SCHOLARMADE®

Achievement Place of Arkansas

FAMILY HANDBOOK

2026-2027
July 2026 – June 2027
ScholarMade®

TABLE OF CONTENTS

PATHWAY TO ACHIEVEMENT **4**
Founder and Chief Executive Officer 4
Leaders 4
Our Name 4
Affirmation 4
OUR MASCOT AND COLORS 4
SY 26.27 CALENDAR **5**
ENTRANCE REQUIREMENTS **6**
Foster Children 7
Age Requirements for Enrollment 7
TRANSFER OF IEP AND 504 SERVICES POLICY **7**
KINDERGARTEN WAIVER (ARKANSAS LAW) **8**
IMMUNIZATION REQUIREMENTS FOR ENROLLMENT **8**
Emergency Contact Forms 9
COVID-19 Protocols 9
PARENTAL INVOLVEMENT **9**
VISITING OUR CAMPUS **10**
Closed Campus Policy 10
COMMUNICATION **10**
STUDENT EDUCATIONAL RECORDS **11**
SPECIAL EDUCATION AND RELATED SERVICES EDUCATIONAL RECORDS **11**
STUDENT ATTENDANCE **12**
School Closing 12
School Attendance Eligibility ..... **Error! Bookmark not defined.**
Compulsory Attendance ..... **Error! Bookmark not defined.**
Attendance Specifications ..... **Error! Bookmark not defined.**
Excused Absences ..... **Error! Bookmark not defined.**
Unexcused Absences ..... **Error! Bookmark not defined.**
Excessive Absences & Excessive Tardies ..... **Error! Bookmark not defined.**
Check-In / Check-Out Procedures 14
DRESS CODE ..... ERROR! BOOKMARK NOT DEFINED.
Uniform Requirements 15
Dress and Grooming Guidelines 15
DYSLEXIA **16**
INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY **16**
Electronic Device Policy 16
Use of Cell Phones and Other Electronic Devices ..... **Error! Bookmark not defined.**
BEHAVIOR & CONDUCT **16**
PROGRESSIVE DISCIPLINE **19**
TRIBE VALUES **19**
SAFE PLACE & BULLYING **19**
GRADE-LEVEL SUPPORTS & CONSEQUENCES **20**
EMERGENCY REMOVAL & APPEALS **20**
CODE OF CONDUCT **20**
SCHOLARMADE DUE PROCESS & DISCIPLINARY INVESTIGATION **22**
Incident Investigation & Emergency Removal 23
Right to a Hearing 23
Provision of Work During Suspension 23
Progressive Disciplinary Framework 23
Immediate Safety Violations 23
Expulsion Guidelines & Readmission 23
Disciplining Scholars with Disabilities (IDEA) 23
Manifestation Determination Review (MDR) 23
When Interim Alternative Placement May Be Used (Up to 45 Days) 24

Scholars with Multiple Removals 24
SEARCH AND SEIZURE POLICY 24
CONTACT WITH STUDENTS AT SCHOOL BY INDIVIDUALS 25
GRADING POLICY 25
Academic Intervention Plans 25
CHROMEBOOK, ACCESSORIES, AND INSTRUCTIONAL RESOURCE CARE: 26
HOMEWORK POLICY: 26
GRADE ASSIGNMENT – NEW STUDENTS 26
REMEDIATION: 26
RETENTION: 26
SPECIAL EDUCATION 26
School-Issued Learning Materials 27
ARKANSAS ACTIVITIES ASSOCIATION (AAA) 28
HEALTH SERVICES 28
PARENTAL NOTICE TO ACCESS PUBLIC INSURANCE 28
Reporting Child Abuse 29
Child Find 29
Asbestos Notification to Parents 29
EMERGENCY NOTIFICATION PROCEDURES 29
Parent Notification 29
School Crisis and Emergency Management 29
Inclement Weather Policy 29
FOOD SERVICE DEPARTMENT 29
Community Eligibility Provision (CEP) 29
Food Allergy Policy 29
Meal Charge Policy 29
GENERAL INFORMATION 30
Birthday Celebrations & Class Parties 30
Fundraising & Extracurriculars 30
Field Trips 30
Campus Tobacco & Substance Policy 30
COMPUTER SYSTEM AND INTERNET APPROPRIATE USE POLICY 30
CIVIL RIGHTS REGULATIONS 31
PROTECTION OF PUPIL RIGHTS AMENDMENT 31
STUDENT DISCRIMINATION COMPLAINT PROCEDURES 31
POLICY ON HOMELESS STUDENTS 31
BUS SAFETY & CONDUCT 32

PATHWAY TO ACHIEVEMENT

SCHOOL YEAR: AUGUST 11- MAY 21 | **SCHOOL HOURS:** 7:45-3:30 PM | BREAKFAST: 7:30

FOUNDER AND CHIEF EXECUTIVE OFFICER/SUPERINTENDENT

Dr. Phillis Nichols Anderson: pnicholsanderson@scholarmade.org

LEADERS

Carmen Pruitt: Chief of Staff: carmen.pruitt@scholarmade.org
Kelvin Johnon: School Director**: kelvin.johnson@schoolarmade.org**
Keneishia Jefferson: Asst. School Director: keneisha.jefferson@scholarmade.org
Brad Burl: Managing Director: brad.burl@scholarmade.org
Eltrudia Richmond: Director of Instruction, Eltrudia.toliver@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 known as a teacher, one who loves learning and who actively pursues new knowledge that will be used to benefit self and community.
Ivy Hill Preparatory Academy: Grades K-8. Lower Academy – K-4; Upper Academy – 5th-8th

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, the Monarch, symbolizes that our scholars are kings and queens destined for greatness. The Lioness embodies ambition, resilience and compassion, and caring fiercely for her community. Our school colors are navy and maroon.
The ScholarMade Family Handbook sets expectations, policies and procedures for all elementary scholars and their families. This edition replaces all earlier versions. Families may request printed or electronic copies from the Office Manager; unauthorized reproduction is prohibited. We review the handbook annually and share updates with families.
If concerns arise, follow these steps:

1. Speak with the staff member involved [Teacher if it is a classroom issue]
2. Contact the Assistant School Director
3. Reach out to the School Director
4. Email the Managing Director

Please allow us to resolve issues internally before posting on social media.
To meet with staff, schedule an appointment through the front office. All visitors must check in at the front desk and be escorted beyond the lobby. For safety, the building is monitored by video and audio systems.
We communicate via newsletters, School Messenger, email, our website and social media. Please keep your contact information up to date to receive timely updates.
For support, please reach out to the appropriate staff member:

- **Transportation & Safety**: Mr. Brad Burl: transportation@transportation.org
- **Family Services**: Mr. Justin Lindsey (justin.lindsey@scholarmade.org)

SY 26.27

SCHOLARMADE UNIFIED ACADEMIES

SCHOLARMADE ACHIEVEMENT PLACE
EST. 2018
PLAN. LEARN. ACHIEVE.

STUDENT CALENDAR

2026–2027

AUGUST

1	Founders' Day Parking Lot Party [3PM-7PM]
6	Parent Meeting -Title 1: 5:30-7:00
11	**First Day of School**
13	Founder's Day – 9 Years
17-20	K-2 Screenings [DSA, ARRan]
24-27	ATLAS Fall Assessments
28	**Early Dismissal: PD-Teacher Workday**

SEPTEMBER

4	Grandparents Day Celebration
7	**No School Labor Day**
8-11	Student/Campus Council Elections
11	Progress Reports Available TAC [1st Quarter]
14-18	Parent Conferences

OCTOBER

5	Vision and Hearing Screenings Begin
8	**First Quarter Ends**
9	**No School: PD Instructional Planning Day**
12	**No School: Fall Break**
15	Report Cards [1st Quarter] Available in TAC
21	National Junior Honor Society Induction
22	Spirt of Scholarmade Court Elections
26-30	Spirt Week [Red Ribbon and Breast Cancer Awareness]
29	MARADE [Spirit of Scholarmade / Breast Cancer Awareness Marade
30	Fall Dance

NOVEMBER

6	**Professional Development [No School]**
13	2nd Q. Progress Reports
23-27	**No School: Thanksgiving Break**

DECEMBER

7-11	ATLAS Winter Assessment
17	Holiday Assembly/Staff Gathering
18	**2nd Quarter Ends/Early Dismissal**
21-31	**Holiday Break**

JANUARY

1	**No School-Winter Break**
4	**No School: Teacher Professional Development**
5	**No School: Teacher Professional Development**
6	Students Return
11-15	Service Week Honoring Dr. King
15	MLK Oratorical Contest
18	**No School: Martin Luther King Jr. Day**

FEBRUARY

11	It's All LOVE Activity
12	**No School: Parent Teacher Conference Day**
15	**No School: President's Day**
19	Black History Celebration

MARCH

18	**3rd Quarter Ends**
22-27	**Spring Break**

APRIL

26	State Testing Begins [K-3]

MAY

3-6	State Testing [4th-8th]
10-14	State Make Up Testing
20	**Last Day of School**
21	**Last Day for Teachers**

BE PRESENT. BE PREPARED. BE A SCHOLARMADE SCHOLAR.

CALENDAR

ENTRANCE REQUIREMENTS

Student Application, Admission, and Enrollment

ScholarMade Achievement Place of Arkansas is an open-enrollment public charter school and its own Local Education Agency (LEA), separate from the Little Rock School District. Any eligible student residing in Arkansas may apply for admission, subject only to lawful eligibility requirements and available capacity. Transportation is limited and is not guaranteed.

Application and Enrollment

Families must complete the school's application and provide enrollment documentation required by law or school policy. When applications do not exceed available capacity, completed eligible applications may be offered seats according to the school's published enrollment procedures and deadlines. An offer of a seat is contingent upon timely acceptance and completion of required enrollment documentation.

Nondiscrimination and Prohibition Against Screening

ScholarMade does not discriminate in admission or enrollment on the basis of race, ethnicity, national origin, religion, gender, disability, English-language proficiency, academic ability, or any other status protected by law. ScholarMade does not screen, select, rank, or deny applicants based on academic performance, academic history, athletic ability, extracurricular ability, test scores, disability, or the need for special education or related services.

A student's disability or need for special education or related services will not affect admission. Following admission, families should provide existing Individualized Education Programs (IEPs), Section 504 Plans, evaluations, and other educational records needed for appropriate placement and services. Students entering from homeschool may provide available transcripts, portfolios, assessments, curriculum records, or other evidence of learning solely to assist with placement, scheduling, and credit decisions after admission. Such records will not be used to determine admission eligibility.

