the normal learning/classroom environment.

**Rule 30: Repeated Violation of Category 2 Offenses** – A student who repeatedly violates Category 2 offenses or rule two (2) or more times.

**Rule 31: Disorderly Conduct** – Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with the classroom setting, a portion of the school day, school function, bus or bus stop, activity, or program.

**Rule 32: Harassing Communications** – Use of voice, telephone, the mail, Email, Social Media, or any other form of written, verbal, or cyber bullying which constitutes election communication that intimidates, annoys bullies, causes alarm, or threatens harm, to another person.

**Note:** Inappropriate participation in Social Media posting and distribution including unlawful doxxing of a minor could result in prosecution by law and SCHOLARMADE disciplinary sanction.

**Rule 33: Use of Fireworks** – Fireworks on a school campus or a school related activity is prohibited.

**Rule 34: Use, Possession or Under the Influence of Drug Paraphernalia, Alcohol, Controlled Substances or Unauthorized Drugs or Substances** – The use and/or possession of drug paraphernalia, non-prescribed narcotic drugs, hallucinogens, marijuana or any unauthorized drug or substance is a violation of Scholarmade policy. In addition to out of school reset, students must show proof of having enrolled in an approved drug/alcohol counseling program prior to reinstatement. Failure to complete the prescribed drug/alcohol counseling program will result in an expulsion recommendation. Police notification required for possession of a controlled substance.

**Rule 35: False Alarm** – Pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose is prohibited. The unauthorized use of a defibrillator is also prohibited. The act of communicating



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a false alarm to or about school, a school bus, at a school sponsored or related activity or any public facility is a Class D felony. Fire Marshall and/or Police Notification required.

**Rule 36: Failure to Permit a Lawful Search or Inspection by School Official** – The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

**Rule 37: Use of Multi-Fingered Rings, Chemical Agents, or Laser Pen Lights** – The use of pepper spray, mace or similar chemical agents, laser pen lights or multi-fingered rings on school Scholarmade property or at a school related activity is prohibited.

**Rule 39: Crime of Video Voyeurism** – The unlawful use of a camera, video tape, photo-optical, photoelectric or any image-recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on any SCHOLARMADE property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited.

A person shall be guilty of this offense if they voluntarily participate in posting or disseminating the photographic image(s) obtained in any public viewing area, i.e., internet, cell phone, camera, etc. Police notification required.

### Level 3 Consequences for Grades K-5

After the first offense, a mandatory SST meeting is required to put in place restorative interventions. Parents are not required to attend but must be invited.

- First Offense:** 3-5 days (Mandatory SST and Behavior Plan or Special Education Team Review)
- Second Offense:** 5-10 days Out of School Reset
- Third Offense:** Expulsion Recommendation (Mandatory SST and Mandatory Manifestation Determination Review for 504/IDEA students)

Note: These behaviors are not shared via any digital platform to families but communicated in person and/or on the phone only.

### Level 3 Consequences for Grades 6-8

After the first offense, a mandatory SST meeting is required to put in place restorative interventions. Parents are not required to attend but must be invited.

- First Offense:** 2-10 days (Mandatory SST and Behavior Plan or Special Education Team Review)
- Second Offense:** Expulsion Recommendation (Mandatory SST or Mandatory Manifestation Determination Review for 504/IDEA students)

### Level 3B Offenses

**Rule 40: Arson** – The willful and deliberate burning of or attempting to burn school property is prohibited.

**Rule 41: Extortion/Robbery** – Obtaining or attempting to obtain money or property from an individual by force or threat of force is prohibited. The violent taking of any goods, money, or other valuable items from another person by force and threats will not be tolerated. (Arkansas Code Ann. § 6-17-113 and §6-18-502)

**Rule 42: Drug/Alcohol Sale or Distribution** – The sale and/or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens, or similar substances is prohibited. Students expelled for this violation will be required to submit proof of successful completion of alcohol counseling and/or treatment program prior to petitioning the Board for Reinstatement.

**Rule 43: Physical Assault on Staff** – The act of striking or attempting to strike a teacher or other school personnel will not be tolerated.

**Rule 44: Verbal Abuse of Staff** – The use of violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a threatening manner will not be tolerated.





