

Salt Lake Arts Academy

Parent / Student Handbook

updated for 2011-12

Welcome to the Salt Lake Arts Academy. We are excited to have you join our parent / student community this year. In this handbook, you will find important policies and procedures. Please take time to read through these and keep them on hand for future reference.

Admissions

The Salt Lake Arts Academy is strongly committed to excellence and fairness. The school will not discriminate on the basis of race, creed, color, ethnicity, national origin, or eligibility for services. SLArts does not administer entrance exams and does not review any academic records before admissions. The only requirements for admission include:

- Students and families desire the rigorous and academically challenging program
- Students are committed to the hard work necessary to achieve success
- Students and families read and agree to actively support the school's goals and objectives
- Students and parents subscribe to the ideals of the school

Parents or guardians may apply for admission for a child by completing an open enrollment application. If the school receives more applications than it has spaces available, it will conduct a lottery to order the applications and prioritize students for admission. More details regarding the admission process are available on our website: www.saltlakeartsacademy.org.

Withdrawing students—If you are moving and are withdrawing your child from school, please call, come by the school or send a letter with your child a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

Fee Policy

As mandated by the Utah State Constitution and the Utah State Board of Education, the Salt Lake Arts Academy is prohibited from charging fees to elementary school students.

Utah state law permits the charging of fees for grades 7-12. Therefore, 7th and 8th grade middle school students may be assessed fees for general school supplies, class materials, rental fees, activities, and programs. Items may include, but not be limited to, textbooks, labs, calculators, musical instruments, lockers, towels, clubs, travel, and other materials and supplies needed for specific courses. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. However, except for common household items and

common articles of clothing, no student shall be required to pay a fee or provide any material, money, or any object of value unless the requirement has been approved by the Board of Trustees and included in the school fee schedule.

For school activities outside of the regular school day, fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, so long as participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day. Items which have a cost associated with them include purchases such as school pictures, yearbooks, or other similar items. Costs associated with these items are not considered to be fees and will not be waived.

No fee may be charged or assessed in connection with any class or school sponsored or supported activity, including extracurricular activities, unless the fee is in accordance with this policy and has been set and approved by the Board of Trustees. This approval applies to the following: Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups.

The school administration and Board of Trustees shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.

As permissible by law, the Salt Lake Arts Academy may make donation requests to supplement the school's limited funds. All donation requests are strictly voluntary, and must be worded as such. Students may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax deductible.

No present or former student with unpaid fees or fines may be denied receipt of transcripts or have their student files withheld from a subsequent school to be attended. A reasonable charge may be issued to cover the cost of duplicating or mailing, except for when duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

The Salt Lake Arts Academy shall provide, as part of this fee policy, adequate waivers or other

provisions to ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee. If a student is eligible for fee waivers, all fees must be waived, including textbooks.

Fees must be waived for the following students:

- Students eligible for free school lunch
- Students who are in state custody or foster care
- Students whose families are receiving public assistance through the Family Employment Program (FEP) from the Utah Department of Workforce Services
- Students who are receiving Supplemental Security Income (SSI)
- Students whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administration.

The Salt Lake Arts Academy may request documentation from parents to verify fee waiver eligibility. The fee waiver application process must be handled fairly, objectively, confidentially, and without discrimination. Only school staff with a need and right to know shall be aware of student fee waiver status. The policy shall be administered and waivers shall be granted only by school administration.

At the discretion of school administration, partial fee waivers or other provisions in lieu of fee waivers may be made available for students unable to pay their entire fees. Students may perform a work assignment or public service as payment-in-kind in lieu of a fee. The work must be a fair exchange of time for the value of the fees waived, appropriate to the age, maturity, and ability of the student, and not demeaning or discriminatory. Students are not obligated to perform work in lieu of fees, and parents must be given the opportunity to review the proposed alternatives to fee waivers, as well as given an available appeals process. If the parent/guardian appeals a denial of fee waivers, no fees will be required to be paid until the appeal is decided.