Lottery Process

If the number of eligible applications received by the published deadline exceeds available capacity in a grade or program, ScholarMade will conduct a random, anonymous, and unbiased electronic lottery. The lottery will determine the order in which available seats are offered and will establish the waiting-list order for remaining eligible applicants.

ScholarMade does not provide a sibling, staff-child, or other enrollment preference unless the preference is authorized by applicable law and the school's approved charter. Returning students who remain properly enrolled are not required to participate in a lottery for continued enrollment, subject to applicable law and school policy.

Applicants selected through the lottery will be notified of the available seat and given a deadline to accept the offer and complete enrollment. Failure to meet the stated deadline may result in forfeiture of the seat, which will then be offered to the next eligible applicant according to the waiting-list order. The waiting list will be maintained in the order established by the lottery.

Final Enrollment Documentation

Final enrollment requires complete and accurate health, residency, custody, education, and other records required by law or school policy. Custody documents may require in-person verification. Requests for records are administrative requirements following a seat offer and will not be used as an academic or ability-based admissions screen.

ScholarMade does not discriminate in admission based on academic history, disability, athletic or extracurricular ability, English-language proficiency, or any status protected by law. A student's disability or need for special education or related services will not affect admission. Following admission, families should provide existing IEPs, Section 504 Plans, evaluations, and other educational records needed to provide appropriate services.

Legal References:
A.C.A. § 6-15-503, § 6-15-504, § 6-41-103
DESE Rules Governing Home Schools

FOSTER CHILDREN

ScholarMade provides the same educational opportunities to foster children as it does to all students. We collaborate with the Department of Human Services (DHS), the Division of Elementary and Secondary Education (DESE), and other individuals involved in the care of each foster child to maintain continuity in their education.
A staff member serves as the Foster Care Liaison to:

- Ensure timely enrollment
- Support transitions between schools
- Expedite transfer of educational records

Foster children must be enrolled immediately upon notice from DHS, regardless of missing records, proof of residency, or required clothing. Foster children will not be penalized for absences related to court dates, counseling, or school transfers. Completed coursework will be accepted for credit when appropriate placement assessments are met.

AGE REQUIREMENTS FOR ENROLLMENT

- Students may enter Kindergarten if they are five (5) years old on or before August 1 of the enrollment year.
- A student transferring from another state who turns five during the school year and has attended a state-accredited kindergarten for at least 60 days may also enroll with a written request and proof of residency.

Enrollment Documents
1. Proof of Residence
- Category 1 (Physical location): e.g., sales contract, lease, or current utility bill with name and address.

2. Proof of Age (One Required):
- Birth certificate
- County or registrar-issued certificate
- Baptismal certificate
- Passport
- Affidavit by parent or guardian
- Previous school records
- Military ID

3. Social Security Number: Parents may provide the child's Social Security number or request that ScholarMade assign a nine-digit ID from the Arkansas Department of Education.
4. Expulsion Disclosure: During registration, parents must indicate if the student has been expelled or is currently involved in an expulsion proceeding in another school district.
5. Health Records including proof or required vaccinations.

TRANSFER OF IEP AND 504 SERVICES POLICY

1. **Enrollment of Students with Disabilities:** The enrollment process requires the parent, guardian, or designated responsible party to accurately complete the school enrollment forms. This includes indicating whether the child receives services and has an Individualized Education Program (IEP) or a 504 Plan, as well as whether the student is receiving Mental Health Services or requires medicine management. Upon receipt of the enrollment forms indicating that the student receives services under IDEA or 504, the registration officer will notify the SPED Coordinator and teachers. **Note:** Failure to provide this crucial information delays essential services to the student and may be considered neglectful and falsification of information on the part of the parent or guardian.
2. **Transfer of Records:** Before the student is transferred to Scholarmade, it is essential for parents to submit essential records in their possession, including IEPs, 504 Plans, or any documents detailing services that the child has received. The records must include the IEP and all other records necessary to provide special education or related services to the child.

3. **Records Acquisition:** Scholarmade shall take reasonable steps to promptly obtain the child's records, including the IEP and supporting documents, and any other records relating to the provision of special education or related services to the child, from the previous school in which the child was enrolled, pursuant to section 99.31(a)(2) of title 34, Code of Federal Regulations. Scholarmade will schedule a transfer conference within 14 days of the student's enrollment to provide Notice of Conference to the parent for the Transfer Conference.
4. **Comparable Services:** Scholarmade shall provide such child with a free appropriate public education, including services comparable to those described in the previously held IEP, in consultation with the parents, until Scholarmade adopts the previous IEP or develops, adopts, and implements a new IEP that is consistent with Federal and State law.

KINDERGARTEN WAIVER (ARKANSAS LAW)

Parents, guardians, or legal custodians in Arkansas may choose to delay Kindergarten if their child will not turn **six (6) years old by August 1** of that school year. To postpone Kindergarten attendance:

1. Submit a **signed Kindergarten Waiver Form**, prescribed by the Arkansas Division of Elementary and Secondary Education (DESE), to the local school district office.
2. Once filed, the child is **not required to attend Kindergarten** during that school year

This option is authorized under **Arkansas Code § 6-18-201(a)(1)(A)(i)** and **§ 6-18-207(a)(2)**, and Act 570 of 1999 remains the foundational legislation

Kindergarten Physical Assessment

Kindergarten students must complete a physical exam using EPSDT or an equivalent screening. A physician-signed form may exempt a child. Forms are available from the school nurse or office.

Legal Reference: AR Code 6-18-701

IMMUNIZATION REQUIREMENTS FOR ENROLLMENT

General Requirements

Students must be able to show proof to their school that they have obtained the needed vaccines. If a parent cannot provide documentation that the student has received the necessary vaccines, the student will be excluded from school at that time. The student will not be allowed to enter school until the necessary documentation is provided.

There are three types of exemptions: medical, philosophical and religious. If for any reason you choose not to have your child immunized, you must call the Arkansas Department of Health for an exemption application. This is an annual requirement, and the process is lengthy. The application must be reviewed and approved by the Arkansas Department of Health before an exemption is granted. Proof of exemption or proof of exemption application is required BEFORE SCHOOL STARTS.

If there are reported cases of a vaccine-preventable communicable disease, an exempted student may be excluded from school for up to 21 days, or until the Arkansas Department of Health deems that it is safe for the exempted student to return to school. Because of the large number of students who will be affected, we strongly encourage you to contact your local Health Department or your doctor's office to schedule these vaccines as soon as possible. If you wait until close to the start of the school year, you may find you are unable to get a timely appointment, or you may run the risk of non-availability of the vaccines. If your child is new to our district and you do not provide his/her shot record, you will NOT be allowed to complete registration or enroll your child UNTIL the shot record is provided. If you have any questions about your child's immunization record, you can ask his/her School Nurse for additional information.

These vaccines are available at your local health department or your doctor's office. Please see below for a schedule of Arkansas Department of Health planned immunization clinics.

NEW REQUIREMENTS

Pre-K	2 Hepatitis A (first dose after 1st birthday)
Kindergarten	1 Hepatitis A
First grade	1 Hepatitis A
11 years or older (by September 1)	1 Tdap

Seventh grade	1 MCV4 (Meningococcal)
16 years old (by September 1)	1 MCV4 (Meningococcal) 2nd dose due at 16, or 1 dose on/after age 16 if not previously vaccinated
All students (Kindergarten through Grade 12)	2 Varicella (Chicken Pox); First dose after 1st birthday; (For history of disease, only a doctor's letter will be accepted)

ScholarMade requires one of four forms of immunization documentation: a fully itemized, dated vaccine record signed by a licensed provider or Arkansas school; a provider-issued catch-up schedule (which must be followed exactly); Arkansas Department of Health serologic proof of immunity; or an annual, notarized ADH exemption (the notarized application alone is valid for two weeks). Military-connected families have 30 days to begin required vaccines and 12 months to complete them, while out-of-state or international transfers have 30 days to submit proof of immunization, a provider schedule, or a valid ADH exemption; transfers from another Arkansas school must already comply. Students turning 11 or 16 by September 1 receive a two-week grace period for Tdap or meningococcal vaccines. Failure to meet these requirements—or an ADH-declared outbreak—will result in exclusion until ADH clearance. Excluding students with an active IEP or 504 Plan receive assigned work at the Administrator's office (first-week work by day one, weekly thereafter) and must complete it within five school days; all others do not receive homebound instruction.

EMERGENCY CONTACT FORMS

Families must provide **at least four active contact numbers** and notify the school immediately of any address or phone number changes.

In the event of a medical emergency:

- School officials will contact the listed physician.
- If no contacts are reachable, the school is authorized to seek emergency care as needed.

Note: ScholarMade is **not financially responsible** for emergency medical care or transportation.

COVID-19 PROTOCOLS

- **Face coverings are optional.**
- Health screenings may occur based on CDC and ADH recommendations.
- Social distancing will be observed when feasible.
- **COVID-19 vaccination** is strongly encouraged for all eligible individuals to help maintain a safe school environment.

PARENTAL INVOLVEMENT

District Parental Involvement Summary

ScholarMade Achievement Place and families share responsibility for each scholar's success. Engaged parents boost student achievement more than most reforms. We invite parents and guardians to strengthen our partnership through these opportunities:

- Founder's Day community event
- Back-to-School Night
- Parent-Teacher conferences
- Tribe volunteer events
- Family workshops (at least two annually on topics such as at-home learning strategies, healthy meal planning, and Arkansas online tools)
- School-wide celebrations (e.g., Grandparents Day, awards ceremonies, student programs, town halls)

Annual Title I Meeting

An Annual August Title I meeting is held in August. Families learn about our Title I program, parental rights, and the Teacher-Parent-Student Compact. Sign-in records (in-person or virtual) and agendas are retained.

Access to Key Information

Parents may always:

- Review the Family Engagement Policy
- View our curriculum at www.scholarmade.org

- See Arkansas standards at www.ade.arkansas.gov
- Check teacher credentials via the Arkansas Educator Licensure System

Additional Supports

- School menus (online, by email, at the front desk)
- Resources for positive parenting and at-home learning
- Curated reading lists for scholars
- Training on digital platforms to extend learning at home

School-Parent Compact

- Reviewed and updated annually
- Signed by parents by October 15 (or upon enrollment)
- Defines shared responsibilities for academic success
- Parents may join the School-Based Management Team and provide feedback twice yearly

Technology Access

Families may use school computers to check grades or access educational sites from 7:30–8:00 AM and 3:30–4:00 PM.