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**Rule 45: Possession of Firearm** – The act of possessing a firearm, whether loaded or unloaded on school Scholarmade property or at a school-related event is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Code Ann. §§5-27-206, 5-73-119, 6-17-113, 6-18- 502, and 6-18-507)

A firearm as defined in the Arkansas Code means:

- any device designed, made, or adapted to expel a projectile by the action of an explosive;
- any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable; or
- Components that can readily be assembled into such a device.

**Rule 46: Use of Weapon** – The act of using a weapon or firearm to cause injury or to threaten injury to another person is prohibited. Expulsion for a full calendar year is required by law.

**Rule 47: Possession or Use of Explosives** – possession, use or threat to use any explosives or other such devices capable of inflicting bodily harm is prohibited. Expulsion for a full calendar year is required by law.

**Rule 48: Possession of Weapon or Facsimile Weapon** – The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, Billy-club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school-related activity. Expulsion for a full calendar year is required by law

**Rule 49: Terroristic Threatening** -The act of threatening to cause death or serious physical injury to another person or substantial damage to school property with the purpose of terrorizing another person will not be tolerated.

**Rule 50 : Felony Violations** -The act of committing a felony not already referenced in this handbook on a school campus, a school bus or at a school-sponsored or related activity or an act committed in the community that substantially disrupts or has the potential to disrupt the school's environment will not be tolerated.

### Level 3B Consequences for All Grades

- Students found guilty of Category 3B Offenses will receive an expulsion recommendation. An SST meeting is mandatory for all Category 3B offenses.
- Mandatory Manifestation Determination Review for 504/IDEA students

### OUT OF CLASS RESET

A scholar may be given an Out of Class Reset for engaging in any Prohibited Behavior and will spend time reflecting and practicing strategies that will increase self-regulation and management. A scholar who is resetting in the CARE Center 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 School Director or Behavior Interventionist 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 School Director or Behavior Interventionist or designee, teacher, and parent/guardian will determine logical consequences for the scholar to be implemented upon her/his return to the classroom.

### OUT OF CLASS IN SCHOOL RESET 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. Scholars will be required to complete reflection packets along with instructional assignments from teachers.
4. Teachers will be required to provide scholars with a full day of instructional work to be completed while in the Care Center. All materials must be brought including paper, pen, books, and references.



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5. A scholar who is absent must complete the suspension immediately upon returning to school.
6. Scholars who are disruptive will be subject to additional disciplinary action.
7. Care Centers will be monitored by the Culture Coordinator or designee in his/her absence.

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

### CONSEQUENCES FOR LEVEL 3 SUPPORT

ScholarMade: follows state law that outlines “code of conduct” including expectations and consequences for unacceptable behavior. Suspension or expulsion will be considered only as a final option in a series of efforts to avoid such measures including, but not limited to, the following steps:

1. Out of School Reset, the School Director must grant an informal hearing on the reasons for the suspension and the opportunity to challenge those reasons. Parent notification suspension not to exceed three [3] school days in length.
2. Re-admission after conference with Student/Parent/School Director. Out of School Resets by on a finding by the school’s Superintendent that immediate return to school attendance by the suspended student would be detrimental to other pupils’ health, welfare, or safety. The school will provide instruction during the Out of School Rest via online platforms and instructions from the teacher. Readmission after conference with student/ Parent/School Director/School community (if deemed appropriate).
3. Expulsion by school’s board of directors by written notice to the Parent/Guardian of the pupil stating the grounds for expulsion and the time and place where such Parent/Guardian may appear to contest the action first to the Superintendent and then to the board. Length of expulsion to be determined by school’s board as recommended by the Superintendent.
4. Readmission after meeting with the Superintendent prior to end of expulsion.

### Violations including Imminent Harm.

If a student engages in behavior that is unsafe, violent, and/or disruptive to learning, brings a weapon to school, brings drugs or alcohol to school, engages with another student or staff in a sexual manner, attacks another student, or attempts physical harm to themselves, etc., administration will intervene immediately. In instances of this nature, teachers and administration will discuss immediate next steps which may include contacting parents, consequences, suspension, threat assessment, mental health assessment, and/or social services. Students will be sent home for the remainder of the day.

### Expulsion

Any student whose presence is a detriment to the health and safety of other students, or his safety and health may be denied attendance by expulsion. Expulsion is removal from school for a determined period of time (usually a semester or year). Only the board of directors can make this decision as recommended by the Superintendent. If a student is being referred for expulsion the parent/guardian will receive the following: notice of charges, explanation of recommendation, opportunity to express their point of view at the school level. If it is still deemed necessary to refer for expulsion, the student will attend a hearing before the board of directors to determine continued attendance or removal from school. (A child is considered incorrigible when the child repeatedly or habitually disobeys the direction of a teacher, staff member, administrator, or parent volunteer. Incorrigible behavior will be defined as repeated actions that are disruptive, dangerous, disobedient, or ignore a lawful command.)