Coordination and Evaluation

Each campus appoints a Family Coordinator to oversee engagement. The School Director evaluates these efforts. Annual parent-interest surveys at Open House guide future planning.
For detailed campus plans, visit www.scholarmade.org.

VISITING OUR CAMPUS

CLOSED CAMPUS POLICY

ScholarMade operates as a closed campus: once students arrive, they must remain on school grounds for the entire day unless a school official grants explicit permission and the student is formally checked out.

Visitor Protocol

All classroom observations must be arranged at least 24 hours in advance with the teacher and Administrator. Visitors will be seated quietly without interacting with students, recording, or photographing; leadership may limit visits to protect instructional time and privacy.
Teacher conferences likewise require advanced scheduling and take place privately; recording conversations requires prior written approval.

Cell Phones & Recording

Students must turn in cell phones and electronic devices upon arrival prior to dismissal. Any audio, video, or photographic recording of school activities requires advance written permission from school leadership and consent from all participants. Posting images or videos of students on personal social media is strictly prohibited.

Parent Contact, Check-In, and Release

To reach a student during school hours, please call the front office—parents may not call or text scholars directly. Every visitor must silence phones, sign in via the Lobby Guard system at the front desk, present a valid photo ID, and wear a visitor badge while on campus. Individuals under age 18 (who are not the student's parent or guardian) may attend classroom or field-trip events only with prior permission from both the teacher and Administrator. Students may leave campus only with adults listed on the approved pickup list or, if specified on the birth certificate, unless a court order indicates otherwise; the front office manages all release arrangements.

Café Visits & Deliveries

Parents wishing to join their own child for breakfast or lunch must notify the office by 8:30 AM on the day of the visit and may eat only with that child. Any personal items, lunches, homework, or other forgotten belongings—should be dropped off at the front office; classroom instruction will continue uninterrupted.

COMMUNICATION

ScholarMade shares timely, relevant information with our entire school community—staff, students, and families—unless privacy or board policy requires otherwise. We communicate clearly and concisely. If you have questions after receiving a message, please follow these steps: Academic or student-specific questions: Contact your child's teacher first; if needed, escalate to the School Director.

School-wide communication questions: Direct them to the School Director, who will collaborate with the appropriate team to clarify.
Families receive regular updates via weekly email newsletters, automated phone/text alerts for emergencies or closures, teacher messages through the online portal, and monthly community meetings. For other inquiries, call the main office at (501) 404-0012 or email acholarmade@scholarmade.org.

STUDENT EDUCATIONAL RECORDS

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. They are:

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. 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.
3. 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 to the 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.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by ScholarMade as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the board or school governance council; a person or company with whom ScholarMade has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. Upon request, ScholarMade will disclose educational records without the consent of officials of another school district in which a student seeks or intends to enroll. If a parent wishes to have their child's education records released to an attorney, the school must receive signed, written consent from the parent or legal guardian authorizing the release. If an attorney submits a request on behalf of the parent, documentation must include this consent. Without consent or lawful exception, the school cannot release education records to a third party.
5. 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.

SPECIAL EDUCATION AND RELATED SERVICES EDUCATIONAL RECORDS

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.
Scholarmade will permit parents to inspect and review any education records relating to their children that are collected, maintained, or used by the agency under Part B of the IDEA and these regulations. Scholarmade will comply with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to 34 CFR 300.507

and 300.530 - 300.532 or §10.00 of these regulations, or resolution session pursuant to 34 CFR 300.510, and in no case more than 45 days after the request has been made.
The right to inspect and review education records includes several key provisions: (1) the right to a response from Scholarmade to reasonable requests for explanations and interpretations of the records; (2) the right to request that Scholarmade provide copies of the records if not providing them would effectively prevent the parent from exercising their right to inspect and review the records; and (3) the right to have a representative of the parent inspect and review the records on their behalf. Additionally, Scholarmade may assume that a parent has the authority to inspect and review records relating to their child unless Scholarmade has been informed otherwise under applicable State law concerning guardianship, separation, and divorce.

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. The Superintendent will close schools when necessary for circumstances related to Scholarmade.

ScholarMade Achievement Place of Arkansas is an open-enrollment public charter school and its own Local Education Agency (LEA), separate from the Little Rock School District. Any eligible student residing in Arkansas may apply for admission, subject only to lawful eligibility requirements and available capacity. Transportation is limited and is not guaranteed.

Application and Enrollment

Families must complete the school's application and provide enrollment documentation required by law or school policy. When applications do not exceed available capacity, completed eligible applications may be offered seats according to the school's published enrollment procedures and deadlines. An offer of a seat is contingent upon timely acceptance and completion of required enrollment documentation.

Nondiscrimination and Prohibition Against Screening

ScholarMade does not discriminate in admission or enrollment on the basis of race, ethnicity, national origin, religion, gender, disability, English-language proficiency, academic ability, or any other status protected by law. ScholarMade does not screen, select, rank, or deny applicants based on academic performance, academic history, athletic ability, extracurricular ability, test scores, disability, or the need for special education or related services.

A student's disability or need for special education or related services will not affect admission. Following admission, families should provide existing Individualized Education Programs (IEPs), Section 504 Plans, evaluations, and other educational records needed for appropriate placement and services. Students entering from homeschool may provide available transcripts, portfolios, assessments, curriculum records, or other evidence of learning solely to assist with placement, scheduling, and credit decisions after admission. Such records will not be used to determine admission eligibility.

Lottery Process

If the number of eligible applications received by the published deadline exceeds available capacity in a grade or program, ScholarMade will conduct a random, anonymous, and unbiased electronic lottery. The lottery will determine the order in which available seats are offered and will establish the waiting-list order for remaining eligible applicants.

ScholarMade does not provide a sibling, staff-child, or other enrollment preference unless the preference is authorized by applicable law and the school's approved charter. Returning students who remain properly enrolled are not required to participate in a lottery for continued enrollment, subject to applicable law and school policy.

Applicants selected through the lottery will be notified of the available seat and given a deadline to accept the offer and complete enrollment. Failure to meet the stated deadline may result in forfeiture of the seat, which will then be offered to the next eligible applicant according to the waiting-list order. The waiting list will be maintained in the order established by the lottery.

Final Enrollment Documentation

Final enrollment requires complete and accurate health, residency, custody, education, and other records required by law or school policy. Custody documents may require in-person verification. Requests for records are administrative requirements following a seat offer and will not be used as an academic or ability-based admissions screen.

SCHOOL ATTENDANCE ELIGIBILITY

ScholarMade Achievement Place is open and free to all eligible students in accordance with Arkansas law and the school's open-enrollment charter. Enrollment and continued attendance shall be administered without unlawful discrimination or academic screening.

COMPULSORY ATTENDANCE

Every parent, guardian, or other person residing in Arkansas who has custody or charge of a child between the ages of five (5) and seventeen (17), inclusive, as of August 1 of that year shall enroll and send the child to a public, private, or parochial school or provide a home school program as permitted by Arkansas law, except when the student has received a high school diploma or its equivalent or when a lawful kindergarten waiver applies.

Students are expected to maintain regular and punctual attendance. Parents and guardians are responsible for monitoring their child's attendance, communicating with the school regarding absences, and complying with ScholarMade attendance requirements.

When a student reaches the number of excessive absences established by ScholarMade policy, the school may take action authorized or required by Arkansas law, including referral to the appropriate authorities. Parents, guardians, or persons in loco parentis may be subject to penalties provided by Arkansas law.

ATTENDANCE SPECIFICATIONS

Regular attendance supports academic progress and continuity of instruction. The responsibility for regular attendance is shared by the student and the parent or guardian.

Student attendance will be classified as:

- Excused absence
- Unexcused absence
- Excessive absence or tardy

EXCUSED ABSENCES

An absence may be excused for the following reasons:

- Personal illness of the student;
- Court appearance;
- Medical or dental appointment;
- Serious illness of an immediate family member, including a parent/guardian, sibling, or grandparent;
- Death in the family; or
- Other circumstances determined by the School Director, Superintendent, or designee to constitute an acceptable reason for absence.

Documentation supporting an excused absence must be submitted to the school within five (5) school days after the student returns.

Once a student has accumulated more than six (6) absences during a semester, ScholarMade may require medical or other professional documentation for subsequent absences to be excused.

ScholarMade may verify medical or professional documentation when reasonably necessary. Documentation that cannot be verified or that does not substantiate the stated reason for the absence may result in the absence being classified as unexcused.

Students are responsible for completing work missed during an excused absence. Unless otherwise directed by the teacher, students will normally receive one (1) school day for each day absent to complete missed assignments.

UNEXCUSED ABSENCES

An absence that does not meet the requirements for an excused absence, or for which required documentation is not provided within the established timeframe, will be recorded as unexcused.

After a student accumulates three (3) unexcused absences during a semester, ScholarMade will notify the parent or guardian and may initiate attendance interventions.

Students are responsible for completing assignments and instructional work missed during an unexcused absence or school-assigned reset.

EXCESSIVE ABSENCES AND TARDIES

Seven (7) unexcused absences or ten (10) unexcused tardies during a semester are considered excessive under ScholarMade policy.

ScholarMade will provide notice and intervention before or upon a student reaching the excessive-absence or tardy threshold. Interventions may include a parent conference, attendance improvement plan, Student Support Team referral, or other appropriate measures.

When required or authorized by law, ScholarMade may refer excessive absenteeism or truancy to the appropriate court or governmental authority. This may include a truancy referral or a Families in Need of Services (FINS) petition.

Before a student reaches the maximum number of absences permitted under this policy, the student, parent, guardian, or person in loco parentis may petition ScholarMade administration for special arrangements to address the student's attendance.

If special arrangements are approved, the terms will be documented in a written attendance agreement identifying the expectations, supports, and consequences for failure to comply. The agreement will be signed by the ScholarMade designee, parent or guardian, and student when appropriate.

Attendance requirements and interventions will be modified when necessary to comply with a student's Individualized Education Program (IEP), Section 504 Plan, or other requirements of state or federal law.

Student Withdrawal Policy

A parent, legal guardian, or other person having lawful control of a student may request withdrawal from ScholarMade. The school will document the student's withdrawal date and reason, when available, and process the student's exit records in accordance with applicable law and school procedures. Students are expected to remain in attendance through their last scheduled day of enrollment unless otherwise authorized.

Before withdrawal is completed, families should return school-owned textbooks, technology, equipment, and other materials. ScholarMade will transfer or release student records as required by law. A student's withdrawal will not be conditioned on payment of fees or return of property when doing so would unlawfully delay the transfer of required educational records.

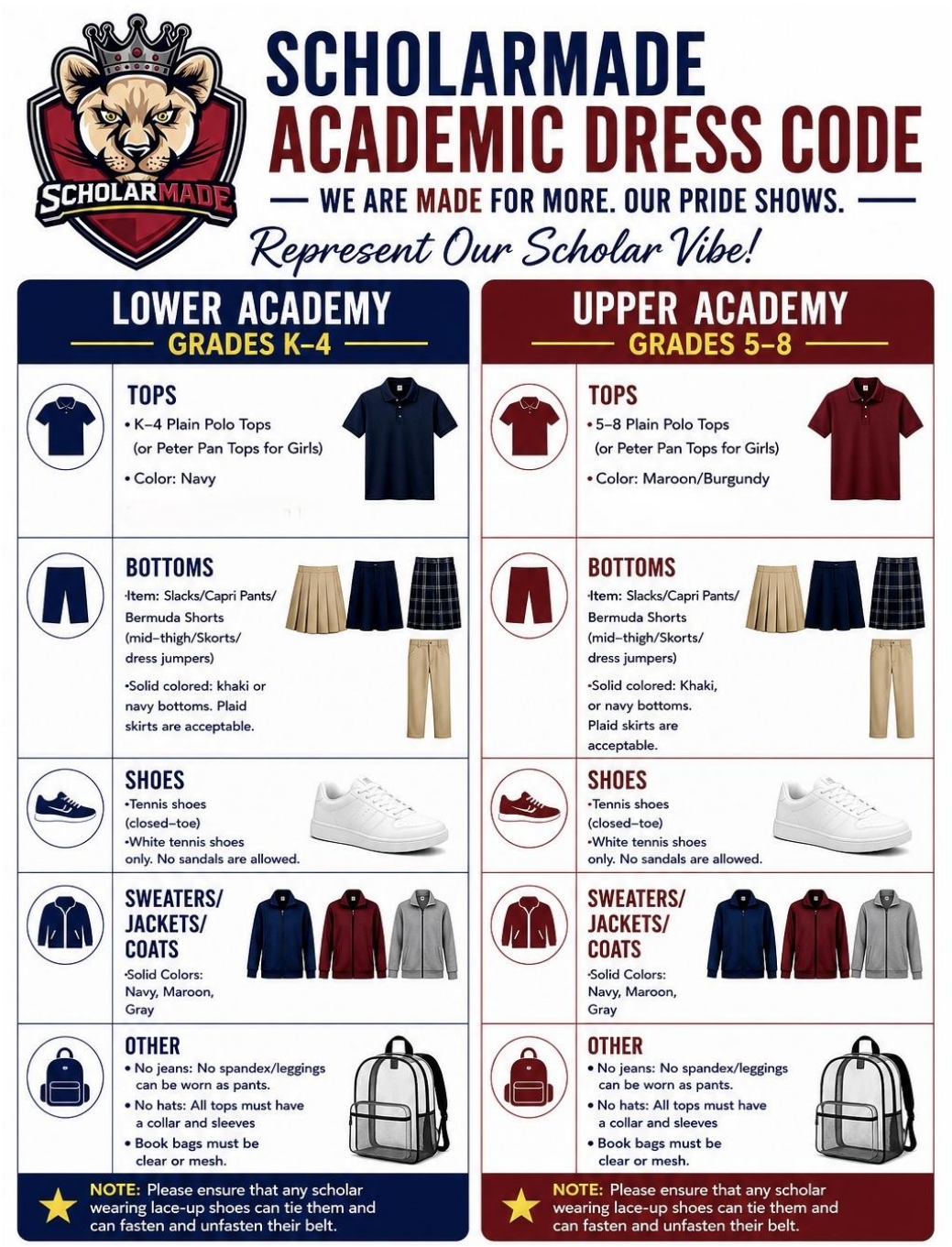
.

CHECK-IN / CHECK-OUT PROCEDURES

ScholarMade records a tardy when a student arrives past 8:00 AM start time without being in their assigned location; all late arrivals must be signed in by an adult at the front office, and a late pass is issued before class. Early check-outs before 3:00 PM also require photo ID and office confirmation, and no check-outs occur after that time.
Only adults listed on a student's Verification Card—or, if on the birth certificate, parties not restricted by court order—may pick up scholars; complex schedules must be arranged directly with the office in writing. After three unexcused tardies, we schedule a parent conference; upon a fourth or fifth offense, the administrator may assign detention, in-school time-out, or a reflection assignment.

Dismissal at 3:30 PM requires pickup by 3:45 PM; repeated early or late pickups can lead to lost privileges, supervision fees, or, in extreme cases, reports to child welfare or law enforcement. Students have as many days as they were absent to complete missed work (with tests beginning the day after the make-up window), and parents are responsible for requesting assignments and coordinating returns—especially for absences of three or more consecutive days, which require a make-up plan. All transportation changes must be submitted in writing by 2:30 PM—phone calls are accepted only in emergencies—and must include the child's name, new method, and responsible adult's contact. To check out before dismissal, parents supply a note specifying the reason and time, present photo ID, wait in the office while staff fetch the student, and sign the daily log; additions to the Verification Card require a prior in-person or written request.

UNIFORM REQUIREMENTS



GROOMING GUIDELINES

Students and families must ensure that attire and grooming are clean, weather-appropriate, and respectful of safety, hygiene, and the learning environment. Clothing should not display inappropriate images, messages, or logos (for example, references to drugs, alcohol, tobacco, violence, or obscenities), expose undergarments (such as sagging pants), or include items that distract others (for instance, extreme hairstyles or designs shaved into hair). Footwear—always required—must be closed-toe (no flip-flops, sandals, cleats, or skate shoes). Hats and caps are prohibited indoors. Shorts and skirts should extend at least to fingertip length when arms rest at the sides, and leggings or spandex are permitted only under garments that meet this length requirement. Students must wear proper attire for physical education. Failure

to comply may prompt parent notification, disciplinary action, or loss of privileges, with repeated violations subject to escalating consequences under the student discipline policy.

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 2-8 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.

INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

ELECTRONIC DEVICE POLICY

An "electronic device" refers to any item capable of transmitting or capturing images, sound, or data. ScholarMade provides access to electronic devices and internet for educational use only. There is no expectation of privacy—usage is continuously monitored, including email activity. Using a cell phone or any device to photograph, record, or video other students or staff is strictly prohibited and may result in consequences up to expulsion.

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Purpose: In compliance with the Arkansas Bell to Bell, No Cell Act (Act 122), ScholarMade maintains a cell phone-free environment to support instructional focus, emotional well-being, and respectful interpersonal interactions. This policy applies to all personal electronic devices and protects learning time from unnecessary distraction.

Definitions

Personal Electronic Device (PED):

Any privately owned device capable of communication, recording, audio or video playback, or internet access, including but not limited to cell phones, smart watches, earbuds, headphones, tablets, gaming devices, and personal laptops not issued by the school.

Policy Statement

1. Prohibited Use

Students may not use, display, access, or activate personal electronic devices during the instructional day, from the first bell to final dismissal, including lunch, recess, transitions, assemblies, and school bus transportation.

Device use is not permitted unless authorized by staff under an approved exemption listed in this policy.

2. Possession and Storage

Upon entering the building or homeroom, all personal electronic devices must be powered off or silenced and placed in designated storage as directed by staff, including pouches, lockers, or secured classroom storage.

Devices may not be carried in pockets, clothing, or backpacks in an accessible manner during the school day.

Failure to follow storage procedures constitutes a violation of this policy.

3. Emergency and Medical Exceptions

Exceptions for medical or health-related needs must be documented in the student's Individualized Education Program (IEP), Section 504 Plan, or Individual Health Plan and approved by administration.

In emergency situations, students must request assistance from school staff. Parents and guardians should contact the school office for urgent matters, and staff will coordinate communication with students as appropriate.

4. Prohibited Features and Misuse

Safety-tracking devices must have recording, listening, and monitoring features disabled while on campus.

Use of any device, whether personal or school-issued, that disrupts instruction, violates privacy, or breaches the Student Code of Conduct is prohibited.

5. Search and Seizure

Students have no expectation of privacy for any device brought onto campus if there is reasonable suspicion of policy violation or connection to a school safety concern or law enforcement investigation.

Devices may be confiscated and reviewed by administration and, when appropriate, referred to law enforcement.

Exemptions

6. Authorized Use of Personal Electronic Devices

A student may use a personal electronic device during the school day only under the following limited circumstances and only for the approved purpose:

The device is required by the student's IEP, Section 504 Plan, or Individual Health Plan for documented educational or health-related needs.

The use occurs during an emergency and is authorized or directed by school personnel.

The student is enrolled in an endorsed concurrent enrollment course at an institution of higher education and use of the device is necessary solely to complete two-factor authentication to access coursework or institutional systems. Use shall be limited to the time required to complete authentication.

The use is permitted during a special school event occurring during the school day, such as assemblies, performances, field trips, testing sessions, or school-recognized activities, and is explicitly authorized and supervised by staff.

Except as stated above, personal electronic devices must remain powered off and secured in designated storage for the duration of the instructional day.

Parent Communication

This policy is included in the Family Handbook, reviewed during orientation, and communicated during parent meetings. Families are encouraged to contact the school office rather than students during the instructional day.

Legal Reference

Arkansas Bell to Bell, No Cell Act (Act 122)

ARTIFICIAL INTELLIGENCE STUDENT POLICY

To protect student learning, academic integrity, and online safety, students are **not permitted to access or use Artificial Intelligence (AI) platforms** while at school, on school-issued devices, or on the ScholarMade network unless expressly approved by the school for a specific instructional purpose.

For purposes of this policy, Artificial Intelligence (AI) includes, but is not limited to, ChatGPT, Claude, Google Gemini, Microsoft Copilot, Grok, Perplexity AI, Character.AI, DeepSeek, Midjourney, DALL·E, Canva AI, and any application or website that generates text, images, audio, video, computer code, or other content using artificial intelligence.

Prohibited Uses

Students shall not:

- Access or use AI websites or applications during the school day.
- Use AI to complete assignments, homework, essays, projects, presentations, or other academic work.
- Use AI to answer questions, solve problems, generate computer code, summarize readings, or create written responses.
- Use AI to create images, videos, audio, or other digital content.
- Attempt to bypass school internet filters or security measures to access AI platforms.
- Use personal devices or personal internet connections to access AI platforms during school hours or while participating in school-sponsored activities.
- Submit work that was generated in whole or in part by an AI system.
- Represent AI-generated work as their own.

Academic Integrity

All work submitted by students must reflect the student's own knowledge, skills, and effort.