The school will not admit, prior to the end of one (1) expulsion period, any student who has been expelled from another school or district for violating the federal Gun Free Schools Act of 1994. Should any student wish to challenge that decision, he/she will be entitled to a hearing before the appropriate party. When a student misbehaves, the teacher will manage the student through assertive discipline, posted class rules, and fair enforcement. If the student does not comply, the teacher will contact the student’s parents to enlist parent/guardian support. If disruptive behavior continues, the student will be referred to the administration.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## Readmission

After an expulsion, a student may be eligible for readmission prior to the end of expulsion. Readmission may occur after a meeting with the Superintendent. The school's Board of Directors may expel or deny attendance to ScholarMade to any pupil or who is incorrigible, or whose conduct in the judgment of the Board is such as to be continuously disruptive of school discipline or the instructional effectiveness of the school, or whose presence in a public school is detrimental to the health and safety of other pupils, or who has been expelled from another school district in this state or any other state. Any pupil having been denied enrollment or expelled may be enrolled or readmitted to the school by the Board of directors upon such reasonable conditions as may be prescribed by the Board, but such enrollment or readmission shall not prevent the Board from again expelling such pupil for cause.

## 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.

## Act 1469 of 2013

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

## DUE PROCESS

The Administrator will consider all relevant factors prior to deciding on an appropriate disciplinary action to ensure due process for each scholar.

## 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.

## 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.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## 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 School Director, Culture Coordinator, and/or appointed administrator designee.** Administrators will meet to go over compiled information and discuss 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 School Director. A scholar or parents/guardians may appeal the decision of the School Director 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 School Director 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)

### 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



## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

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 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 will 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.

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.



## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

### **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, School Director School 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, Chromebook, headsets, books, 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, Principal, Assistant Principal, Director of Operations 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.

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### **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.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## GRADING POLICY

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.

Conferences are held quarterly. Telephone conference, e-mail, or a home visit to discuss student academic progress will occur as needed and at the interim grading period. Home visits will be conducted by two staff members if needed. 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.

## VIRTUAL ACADEMY: SCHOLAR CONNECTION

Teachers and Interventionists will connect with families weekly and will maintain a Scholar Connection Tracker. Trackers are submitted weekly to the School Director for additional action if required.

Synchronous (scheduled) and asynchronous (flexible) student work will be graded using the same grading policies and guidelines as onsite learners.

Without Walls Academy teachers will provide grades and feedback to students weekly.

Virtual Scholars who do not maintain a **C** or above will be required to return to onsite instruction.

## RETAKE POLICY

On any graded material (assessment, large project) students who do not meet expectations will be required to meet with the teacher for feedback. Students must complete all work graded activity.

## GRADING SCALE

The **Kindergarten** grading scale is: 4 = Exemplary, 3 = Proficient, 2 = Developing, 1 = Beginning

Grades 1<sup>st</sup> Grade-8<sup>th</sup> Grade

Grading Scale – Letter Grades		
A	=	100-90
B	=	89-80
C	=	79-70
D	=	69-60
F	=	59 and below

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 minimum of four (4) formative assessments per quarter
- A minimum of 4 Writing assignments per quarter
- Spelling and Vocabulary quizzes
- Progress Reports and Quarter grades are posted in the Home Access Center.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## ACADEMIC IMPROVEMENT PLANS

Students grades 3-8 who scored In Need of Support on state assessments will receive intervention services through push in or pull-out support. Parents will receive status on standards mastered is used in grades Kindergarten-9th. 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

## CHROMEBOOK, ACCESSORIES, AND INSTRUCTIONAL RESOURCE CARE

ScholarMade provides all instructional resources and technology especially Chromebooks and headsets which have a \$350 value per student. Scholars must adhere to the guidelines and take appropriate care of each device. Do not have any food or drinks near the Chromebook. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Chromebooks do not like when you touch their screen [K-1 have touchscreen CBs]. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil, or any other item. Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.