The use of AI-generated content will be treated as academic dishonesty and may be addressed under the school's Academic Integrity Policy. Students may be required to complete an alternative assignment, receive reduced or no credit, or face additional disciplinary consequences.

School Technology

ScholarMade employs internet filtering, network monitoring, and other technology safeguards to restrict access to AI platforms. Students may not attempt to disable, evade, or circumvent these protections.

Any attempt to access blocked AI services or to use unauthorized applications on school-issued devices may result in the loss of technology privileges and other disciplinary action.

Consequences

Violations of this policy may result in one or more of the following:

- Disciplinary action under the ScholarMade Student Code of Conduct: Level 2 Offense
- Additional consequences for repeated or serious violations.

ScholarMade Philosophy

ScholarMade believes that strong readers, writers, mathematicians, scientists, artists, and leaders are developed through independent thinking, productive struggle, and consistent practice. Students are expected to complete their own work, develop their own ideas, and demonstrate their own learning. Artificial Intelligence platforms should never replace the thinking, creativity, and perseverance that lead to lasting academic success.

ALTERNATIVE LEARNING ENVIRONMENT

ScholarMade may offer an Alternative Learning Environment (ALE) for students whose academic, behavioral, social, or emotional needs require additional support beyond the traditional classroom. The purpose of ALE is to remove barriers to learning and help students achieve success in school. ALE is an intervention program and is not a disciplinary placement.

A student may be considered for ALE after documented interventions have been implemented and reviewed. Placement decisions are made by an Alternative Education Placement Team and are based on multiple factors, including academic performance, attendance, behavior, and social or emotional needs. Students are not placed in ALE based solely on academic difficulties or disciplinary concerns.

Students receiving ALE services will:

- Receive an individualized plan that identifies goals, interventions, and supports.
- Continue to receive instruction aligned with Arkansas Academic Standards.
- Have access to counseling, behavioral, and other support services, as appropriate.
- Be monitored regularly to measure progress and determine readiness to return to the traditional classroom.

Parents or guardians will be notified of any proposed ALE placement and invited to participate in the placement meeting. ScholarMade will implement all ALE services in accordance with the rules and requirements of the Arkansas Department of Education.

BEHAVIOR & CONDUCT

At ScholarMade, we expect every student to act with respect—toward themselves, others, school property, and authority—both on campus and when traveling to or from school or school events. Teachers maintain a structured, positive classroom environment and may take reasonable steps, including brief physical restraint, to prevent harm. Parents partner with us by reinforcing consistent expectations and consequences at home; please discuss any disciplinary questions privately, not in front of students.

PROGRESSIVE DISCIPLINE

We use a progressive approach based on the nature and frequency of infractions. Minor first-time missteps typically earn a warning, reflection assignment, or brief in-school reset. Repeated or more serious behaviors may result in detention, loss of privileges, temporary removal from class (Out-of-Class Reset in our CARE Center), or, for severe cases, suspension or expulsion. Before assigning any consequence, staff explain the concern to the student and invite their response. All decisions involving students with Individualized Education Plans reflect those plans' requirements.

TRIBE VALUES

Our TRIBE system divides scholars into small "houses" built around teamwork, integrity, belonging, respect, success, and empathy. Teachers weave these values into lessons and school rituals; families reinforce them at home through conversations and by attending TRIBE events. Students earn recognition for embodying TRIBE values, strengthening our schoolwide community.

SAFE PLACE & BULLYING

ScholarMade is committed to a safe, respectful environment free from harassment or bullying—any repeated or serious act intended to intimidate, embarrass, or harm another, whether physical, verbal, social, or online. Harassment based

on race, religion, disability, gender identity, sexual orientation, or other personal traits is strictly forbidden. Anyone who reports wrongdoing is protected from retaliation. Reports—made in person or anonymously—are investigated within five school days. Support and counseling follow as needed; substantiated bullying leads to appropriate discipline, up to expulsion and involvement of authorities.

GRADE-LEVEL SUPPORTS & CONSEQUENCES

We tailor responses to students' developmental stages. For scholars in K–2, we focus on restorative steps: reminders, think-time breaks, family conferences, and guided reflection to build emotional skills. In grades 3–5, first offenses bring counseling and a required parent meeting; subsequent offenses may include brief suspensions and continuation in intervention programs, with expulsion considered after a third serious violation. For grades 6–8, interventions begin with collaboration and counseling; repeated or severe offenses lead to longer out-of-school resets, academic units on empathy and anger management, and expulsion for the most serious or repeated conduct.

EMERGENCY REMOVAL & APPEALS

If a student poses an immediate physical threat—particularly in cases of alleged sexual harassment—the school may remove them pending a safety assessment. Families receive prompt notice and may challenge the decision immediately. First, starting with the School Director, then the Managing Director, if not satisfied, the parent may request a meeting with the Superintendent. If the Superintendent recommends expulsion, the parent has the right to appeal that recommendation to the Board of Directors. Those appeals must be in writing.

Together—with clear expectations, consistent consequences, and a shared commitment to our TRIBE values—ScholarMade creates a learning atmosphere where every scholar feels safe, respected, and ready to grow. If you have questions or wish to review the full discipline code and procedures, please contact the Student Support Specialist

CODE OF CONDUCT

Consequences will be modified based on the age and grade of the Scholar

Level 1: Minor Inappropriate Behavior
Level 1: Minor Misconduct • Rule 1: Academic Dishonesty • Rule 2: Insubordination and Disrespect (refusal to follow staff directions) • Rule 3: Horseplay / Minor Contact • Rule 4: Teasing / Invading Personal Space • Rule 5: Skipping Class or Leaving Campus Without Permission • Rule 6: Failure to Serve Detention • Rule 7: Verbally Abusive Language or Gestures • Rule 8: Bus Misbehavior **Consequences (Grades 3–5 / 6–8):** 1. Warning and parent/student notification 2. Parent Conference and Emotional Intelligence session 3. Detention (before/after school/ lunch/Saturday) + reflection and Emotional Intelligence session 4. Out-of-Class Reset with Reflection **5.** Behavior contract or SST referral
Level 2: Inappropriate Behavior Toward Others: Level 2 offenses escalate beyond minor missteps. Consequences range from same-day removal to a multi-day out-of-school reset. After a second Level 2 incident, we convene a School Support Team (SST) meeting to review support; parents are invited to attend
Rule 9: Tobacco & Vaping – Possessing or using tobacco, vape devices, lighters, or matches on campus, at events, or on the bus. Rule 10: Dangerous Items – Bringing weapons or harmful tools (mace, pepper spray, fireworks, multi-fingered rings, etc.). Rule 11: Bullying & Cyberbullying – Any repeated harassment, threats, or intimidation in person or online. Rule 12: Fighting – Mutual physical conflict intended to harm.

Rule 13: Profanity/Slander Toward Staff – Inappropriate or defamatory language directed at employees.
Rule 14: Repeated Level 1 Violations – Continued minor infractions after warnings and interventions.
Rule 15: Forgery & False Information – Falsifying documents, signatures, hall passes, or identity.
Rule 16: Gang Affiliation – Displaying gang signs, language, gestures, or attire.
Rule 17: Inappropriate Technology Use – Accessing, storing, or sharing obscene or pornographic content on school devices (accidental discovery must be reported).
Rule 18: Vandalism – Damaging, defacing, or tampering with school property, technology, busses, or facilities.

LEVEL 2 CONSEQUENCES FOR GRADES 3–5

1st Offense: Parent Conference: -3 days out-of-class reset + Emotional Intelligence session
2nd Offense: 1-3 days out of school reset + mandatory SST meeting, behavior plan or IEP/504 review, Emotional Intelligence session
3rd Offense: 5 days out of school reset + required mental-health counseling before return
4th Offense: ALE Placement if available
5th Offense: Expulsion recommendation + SST or Manifestation Determination Review for IEP/504 students

LEVEL 2 CONSEQUENCES FOR GRADES 6–8

1st Offense: Parent Conference: 3 days out-of-class reset + Emotional Intelligence session
2nd Offense: 3-5 days reset + mandatory SST meeting, behavior plan or IEP/504 review, Emotional Intelligence session
3rd Offense: 5-7 days out of school reset; review BIP and required mental-health counseling before return
4th Offense: ALE Placement if available or 10 days out of school reset
5th Offense: Expulsion recommendation + SST or Manifestation Determination Review for IEP/504 students

Note: If an offense is a manifestation of a disability, the IEP/504 team will determine next steps.

Level 3: Danger to Self or Others:
Level 3 offenses are the most serious violations of school rules and pose a threat to the safety or well-being of others. These behaviors may result in long-term Out-of-School Reset, expulsion recommendation, and police involvement where required. Students may also be required to complete mental health counseling or other supports before returning to school.

Rule 19: Assault or Threat of Harm: Physically harming, threatening, or intimidating anyone—including via slurs, gestures, or taunts.
Rule 20: Theft: Stealing or possessing stolen property, as well as digital theft (items over $500 trigger police notification).
Rule 21: Indecent Exposure: Exposing private body parts or inappropriate touching.
Rule 22: Sexual Misconduct: Engaging in or attempting sexual acts, offensive touching, or sexting on campus or at events.
Rule 23: Sexual Harassment: Unwanted sexual advances, comments, or contact.
Rule 24: Harassment**:** Repeated verbal, physical, or digital behavior that threatens someone's safety or learning.
Rule 25: Vandalism & Breaking & Entering: Damaging, defacing, or unlawfully entering school or personal property (>$500 damage requires police involvement).
Rule 26: Computer Tampering: Damaging school devices, software, or data, including introducing viruses.
Rule 27: Repeated Level 2 Violations: Continued serious misconduct after Level 2 consequences.
Rule 28: Disorderly Conduct: Major disruptions to instruction, transportation, or school activities.
Rule 29: Harassing Communications**:** Using calls, messages, or social media to intimidate or threaten others; unlawful posts may lead to prosecution.
Rule 30: Fireworks or Explosives: Bringing or using explosive materials on school grounds or at events.
Rule 31: Drugs, Alcohol & Paraphernalia: Possessing or using controlled substances, alcohol, vapes, or related items; counseling required for reentry, police notified for illicit drugs.
Rule 32: False Alarms, Calling Emergency Vehicles or Threats: Pulling fire alarms or reporting fake emergencies; may constitute a felony and involve police, fire marshal.
Rule 33: Refusal of Lawful Search: Denying a staff-conducted search under policy guidelines.

Rule 34: Dangerous Objects: Possession or use of items that are used to cause harm such as look alike drugs, weapons, tasers, chains, padlocks, clubs, box cutter, and pepper spray.
Rule 35: Video Voyeurism: Filming or recording someone without consent and distributing such recording to others via airdrop, posting on social media, or texting anything that presents the person in a negative light and causes harm to reputation; illegal and referred to police.

Level 3 Consequences for Grades 3-5

Consequences for Grades 3–5

- ☐ 1st Offense: 3–5 days out-of-school reset; mandatory SST meeting, behavior plan, mental-health session
- ☐ 2nd Offense: 5–10 days reset; required mental-health session
- ☐ 3rd Offense: Expulsion recommendation; SST/MDR for IEP/504 students; mental-health session before return

Consequences for Grades 6–8

- ☐ 1st Offense: 5–10 days out-of-school reset; SST meeting, behavior plan, mental-health session
- ☐ 2nd Offense: ALE Placement if available or 10 days out of school reset; mandatory SST meeting, mental-health session
- ☐ 3rd Offense: Expulsion recommendation; SST/MDR for IEP/504 students; mental-health session before return

Note: If behavior is a manifestation of a disability, the IEP/504 team will determine appropriate next steps.

Level 4 offenses involve serious threats or criminal acts. They carry a recommended expulsion (often a mandatory one-year term under Arkansas law), law-enforcement notification, and required mental-health or legal interventions. Such incidents are communicated only in person or by phone.

Rule 36: Arson: Intentionally starting or attempting to start a fire on school property.
Rule 37: Extortion or Robbery: Using force or threats to take money or belongings.
Rule 38: Drug or Alcohol Sale/Distribution: Selling or distributing alcohol, illicit drugs, or prescription medications. Expelled students must complete a counseling or treatment program before petitioning for reinstatement.
Rule 39: Physical Assault on Staff: Striking or attempting to strike any teacher or school employee.
Rule 40: Verbal Threats Toward Staff: Using threatening or abusive language or gestures toward employees.
Rule 41: Possession of a Firearm: Having a firearm—loaded or unloaded—on campus or at school events results in mandatory one-year expulsion.
Firearm defined as any device that shoots a projectile by explosive force, can be converted to do so, or firearm parts that assemble into such a device.
Rule 42: Use of a Weapon: Using any weapon or firearm to threaten or harm others.
Rule 43: Possession or Use of Explosives: Bringing or threatening to use explosive devices on campus or at events.
Rule 44: Possession of a Weapon or Look-Alike Weapon: Having knives, BB/pellet guns, stun guns, box cutters, or replicas designed to cause harm.
Rule 45: Terroristic Threatening: Threatening to kill or seriously injure someone or damage property in a way that creates fear.
Rule 46: Felony Violations: Committing any felony on school grounds, the bus, or at school-sponsored activities.

Level 4 Consequences for All Grades

Serious Threats or Criminal Acts

Consequences for All Grades

- Expulsion recommendation for any Level 4 rule violation.
- Mandatory School Support Team (SST) meeting following the offense.
- For students with IEPs or 504 Plans, a Manifestation Determination Review (MDR); if behavior is a disability manifestation, the IEP/504 Team will determine appropriate supports and next steps.

SCHOLARMADE DUE PROCESS & DISCIPLINARY INVESTIGATION

ScholarMade bases all disciplinary actions on fairness, transparency, and the right to be heard. When a serious incident occurs, staff report it immediately to the administration. If necessary for safety, a student may be temporarily removed; written notice explaining the removal is provided to the family within 24 hours. The administrator coordinates an

investigation—informing everyone of the process; collecting written or verbal statements from the reporting party, the accused, and any witnesses; and reviewing evidence with leadership before determining appropriate consequences under this Handbook.

INCIDENT INVESTIGATION & EMERGENCY REMOVAL

- Emergency removal for safety, with prompt written notice to the family.
- Full documentation of statements and evidence.
- Language or disability accommodations (interpretation, alternate formats) as needed.

RIGHT TO A HEARING

- Students facing suspension or expulsion are told the specific violation and may hold an informal hearing with the Administrator to present their account.
- For expulsions, parents receive formal written notice in their primary language, may attend a formal hearing with representation, present evidence, question witnesses, and may appeal in writing to the Superintendent.

PROVISION OF WORK DURING SUSPENSION

Teachers assign and parents collect or arrange delivery of academic work; students may also use online platforms to stay current.

PROGRESSIVE DISCIPLINARY FRAMEWORK

1. Out-of-School Reset (OSR): Parents notified and online work assigned.
2. Re-Admission Conference: Student, parent, and administrator meet before return.
3. Expulsion: Superintendent recommends; Board votes after formal notice.
4. Readmission After Expulsion: Student meets with the Superintendent; Board may impose conditions or deny reentry.

IMMEDIATE SAFETY VIOLATIONS

In cases involving weapons, drugs, violence, sexual misconduct, or self-harm threats, the school will:

- Remove the student immediately
- Notify the family
- Conduct threat and/or mental-health assessments
- Involve social services or law enforcement if required
- Assign consequences based on findings

EXPULSION GUIDELINES & READMISSION

Expulsion applies to repeated/severe violations, threats to safety, or criminal acts. Federal law mandates a one-year expulsion for firearm offenses unless the Board grants an exception. Students may petition for early readmission by meeting Superintendent-specified behavioral or intervention requirements and gaining Board approval.

DISCIPLINING SCHOLARS WITH DISABILITIES (IDEA)

ScholarMade follows federal and state laws when disciplining scholars with disabilities. The goal is to ensure that students receive the support they need while maintaining a safe learning environment.

General Guidelines

- **Assignment Access:** Scholars removed from school for **fewer than 10 days** will receive all classroom assignments and a schedule to complete them.
- **Instructional Support:** During suspension, students may receive **one hour per day of on-site instruction** and will be allowed to make up missed work and tests.
- **Additional Services:** Support may include phone tutoring, online instruction, home visits, or one-on-one sessions to help the scholar meet academic goals.

MANIFESTATION DETERMINATION REVIEW (MDR)

If a scholar with an IEP or 504 Plan is suspended for **more than 10 days**, or for serious incidents, the school must:

- Hold a **Manifestation Determination Review** to decide whether the behavior was a result of the scholar's disability.
- If the behavior **is a manifestation**, the IEP Team will:

  - Revise the IEP or Behavior Intervention Plan.
  - Determine an appropriate **Interim Alternative Educational Setting (IAES)**.
  - Ensure services continue so the scholar can progress in the curriculum and IEP goals.
- If the behavior **is not a manifestation**, the same disciplinary actions applied to other students may be used, but services must continue.

WHEN INTERIM ALTERNATIVE PLACEMENT MAY BE USED (UP TO 45 DAYS)

An IEP Team may place a scholar in an **interim setting** if they:

- Possess a **weapon**
- Use, sell, or distribute **illegal drugs**
- Cause **serious bodily injury**
- Are deemed likely to harm self or others if returned to the current placement (requires a hearing officer decision)

In these cases:

- The **IEP Team** selects the setting and services.
- The scholar continues to receive education and behavioral supports.
- **Parents must be notified** of the decision and their rights on the same day the decision is made.

Right to Appeal

Parents/guardians may request a **hearing** to challenge either:

- The decision to place the scholar in an interim alternative setting
- The result of the Manifestation Determination Review

During the appeal, the scholar will remain in the interim setting for up to 45 calendar days or until the hearing concludes.

SCHOLARS WITH MULTIPLE REMOVALS

If a student with a disability is removed from school **for more than 10 total days in a school year**, ScholarMade will:

- Continue providing services necessary to support progress in general education and IEP goals.
- Provide a tutor if needed.

SEARCH AND SEIZURE POLICY

ScholarMade respects students' privacy but must also maintain a safe and secure school environment. To protect students and staff, school officials may search property or individuals **when there is reasonable suspicion** of a rule or legal violation.

When Searches May Occur

- **Student belongings** (cell phones, backpacks, purses, etc.) may be searched when there is reasonable suspicion.
- **School property** (including lockers, Chromebooks, headsets, books, desks, and vehicles in school lots) may be searched at any time.
- Students will be informed and may be present during the search when possible, but **notice and consent are not required**.

Who May Conduct Searches

- The **Superintendent, Administrators, School Directors, Culture Coordinators, Directors**, or their designees may authorize or perform a search.
- **Personal searches** will be conducted by a licensed staff member of the same sex, with another licensed employee as a witness.
- Law enforcement may be involved and may use trained dogs when necessary.

Handling of Evidence

- Items found that violate school rules or the law may result in **disciplinary action**.
- Illegal items will be reported to the proper authorities.

Video Surveillance Policy

To promote the safety and security of students, staff, and visitors, ScholarMade uses video and, where applicable, audio surveillance on school property, school buses, and other school-operated facilities. Students, employees, and visitors should expect that activities in monitored areas may be recorded. Video recordings are the property of ScholarMade and are used to support school safety, investigate incidents, enforce school policies, and, when appropriate, assist law enforcement.

When an incident involves a student's own child, a parent or legal guardian may request to **view** the relevant video recording at a mutually agreed-upon time. The viewing will be supervised by school personnel. To protect the privacy rights of other students and staff, maintain the confidentiality of student records, and preserve the integrity of the school's security system, copies of surveillance recordings will not be provided, duplicated, photographed, recorded, or electronically transmitted to parents or other members of the public.

Surveillance recordings are confidential school security records and are maintained in accordance with applicable state and federal law. Recordings are generally **not subject to public disclosure** when release would reveal security measures, including camera locations, fields of view, or other information that could compromise the safety and security of students, staff, or school facilities. The Superintendent or designee may authorize the release of surveillance recordings only when required by law, court order, subpoena, or to law enforcement or other governmental agencies with legal authority to obtain the recordings.

CONTACT WITH STUDENTS AT SCHOOL BY INDIVIDUALS

Individuals who are not part of the ScholarMade staff may not question students during the school day unless specific legal conditions are met. Questioning by non-school personnel is only permitted with a court order, a subpoena or arrest warrant, or with the consent of the student's parent or guardian (or the student if over 18). An exception is made for law enforcement officers or child protection investigators (such as DHS or SCAN) conducting official child abuse or maltreatment investigations. In such cases, the interview may proceed without parental permission. Except in investigations involving abuse or maltreatment, a ScholarMade staff member must always be present during any student questioning.