While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook. Avoid placing or dropping heavy objects on the top of the Chromebook. Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. Do NOT put your Chromebook under a blanket, on the dashboard of your car, etc. Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe. Chromebooks have been labeled with the inventory tag. Please do not remove the tag. Damage, loss, or theft must be reported immediately. Scholars are responsible for those devices including headsets that are in their care at school. Chromebooks are NOT to be taken home or off campus.

## HOMEWORK POLICY NOTIFICATION

Because of our extended day and year, homework will be given at a minimal and on Fridays. When a teacher finds it necessary for students to complete some assignments outside of the school day, these principles will be followed.

- 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.
- Division of average amounts of homework per week shall be left to the discretion of the building School 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.





# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## The Weekly Folder

Weekly Folders are a standard part of school-family communication at ScholarMade Schools. Parents/guardians should expect to receive these folders each week with notices, feedback on scholar performance, and/or letters from the School Director 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.

## Organization of Outside of School Assignments

- Lower Academy (Kindergarten – Grade 4) Communication Folders: All scholars will be given a communication folder to hold all of their work and papers as well as their reading log. In the event that this folder is lost, damaged, or stolen, a small fee for replacement or replacement will be necessary.
- Upper Academy (Grades 5-Grades 8) Agendas: All scholars in the Upper Academy will be given a daily agenda/planner. They will be responsible for writing all 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.

## 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. School Director School Directors may require informal testing to determine placement.

## REMEDICATION

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 Superintendent based on recommendations from the School Support Team.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## **CHROMEBOOK, ACCESSORIES, AND INSTRUCTIONAL RESOURCE CARE**

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## **HOMEWORK POLICY NOTIFICATION**

Because of our extended day and year, homework will be given at a minimal and on Fridays. When a teacher finds it necessary for students to complete some assignments outside of the school day, these principles will be followed.

- 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.
- Division of average amounts of homework per week shall be left to the discretion of the building School 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 Schools. Parents/guardians should expect to receive these folders each week with notices, feedback on scholar performance, and/or letters from the School Director 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.

### **Organization of Outside of School Assignments**

- Ivy Hill Academy of Scholarship: Lower Academy (Kindergarten – Grade 3) Communication Folders: All scholars will be given a communication folder to hold all of their work and papers as well as their reading log. In the event that this folder is lost, damaged, or stolen, a small fee for replacement or replacement will be necessary.



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- ❑ Nichols Intermediate Academy of Leadership: Upper Academy (Grades 4-Grades 6) Agendas: All scholars in the Upper Academy will be given a daily agenda/planner. They will be responsible for writing all 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.
- ❑ Prodigy Preparatory Academy of Service: Junior High (Grades 7-9) Agendas: All scholars in the Junior High will be given a daily agenda/planner. They will be responsible for writing all 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.

### 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. School Director School Directors may require informal testing to determine placement.

### SPECIAL EDUCATION

#### Special Education: A Full Inclusive Model

To the maximum extent allowed by each student's individualized education plan (IEP) and all applicable federal laws, SA will educate all Scholars with disabilities in the least restrictive environment. Special classes, separate schooling or other pull-out services will occur only if the nature or severity of the disability is such that education in regular classes cannot be achieved satisfactorily with the use of supplementary aides and services. For inclusion to be effective it must incorporate all of the supports necessary for the child to have access to the core curriculum or to a modification of it. The special education staff works collaboratively with the individual classroom teachers to coordinate curricular objectives, introduce, and monitor modifications and accommodations, and to identify alternative teaching strategies.

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. Meeting the individual needs of all students is paramount at ScholarMade. Special Education serves as a support system and special educators assist regular school personnel in managing the education of children with disabilities. The school will implement early identification policies to locate and refer children who may have a disability to be monitored and formally assessed as needed. Our Child Find Plan ensures that all potentially disabled children, including those attending private schools, highly mobile children with disabilities, such as migrant and homeless children, who may need special education and related services are identified, located, and evaluated. Children attending ScholarMade who are suspected of being a child with an exceptionality are referred to the School Support Team for review.

School Support Teams will use RTI system to provide early academic intervention, frequent progress monitoring and researched based interventions. RTI does not replace referrals for special educations services but offers a



## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

systemized process for progressive interventions to be developed and implemented to address students' needs. A strong Intervention Pathway will be developed that includes a strong and complete assessment strategy informs a powerful intervention pathway. Time will be spent conducting universal screening and benchmarking, formative and summative assessments, and interim progress monitoring necessary for developing tailored instruction and increasing at-risk students' achievement.

**Individualized Education Plans:** All members of the IEP Team will provide input in the development of the IEP. All teachers will have copies of their students' IEPs and understand their role in the implementation of the program. The effects of the disability will be well documented, and knowledge of the students' cognitive strengths and weaknesses is used when writing goals to target priority educational needs and identify observable and measurable behaviors, conditions, and criteria for success. Evidence is used to document progress toward goal criteria with a set schedule for progress monitoring. The intensity of support necessary for student achievement is provided in the Least Restrictive Environment (LRE). The IEP Team will consider the setting, environment, task, and tools to select specific and personally relevant accommodations and modifications necessary for students with disabilities to access instruction and assessment. The IEP Team will explore the need for strategies and support systems to address any behavior that may impede student learning and when necessary, develops an FBA/BIP. The IEP will accurately reflect the services being provided.

**Delivery of Services:** The criteria for choosing service delivery model options that ensure students receive instruction in the Least Restrictive Environment (LRE) are clearly communicated and adhered to. Supplemental and specialized support will be provided in an academic support classroom for students who require modifications to the curriculum and more intense support not available in the general education setting. The individual needs of students are considered when allocating resources (personnel, materials, technology). Parents are provided with information about organizations that offer support for parents of students with disabilities and play a key role on their child's IEP team. Students will receive their accommodations and modifications as outlined on their IEP from all instructors.

### 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

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.<sup>1</sup> 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



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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

Arkansas Digital Learning Component Requirement Arkansas Act 1280 of 2013 requires, in addition to other graduation requirements, that students complete at least one Digital Learning course for credit while in high school (grades 9-12). 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. Algebra 1, Geometry, Spanish, Physical Science in ScholarMade Schools satisfy the digital learning requirements.

### 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



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*\*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 unity 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.



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## 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



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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.

### **CIVICS EXAM**

Arkansas Civics Exam Requirement Beginning with the graduating class of 2019, Act 478 of 2017 requires that Arkansas public high school students seeking a high school diploma pass a portion of the US Naturalization Test used by the US Citizenship and Immigration Services. The test is embedded into the Civics course. The test includes 100 questions. Students are required to correctly answer 60% of the questions. If a student does not answer 60 questions correctly, the online test will revert to tutorial lessons until the student can pass the test. Examples of the test can be accessed at <https://goo.gl/s1gnCp>

### **FINANCIAL LITERACY**

Arkansas Financial Literacy Requirement Beginning with the class of 2021, Ark. Code Ann. § 6-16-135 as amended by Act 480 of 2017 requires students to complete a course that includes specific personal finance standards. Scholarmade will fulfill this requirement through embedding the standards into the Economics course.

### **ALTERNATIVE METHODS TO EARN OR RECOVER CREDIT ALTERNATIVE METHODS TO EARN CREDIT**

Correspondence Course Credit Correspondence Credit is any course, online or otherwise, in which students enroll concurrently with another agency beyond Scholarmade schools. No more than two credits from correspondence courses, not offered in the Scholarmade course catalog, will be accepted by transfer toward meeting graduation requirements. All other transfer rules apply related to transfer from accredited or non-accredited entities. Correspondence courses and online courses must be pre-approved by the student's counselor to ensure good communication regarding the transfer of credit.

**CREDIT RECOVERY CREDIT RECOVERY** is taught through self-paced online coursework. The purpose of the credit recovery classes is to provide students who have failed an academic course the opportunity to retake the course and earn credit toward high school graduation requirements. Both courses will be shown on the transcript with the first being shown as a "RC" (Recovered Credit). These classes are offered during the school day, as well as night school courses and summer school courses. The same software may be used for original credit in limited situations approved by the campus School Director.

### **HIGH SCHOOL GRADE CLASSIFICATION**

Students must earn the number of credits listed below in order to be classified as sophomores, juniors, and seniors at the beginning of the academic year. However, student classification is not promoted beyond the next successive grade level unless a student and parent/guardian file an Early Graduation Request. That is to say that students in their second year of HS will be in a sophomore advisory with sophomore rights and privileges, a student in the third year of HS will be in a junior advisory with junior rights and privileges. To attain senior rights and privileges a student must be in the fourth year of HS or have successfully completed 17 credits and filed an Early Graduation Request.

- 5.5 credits to be classified as a sophomore • 11 credits to be classified as a junior • 17 credits to be classified as a senior.