GRADING POLICY

Grades at ScholarMade reflect each student's mastery of clearly defined Arkansas state standards. Report cards are issued every nine weeks, with interim progress reports available at the grading period midpoint via the Home Access Center (HAC) on dates published in our school calendar. When a student transfers in, previous grades are averaged with ScholarMade coursework to compute the first nine-week grade. Elementary students without incoming grades must be enrolled for at least 30 days before earning a report. Quarterly parent–teacher conferences are scheduled to review progress; additional meetings—including phone calls, emails, or home visits by two staff members—may occur as needed. Parents are always welcome to request extra conferences. Grades reflect a variety of academic evidence collected throughout the grading period and may include homework, classwork, projects, writing assignments, quizzes, tests, performance tasks, state assessments, and other standards-based assessments that measure student mastery of course objectives.

All teachers use core curriculum aligned to Arkansas standards, and our unified grading policy ensures consistency across classrooms. Students who score below expectations on any graded assessment or major project must meet with their teacher for targeted feedback and complete all required revisions before a grade is finalized.

Grading Scales

- **Kindergarten:** 4 = Exemplary; 3 = Proficient; 2 = Developing; 1 = Beginning
- **Grades 1–8:** A (90–100), B (80–89), C (70–79), D (60–69), F (0–59)

ACADEMIC INTERVENTION PLANS

Students in grades 3–8 who score at Level 1 on state assessments receive tailored intervention—either push-in or pull-out support—and parents will receive regular updates on their child's progress toward grade-level mastery.

CHROMEBOOK, ACCESSORIES, AND INSTRUCTIONAL RESOURCE CARE:

ScholarMade provides each scholar with instructional technology—Chromebook, headset, and related accessories—valued at approximately $350. Students must care for these devices by keeping food and drink away, handling cords and accessories gently, avoiding contact with non-touchscreen areas, and placing devices on stable surfaces. To prevent damage, devices should not be exposed to extreme temperatures or have their air vents covered. All technology remains on campus and must retain its inventory tags. Any loss, damage, or theft must be reported to the school immediately, as students are responsible for the items assigned to them.

HOMEWORK POLICY:

Students reinforce math and science skills each evening through our online platforms, read aloud for thirty minutes, and review vocabulary words. Because ScholarMade's schedule extends beyond a traditional calendar, homework is minimal and typically assigned on Fridays. When issued, assignments will strengthen classroom concepts, foster independent study habits, invite parent involvement, and coordinate across subjects for longer-term projects. The frequency of homework is determined by school administrators and teachers.

GRADE ASSIGNMENT – NEW STUDENTS

New students from Arkansas-accredited schools will be placed in the grade level they were enrolled in previously. Students must have proof of enrollment up to the transfer date. Those who are not enrolled or not registered for homeschooling will be reported to DHS. Students from non-accredited schools or home schools will be assessed for grade placement. The Superintendent may require informal assessments and adjust placement as needed based on performance.

REMEDIATION:

All students must participate in state-mandated assessments. Those scoring Level 1 must participate in a remediation program. An Academic Intervention Plan (AIP) will be developed collaboratively with parents.

RETENTION AND PROMOTION:

Promotion and retention decisions are based on multiple measures of student performance, including grades, classroom performance, benchmark assessments, standardized test results, intervention data, attendance, and other academic records. Families will be informed of retention concerns through ongoing communication and a personal conference. Final retention decisions are made by the Superintendent upon the recommendation of the School Support Team.
Reading Proficiency
ScholarMade complies with all Arkansas laws governing reading proficiency, promotion, and retention.

- Students identified as performing below grade level in reading will participate in required intervention services and progress monitoring.
- Third-grade students must meet the reading proficiency requirements established by the Arkansas Department of Education for promotion to fourth grade.
- Students who do not meet the required proficiency level will participate in state-required interventions and retesting.
- Exemptions from third-grade retention will be granted only as permitted under Arkansas law.

SPECIAL EDUCATION

Special Education
To the maximum extent allowed by each student's individualized education plan (IEP) and all applicable federal laws, Scholarmade 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 co-teach, 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 and provide direct instruction to students as required. 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 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, develop 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 books, materials, and technology devices for classroom use. Parents or guardians are financially responsible for replacing any item that is lost or damaged due to student misuse. Prices for these materials are available upon request from the school office. All ScholarMade students follow Arkansas's Smart Core curriculum unless a signed waiver directs them to the alternate Core sequence or their IEP. Families receive both the Smart Core Informed Consent and Waiver forms before 7th grade (or upon initial enrollment in grades 7–12) and must return one to be filed in the student record. Students who opt out must still meet Core or IEP requirements to **GRADUATE AND** may later switch back to Smart Core if they can complete its credits by senior year with counselor approval. Every two years a staff–student–parent panel reviews this policy and course requirements to keep them aligned with student needs. Information is shared through the handbook, family meetings, counselor conferences, and newsletters, and staff receive annual policy training. ScholarMade complies with the Interstate Compact on Educational Opportunity for Military Children for transfers. To earn a diploma, students must pass the Arkansas Civics Exam, complete one Digital Learning course (grades 9–12), and satisfy the statewide Financial Literacy mandate by passing an Economics course with embedded personal finance standards. For the complete list of Arkansas graduation requirements, visit: https://dese.ade.arkansas.gov/offices/learning-services/curriculum-support/arkansas-graduation-requirements

ARKANSAS ACTIVITIES ASSOCIATION (AAA)

To participate in ScholarMade's extracurricular or interscholastic programs, students must satisfy Arkansas Activities Association and ADE eligibility standards without compromising instructional time. Staff will monitor academic performance and may modify or suspend participation if a student's grades decline. All contests are canceled on days when school is closed for weather or emergencies. Home-schooled students residing within ScholarMade's boundary may also try out under Act 1469: they must enroll in at least one ScholarMade course within the first eleven days of the semester, submit written notice to the Administrator before tryouts, and demonstrate academic eligibility by scoring at or above the 30th percentile on a nationally norm-referenced test (for example, the Stanford Achievement Test, 10th ed.). They must complete the same physicals, drug tests, fees, and conduct requirements as enrolled students and comply with AAA rules. Under A.C.A. § 6-15-509, any home-schooled student who withdraws from an AAA member school must wait 365 days before regaining eligibility.

HEALTH SERVICES

The school nurse is on site during regular hours to provide first aid, coordinate care plans for students with medical needs, and manage health screenings; when the nurse is absent, certified staff members trained in first aid and CPR step in. Routine hearing and vision checks occur for K–4 students, new transfers, or by request, and BMI measurements for K, 2nd, and 4th graders are collected and shared confidentially—parents may opt out of BMI screening with a written request. Students with live head lice are sent home for treatment and must be cleared by the nurse before returning; one excused absence is allowed, and a social worker provides prevention education after multiple cases. ScholarMade follows ADE infectious-disease guidelines, excluding contagious students (e.g., with chickenpox, flu, strep throat) until they are no longer a risk, and evaluates chronic illnesses (asthma, diabetes, seizures, anaphylaxis) on a case-by-case basis to create individual health care plans. In emergencies, the nurse or designee may call 911, notify parents, and complete an accident report, although the school assumes no financial responsibility for treatment.

Medications require a completed Medication Administration Release Form, original labeled containers, and parent transport; only the nurse or a trained designee may administer them, and narcotics are prohibited. Students with a fever of 100°F or higher, vomiting, or diarrhea are sent home and may return only after 24 hours symptom-free without medication. ScholarMade adheres to state-mandated health screenings (hearing, vision, BMI, scoliosis) with opt-out options and promotes overall wellness through Arkansas's nutrition and physical-activity standards, participation in federal meal programs, and weekly Emotional Intelligence lessons to support social–emotional health.

PARENTAL NOTICE TO ACCESS PUBLIC INSURANCE

This notice informs you of your rights under Part B of the Individuals with Disabilities Education Act (IDEA) as the parent of a child with a disability. It ensures you can make an informed decision about whether to allow the school district to access your or your child's public benefits or insurance, such as Medicaid, to help cover the cost of school-based health services. This notice is provided before your initial consent and again annually.

1. Your Child's Confidential Information is Protected – The school must obtain your written consent before sharing your child's personally identifiable information (e.g., name, birth date, Medicaid ID, disability, IEP, services, progress notes) with Medicaid or related billing agencies. This requirement is based on the Family Educational Rights and Privacy Act (FERPA) and IDEA regulations.

2. Services Must Be Provided at No Cost to You – Your child is entitled to special education and related services necessary to provide a Free Appropriate Public Education (FAPE), regardless of whether you consent to Medicaid billing. The school district:

- Cannot require you to enroll in public benefits or insurance for your child to receive services;
- Cannot require you to pay out-of-pocket costs such as co-pays or deductibles, though the district may choose to pay those costs;
- Cannot use your child's benefits if it would lower lifetime coverage, increase your premiums, reduce your benefits, or jeopardize eligibility for other services like home/community-based waivers.

3. You Can Withdraw Consent at Any Time – You have the right to withdraw your consent for the school to share your child's information for Medicaid billing purposes at any point. This is protected under FERPA and IDEA.

4. Refusal or Withdrawal of Consent Does Not Affect Services – If you refuse or later withdraw consent, the school district is still obligated to provide all required IDEA services to your child at no cost to you.

REPORTING CHILD ABUSE

ScholarMade Achievement Place of Arkansas adheres to state law requiring the prompt reporting of suspected child abuse or neglect. Any mandated school employee who suspects or observes signs of abuse must immediately report the concern to the Department of Human Services. ScholarMade prioritizes the safety and welfare of the child and complies with legal requirements regarding parental notification when outside agencies conduct student interviews at school.

CHILD FIND

As part of its Child Find responsibilities, ScholarMade actively identifies students who may have special health, academic, or emotional needs. Through its School Support Team, the school monitors and evaluates students who may require health interventions, academic modifications, or social-emotional support. Parents are encouraged to notify the school if they suspect a need for assessment or further evaluation.

ASBESTOS NOTIFICATION TO PARENTS

In compliance with federal law, ScholarMade provides annual asbestos notifications to parents, students, and staff. The Asbestos Management Plan is available at the school, and inquiries 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

ScholarMade uses School Messenger, a mass communication system, to notify parents and guardians about school-wide or district-level updates via phone, text, and email. To receive these messages, parents must keep their contact information current with the school. When an emergency occurs 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

Scholarmade maintains a crisis and emergency handbook to protect students and staff during emergencies. In the event of an emergency, critical updates will be shared through electronic messages, local news outlets, ScholarMade's website (www.scholarmade.org), and official social media channels.

FOOD SERVICE DEPARTMENT

COMMUNITY ELIGIBILITY PROVISION (CEP)

ScholarMade Achievement Place is implementing the Community Eligibility Provision (CEP), a federal option under the National School Lunch and School Breakfast Programs. This means all enrolled students may receive a healthy breakfast and lunch at no cost to the household every school day. No application is required. For questions, please contact the Child Nutrition Director at **childnutrition@scholarmade.org**.