- The semester grade is determined by the course work completed during the semester. • In order for students to be awarded the weighted quality points for a course with a national or international exam (most AP courses), the student must complete the full year course and sit for the AP exam. Additionally, the AP teacher must be in compliance with the mandated training requirements as specified in ADE DESE Rules Governing AP and IB Diploma Incentives Program. • All classes require a cumulative semester exam. • For students who transfer in and





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who have credit for ADE DESE Approved Honors Courses in their previous school as reflected on the incoming transcript, these students will receive the additional quality points (same as for AP and IB) for GPA purposes if the honors course is also offered in our district. All other courses will receive no additional weight in determining the grade point average for a student who transfers in.

### **ARKANSAS ACTIVITIES ASSOCIATION (AAA) ELIGIBILITY REQUIREMENTS AAA- ELIGIBILITY**

ADE DESE Rules and AAA Rules (Arkansas Activities Association) require physical examination; adherence to rules, regulations as presented at the onset of the sport; must have passed four (4) academic core courses the previous semester; and minimum GPA of 2.0 for previous semester. A student with a GPA below 2.0 should see the individual program director or Athletic Director (if athletics) for requirements needed to meet eligibility. Sponsors/teachers of extracurricular activities (such as band, choir, cheer, etc.) must check GPAs of all students in the particular activity each semester. Eligibility requirements are listed below. • Pass four (4) academic core credits the previous semester and either: • Earn a minimum GPA of 2.0 based on the previous semester, or • Be enrolled and attend a Supplemental Instruction Program (SIP) of at least 100 minutes during Flex each week in the subject areas where inadequate performance has occurred,\* and • Have no truancy absences for the current semester, and • Have no school disciplinary actions for the current semester, and • Students with a known felony conviction are not eligible for an SIP. The following guidelines will be used by staff in determining whether students may or may not participate in extracurricular and interscholastic programs: • Participation in the activities will not deprive students of the instructional time needed to successfully complete academic course work. • All due care will be taken to ensure that extracurricular and interscholastic programs do not interfere with the instructional school day. • Students' and/or organizations' activities may be curtailed or modified due to those activities' infringements on the instructional time needed by students to perform their academic work to satisfaction. • Games and competitions will not be played on days when school has been dismissed due to inclement weather or other unscheduled closures.

\*NOTE: A student must raise the semester GPA by .1000 in order to be eligible for a second consecutive semester of SIP. No student may attend SIP for more than two (2) consecutive semesters. After two (2) consecutive semesters of SIP, the student must have a GPA of 2.0 to regain eligibility. • Student must comply with AAA requirements. • Students who are not eligible may practice but may not travel with team or dress out at home or away games. Home School Students Participation in AAA Activities Home schooled students whose parents' domicile, as defined in AAA Rules, is within the Bentonville School District's boundaries may participate in school extracurricular activities subject to the requirements set forth by Act 1469. While Act 1469 prescribes the criteria for initial and continuing eligibility, actual participation will be dependent upon the same try-out criteria, or other requirements as may be applicable, as for any regularly enrolled student. In realizing this goal, home school students will be allowed to participate in interscholastic activities with Scholarmade, under the following conditions: • The home-schooled student or his or her legal guardian advises the School Director of the school in writing of the student's request to participate in the interscholastic activity before the signup, tryout, or participation deadlines established for the students enrolled in Scholarmade. • The home school student must report to Scholarmade within the first eleven (11) days of the fall or spring semester. • The home school student shall demonstrate academic eligibility by obtaining a minimum test score of the thirtieth percentile on the Stanford Achievement Test Series, Tenth Edition, in the previous twelve (12) months, or another nationally recognized norm-referenced test (approved by the State Board of Education). • The home school student shall meet tryout criteria. • Continued eligibility requires the home school student to be enrolled in and regularly attend at least one class period during their semester of participation. • The home school student must complete any required permission slips, waivers, physical exams, and drug testing that is required. • The home school student must pay any participation fee traditional students enrolled in Scholarmade pay for the same extracurricular activity. • The home school student must meet all other requirements for continued eligibility identified in the AAA Handbook. • The home school student must comply with Scholarmade' Handbooks and any supplementary requirements or conditions for participation in extracurricular activities and standards of behavior and codes of conduct. Extracurricular activities are defined as any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of the regular class



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time, or are competing for the purpose of receiving an award, rating, recognition, criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, band, choral music, forensics, drama, math and science, and club activities. A student who withdraws from an Arkansas Activities Association member school to be home schooled shall not participate in an interscholastic activity in Scholarmade for a minimum of three hundred sixty-five (365) days from the time of the withdrawal. A.C.A § 6-15-509

### 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 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 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 School Director School 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.