FOOD ALLERGY POLICY

To accommodate food allergies, families must submit a new doctor's note each school year to the school nurse. This documentation is required before any food substitutions can be made.

MEAL CHARGE POLICY

Current CEP Status
ScholarMade is a CEP school and does not charge students for meals.
If Meal Charges Resume in the Future

If meal charges are reinstated, the district will not allow students or staff to charge meals, a la carte items, or beverages without prepayment. Purchases must be paid for at the time of service or through a prepaid account. Payment methods may include:

- Cash or check submitted at the school
- Online deposits to a prepaid meal account

Parents/guardians will be contacted when:

- The student's account balance is low
- The student receives a meal without sufficient funds
- The student receives five (5) unpaid meals

Unpaid Meal Access

In accordance with Arkansas law, students without sufficient funds will be provided an unpaid reimbursable meal at no charge. Notifications will be sent to families after the first and fifth unpaid meals, and any time an unpaid meal is provided after funds have been deposited.

GENERAL INFORMATION

BIRTHDAY CELEBRATIONS & CLASS PARTIES

Classes celebrate student birthdays by month on the last school day. Teachers acknowledge birthdays during community meetings, town halls, and newsletters. Parents may send individually wrapped treats (no homemade items or loose food), or alternatives such as small school-supply goody bags or items classmates can sign (e.g., a t-shirt, pillowcase, or notebook). Each class may hold two annual parties, one at Christmas and one for Valentine's Day, with all cookies, cupcakes, and candy store-bought or from a licensed bakery and individually wrapped. Floral or balloon deliveries are not permitted.

FUNDRAISING & EXTRACURRICULARS

Fundraising is voluntary and requires written parental permission; students may never sell door-to-door without adult supervision. Participation in school-sponsored extracurricular activities depends on meeting academic, behavior, and attendance standards.

FIELD TRIPS

Field trips extend classroom learning and require signed parental permission. Only students in good standing attend; siblings and preschoolers are not allowed. Scholars ride the school bus unless a parent provides private transportation—and the school assumes no liability for privately driven students. Students may not ride home with another parent. All school rules apply off campus, and parents may check out their own child during a trip by signing them out with a school official.

CAMPUS TOBACCO & SUBSTANCE POLICY

The possession or use of tobacco, alcohol, or illegal drugs is strictly prohibited for everyone—students and adults—on all ScholarMade property and in school-owned buildings.

COMPUTER SYSTEM AND INTERNET APPROPRIATE USE POLICY

ScholarMade provides filtered network and Internet access strictly for academic use, and we expect every student to use it responsibly: connect only to our Wi-Fi, complete school-related research and assignments, and never send harmful messages, access illicit or copyrighted material, or engage in social media during class hours. Personal devices may join our network at the owner's risk, but streaming, gaming or off-task browsing is prohibited, and sharing login credentials or attempting unauthorized access is grounds for losing privileges. All activity runs through monitoring and filtering tools, so there's no expectation of privacy—violations will result in suspension of access, disciplinary measures and parent–school conferences to restore safe, productive use.

ScholarMade Achievement Place offers network and Internet access "as is," without warranties, and users—and, for minors, their parents or guardians—assume full responsibility for any damages, losses or legal fees arising from their use; by agreeing to this policy, they indemnify the school, its staff and data providers and pledge to cooperate in any investigation. From time to time, we may require updated account information or a new signed policy to address legal or technological changes, and continued access depends on providing those updates. Because the Internet contains material inappropriate for our community, students must never seek out adult, violent, hate-filled or illicit-content sites

or tools for hacking or criminal behavior—and if they accidentally land on such a page, they must leave it immediately—or face disciplinary action; unsupervised chat rooms, instant messaging and news groups are likewise off-limits unless used for approved, staff-supervised educational purposes.

CIVIL RIGHTS REGULATIONS

ScholarMade Achievement Place adheres to all federal civil rights laws to ensure equitable treatment for all students. In accordance with the Individuals with Disabilities Education Act (IDEA), any disciplinary actions involving students with disabilities must follow due process as determined by the student's Individualized Education Plan (IEP) team and in compliance with Arkansas law. Under Title VI of the Civil Rights Act of 1964, no person shall be excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color, or national origin in any program receiving federal financial assistance. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in any federally funded education program or activity. Section 504 of the Rehabilitation Act of 1973 guarantees civil rights protections for individuals with disabilities in programs receiving federal funds, including public schools. This includes students whose disability substantially limits one or more major life activities.

PROTECTION OF PUPIL RIGHTS AMENDMENT

Under the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, ScholarMade Achievement Place must notify parents and either obtain their consent or provide an opportunity to opt out before students participate in any survey, analysis, or evaluation that involves sensitive information. This includes topics such as political beliefs, mental or emotional health, sexual behavior or attitudes, illegal or self-incriminating conduct, evaluations of family members, privileged relationships (e.g., with doctors or clergy), religious beliefs, and family income (unless required by law for eligibility purposes). The same rules apply to the collection, disclosure, or use of student information for marketing purposes and to certain physical exams and screenings. Parents will be notified in advance and given the chance to opt their child out or review materials. These rights transfer to students when they turn 18 or become emancipated under state law.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

Any student who believes they have been subjected to discrimination based on race, national origin, religion, disability, or sex—including incidents of sexual harassment or bullying—should report the incident to the school Administrator as promptly as possible, and no later than thirty (30) days after the event. If the complaint involves the Administrator, the student may instead report the matter directly to the Superintendent.

Once reported, the school will investigate the complaint. While the specifics of personnel actions may remain confidential, the student will be informed of any actions taken to address and resolve the issue, when appropriate.

If the student is not satisfied with the Administrator's response or resolution, they may submit a written appeal to the Superintendent. Should the student still be dissatisfied with the Superintendent's resolution—or if the complaint was originally filed with the Superintendent, they may proceed with the district's formal grievance procedures or contact the appropriate outside agency, depending on the nature of the complaint.

POLICY ON HOMELESS STUDENTS

Any school-age child who is homeless within that area—may submit an enrollment form for admission. If no immediate openings exist, applicants are placed on a waiting list in the order their forms are received. When a space becomes available, applicants are admitted in order of the list, provided they complete all required forms and submit necessary documentation—except in the case of a homeless student.

Homeless students are granted priority admission and enrolled immediately once an opening exists. The school's designated homeless liaison will assist the student, guardian, or representative in completing all forms and submitting documentation. Homeless students receive access to all programs, services, and supports available to other enrolled students.

If a currently enrolled student becomes homeless, they will continue receiving the same educational program and services without disruption. Should a dispute arise regarding the student's admission or access to services due to their homeless status, the issue will be addressed through a formal dispute resolution process.

The school liaison will first meet with the student, guardian, or representative to understand the concern. The liaison will provide the Homeless Child Dispute Resolution Form and offer support in completing it. The liaison will then

collaborate with school staff and community partners to identify possible solutions. If a resolution is reached, the parties will document the agreement and sign the form. If a resolution is not reached, the student, guardian, or representative may escalate the matter to the appropriate state agency.

Under this policy, students are considered homeless if they lack a fixed, regular, and adequate nighttime residence and meet any of the following criteria:

- Sharing housing due to economic hardship, loss of housing, or similar reasons;
- Living in motels, hotels, trailer parks, or campgrounds due to a lack of alternative accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Residing in a public or private place not intended for regular sleeping accommodations;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar environments; or
- Are migratory children living in any of the situations above.

Consistent with federal law, information regarding a student's housing status will remain confidential and treated as part of the education record. It will not be designated or disclosed as directory information.

BUS SAFETY & CONDUCT

ScholarMade may provide transportation for students living 2–10 miles from campus; door-to-door service is not available. Parents reinforce safety by teaching scholars to arrive promptly at their assigned stop, wait for the driver's signal before boarding, remain seated and quiet while the bus is moving, and never retrieve dropped items until the bus departs and the roadway is clear. Students must use only their assigned stop unless the Administrator has granted prior permission.

On board, scholars face forward in their seats, speak at a moderate volume, keep belongings on their lap and out of the aisle, and refrain from eating, drinking, or carrying unsafe items (glass, sharp objects, animals, or strong odors). All body parts stay inside the vehicle. Video monitoring may be used to review incidents.

Misconduct on the bus or at the stop follows a progressive discipline system: a written probation notice for a first offense; two-, three- and ten-day suspensions for second through fourth offenses; and semester- or year-long suspension for a fifth violation. Riding during a suspension doubles the penalty. Students who damage bus property must repair or replace it before regaining riding privileges.

In severe weather—tornado sirens or other emergencies—afternoon routes keep students indoors in designated safe areas. Buses on campus assist with shelter drills; those en route proceed to pre-designated safe havens or, if necessary, pull off and instruct students to assume a protective position below window level. Morning procedures reverse: the Transportation Coordinator monitors alerts and informs drivers, who may not hear sirens in motion.

Parents receive notice before any suspension and should first raise discipline concerns with the school Administrator. Unresolved issues escalate to the Managing Director. Any change to a student's transportation plan requires a signed note or verified phone authorization from a parent.

SCHOLARMADE ACHIEVEMENT PLACE OF ARKANSAS

Student's Name (print):	
Grade:	
List Siblings and Grades:	
Parent/Guardian Name (print):	

Please review and complete the sections below. Sign and return this form to your child's teacher or the front office.

☐ **1. RECEIPT OF FAMILY HANDBOOK**

I have received and reviewed the ScholarMade Family Handbook, which includes the school's policies on discipline, health, technology, transportation, use of student photos/media, homework, attendance, parental engagement, student conduct, and privacy rights. I agree to follow and support these policies and will review them with my child. I understand that ScholarMade is a cell phone-free environment and agree to power off devices when on school grounds.

☐ **2. FIELD TRIP PERMISSION**

My child has permission to attend school-sponsored field trips supervised by school officials and transported by school buses. I understand additional permission slips may be required prior to specific trips.

☐ **3. MEDIA/PUBLICATION RELEASE**

ScholarMade may photograph or videotape students for newsletters, websites, social media, and publications.

4. DIRECTORY INFORMATION OPT-OUT (only complete if objecting)

I object to the release of my child's directory information as follows (check one if applicable):

☐ All public and school sources

☐ All public sources

I understand this objection must be submitted within 10 school days of enrollment or the start of the school year.

☐ **SIGNATURE (Required):**

Parent/Guardian Signature:	
Date:	