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## 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 severe injury the School 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- 8. 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.



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- 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 of 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.

## HEALTH AND WELLNESS

ScholarMade Achievement Place schools are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Meetings are held monthly, and those dates are posted on the website. The public and parents are welcome to attend.

Therefore, it is the policy of the ScholarMade Achievement Place that:

- SFA shall follow the State of Arkansas wellness policy.
- Each school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing this policy.
- All students in all grades will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate, to the extent possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, all schools will participate in available federal school meal programs, including the School Breakfast Program, National School Lunch Program (including after-school snacks, Summer Food Service Program, Fruit and Vegetable Snack Program, and Child and Adult Care Food Program.)
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education and school meal programs, and with related community services.
- Scholarmade places the emotional wellness of students at the forefront of education and all students receive weekly lessons in Emotional Intelligence to cultivate core competency skills that will help them understand and manage their emotions as well as assist in fostering positive relationships with their peers, teachers, and family members.

## 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



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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:
    - o Decrease available lifetime coverage or any other insured benefit.
    - o 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.
    - o Increase premiums or lead to the discontinuance of benefits or insurance; or
    - o 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.



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## CHILD FIND

ScholarMade will utilize varied methods on an annual basis to locate children with special health care needs and academic and social emotional needs. These students may require individualized health care intervention or academic modifications and accommodations to enable participation in the educational process. ScholarMade uses its School Support Team to identify students who may be at risk and require additional support. Parents should also notify the school if they suspect that there may be an issue that requires an assessment or evaluation.

## 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. A copy of ScholarMade Asbestos Management Plan can be found at the school. Any questions concerning our asbestos plan can be directed to the facility director.

## 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. Parents must provide working contact phone numbers and emails to the school.

### 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](http://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.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## FOOD SERVICE DEPARTMENT

We are pleased to inform you that **ScholarMade Achievement Place** will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP).

### **What does this mean for you and your children attending the school(s) identified above?**

All enrolled students **are** eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If we can be of any further assistance, please contact the Child Nutrition Director via email at [childnutrition@scholarmade.org](mailto:childnutrition@scholarmade.org).

### **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.

### **MEAL CHARGE POLICY**

*Scholarmade is a Community Eligibility School and does not charge students for meals.*

#### **Meal Charges [If Applicable]**

If and when Scholarmade charges families for meals, the district does not provide credit for staff or students [if applicable] to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items. Staff and parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at the local school;
- Families will be able to deposit funds into an online platform.

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times:

Unpaid Meal Access In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents:

- When the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- After the student has received five (5) unpaid meals.



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## GENERAL INFORMATION

### BIRTHDAY PARTIES AND CLASS CELEBRATIONS

Scholars are assigned to classes by date of birth and on **the last day of each month**, there will be a birthday party for all of the children in that class. Teachers should shout out birthdays during Community Meetings, Town Halls and acknowledged in the Teacher Newsletter.

If parents want to send treats or do something with their child's class on their child's birthday, the teacher should coordinate with the teacher. Due to various allergies, we cannot have food items at this time and all items must be individually wrapped i.e., candy. Here are some suggestions: **Goody Grab Bags**. Instead of cupcakes, pack goody bags with pencils, erasers, and other fun treats. Bring in a white t-shirt and fabric paint or markers. The teacher can have each child sign the t-shirt with their name and a birthday wish. This can also be done with a white pillowcase or the cover of a notebook.

### 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 who are in good standing 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. Parents must provide their own transportation to field trips unless authorized to ride the bus by the School 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.





# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## VIRTUAL ACADEMY

Student engagement in the virtual learning environment will require effective management of possible virtual misbehavior.

Discipline Building Leaders will provide each student access to social emotional learning opportunities, and a safe and positive virtual academic environment by supporting when student misbehavior occurs during virtual learning.

Discipline Building Leaders will continue to ensure misbehavior that may occur on school grounds during the remote learning experience will also continue to be managed effectively following the Virtual Code of conduct

Follow a code of conduct for online learning, as follows:

- Use their name when they are in Google chats (cannot have social media handles).
- Come to class appropriately dressed and in an appropriate upright seated place such as desk or table—not the student’s bed.
- Be respectful of the teacher and other students in all online behavior.
- Discipline Building Leaders will respond to complaints of harassment or discrimination in a timely and reasonable way.
- Students must use a profile picture and video feed background that is appropriate for an educational environment. The faculty & administration reserve the right to determine if a profile picture or video feed background is inappropriate. Students using an inappropriate profile picture or video feed background will be required to update their settings. Profile pictures should be a headshot of the student only (shoulders, up) and may not be offensive or inappropriate in any manner.

Students must use their ScholarMade email address in this educational environment.

### Interactions with Other Virtual Students

1. All communications with other students enrolled virtually must be of a course-related nature. Any sending of unsolicited email to other classmates is prohibited.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous, and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. Students are expected to abide by the Academic Integrity Policy.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students. These actions are prohibited.

## 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.



## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

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, School 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 confidential information about you or others, including credit card numbers and social security numbers.
  4. USES that are PUBLIC social communication website such as TikTok, 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.



## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

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 chatrooms, 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 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



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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 attorney's 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



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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 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 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



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504 provides services for students identified as having a disability, as defined by the act, which 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 School Director as soon as possible, but no later than thirty (30) days, after the event(s) in question. If the complaint involves the School 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 School 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 liaison 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.



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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 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 collaborate with other school officials and community agencies to develop alternative solutions and present these to the student, guardian, or representative.

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.

For the purposes of this policy, students shall be considered homeless if they lack a fixed, regular, and adequate nighttime residence and:

a. Are:

Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;  
Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;  
Living in emergency or transitional shelters;  
Abandoned in hospitals; or

b. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

c. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

d. Are migratory children who are living in circumstances described in clauses (a) through (c).

e. In accordance with Federal law, information on a homeless child or youth's living situation is part of the student's education record and shall not be considered, or added, to the list of directory information.

### **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 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.



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- 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 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 this Handbook.

The following discipline policy will be used at the DISCRETION OF THE School 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; 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.





## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

### **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 School Director School 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 School Director in charge of discipline. If the problem remains unresolved, parents may then contact ScholarMade’s Director of Operations. If parents are still unsatisfied at this point, the Superintendent may be contacted.
- Parents with concerns or questions about the bus driver when it involves their children should first call the Transportation Director. A note signed by the parent/guardian, or a phone call will be required for ANY transportation change.



## SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

### 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 School 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: \_\_\_\_\_



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## FORMS TO BE COMPLETED BY EVERY FAMILY

### STATEMENT OF RESPONSIBILITY

This handbook contains policies for students at schools in the ScholarMade Achievement Place of Arkansas including discipline, health, technology, use of photos for media, 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 School Director if clarification is needed.

### 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. [additional forms will be signed prior to the trip.]

PARENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### PUBLICATION

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 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. Please provide a letter asking for your child's images not to be used to the School Director or your child's teacher.**

### RECOGNITION OF RECEIPT OF SCHOLAR-FAMILY HANDBOOK

My signature below indicates that I have received and reviewed the 2022-2023 ScholarMade -Family Handbook. The Parental Engagement Policy, policies for enrollment, attendance, homework, safety and discipline procedures, bus routes and bus behavior, Technology Acceptable Use Policy and Parents Educational Rights and Privacy Ac.t.. I will review the core components of this with my scholar to reinforce what is expected of him or her at SM. I agree to follow the policies of the school as written in the Scholar-Family Handbook

Scholar Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_



# SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS FAMILY HANDBOOK

## HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate, students must successfully earn a minimum of 22 credits. However, there are no credit requirements to participate in state tests.

Students may graduate under the Smart Core or Core curriculum. If a parent or guardian waives a ninth-grade student's right to participate in Smart Core, they may graduate under the Core curriculum. Be sure to check your school handbook for updates.

### **How Many Credits do you need to Graduate for Smart Core Curriculum?**

Arkansas online high school students who elect to graduate under the Smart Core curriculum will be expected to complete the following courses to meet graduation requirements:

- Language Arts: 4 units (English 9, English 10, English 11, English 12)
- Mathematics: 4 units (Algebra 1, Geometry, Algebra 2, Any other approved math course)
- Science: 3 units (Biology, Any 2 other approved science courses)
- Social Studies: 3 units (Civics-0.5, World History, American History, Economics-0.5)
- Health and Safety: 0.5 unit
- Physical Education: 0.5 unit
- Oral Communications: 0.5 unit
- Fine Arts: 0.5 unit
- Career Focus: 6 units