Regardless of fee waivers or provisions in lieu of fee waiver, the school may assess charges to students who damage, destroy, or otherwise lose school property. The school may pursue reasonable methods in order to obtain payment for such charges; however, students may not be excluded from school, and transcripts may not be withheld as a means of obtaining payment of those charges.

All 7th and 8th grade students shall be required to pay fees as appropriate to their individual schedule. Please see attachment for the current approved Salt Lake Arts Academy 7th and 8th grade fee schedule.

Annually, by October 31, the School Fee Certification of Compliance Form will be submitted to the USOE law office. Attached to the compliance form will be the current board-approved school fee policy, fee-waiver policy, and current board-approved fee schedule.

Approved 08/06

Attendance Information

When you are absent—Students are expected to be in school 180 days, except in cases of illness or emergency. A valid excuse, written by the parent/guardian, must be received by the school after the student returns to school. This excuse must contain: student's name, date of absence, reason for absence and signature of parents/guardian. Unexcused absences and sluffing are serious infractions and will be treated as such.

Scheduling Appointments—Please schedule appointments outside of school hours. Private lessons should not be scheduled during school hours. If your child must leave during school hours, a parent or authorized individual who has been listed on the student registration form must sign them out at the school office.

Procedures for Unexcused Absences: At the beginning of each school year, parents will receive notice of the attendance policy and procedures.

- After 5 unexcused absences, parents will receive a truancy letter.
- At 7 unexcused absences, parents must meet with the principal to establish a plan for improved attendance.
- At 10 unexcused absences, parents will be required to meet with the School Intervention Committee. The student will be placed on a probationary contract to closely monitor daily attendance.

If unexcused absences continue, parents & students may be referred to programs that will more appropriately meet the needs of the student and parents.

Procedures for Excused Absences: At the beginning of each school year, parents will receive notice of the attendance policy and procedures.

- If a student is ill more than 3 consecutive days, a doctor's note is required.
- For a family activity or travel, prior written approval must be obtained from principal

to be placed in student's cum folder; arrangements made with classroom teachers for missing work.

- If a student is excused for 10 or more days, parents will be required to meet with the Principal to create an individual plan to address the student's academic needs and to limit further absences.

If excused absences reach 15 days, parents will be required to meet with the School Intervention Committee to evaluate the student's performance in school and to outline a plan to minimize further absences. Student will be placed on a probationary contract.

If excused absences continue, student's placement at the Arts Academy may be referred to programs that will more appropriately meet the needs of the student and parents.

Arriving Late—Student attendance and tardiness are recorded in the school daily. Excused tardiness includes doctor and dentist appointments with a note from the doctor. Tardies that are due to bus / TRAX disruptions will be excused. All tardies not meeting this criteria will be considered unexcused unless excused by the Principal.

According to state law, unacceptable reasons for being late include but are not limited to: babysitting, sleeping in, missing the bus, helping with housework, running errands, lack of transportation, visiting relatives, trouble with alarm clock, a bad morning, or chores at home.

Discipline Policy & Procedures

The mission of the Salt Lake Arts Academy is for all students to become thoughtful, capable contributors to the world community who will take responsibility for shaping its decisions and design.

In order to meet the mission of the Salt Lake Arts Academy, students are expected to use good judgment, self-monitor, and reflect. The following are three areas of focus:

Showing appreciation by:

- Observing classroom etiquette
- Respecting others' work
- Valuing others' learning styles
- Protecting the resources of our community
- Listening attentively

Showing respect by:

- Allowing teachers to teach and students to learn,

- Arriving to class prepared with materials, completed homework, and an inquisitive mind,
- Accepting an adult's instructions or requests without argument,
- Using a polite and appropriate voice when stating needs or intentions,
- Valuing others' belongings,
- Protecting and taking responsibility for school property,

Maintaining safety by:

- Being cautious and observant when traveling,
- Avoiding areas that are off-limits to students,
- Keeping hands, feet and body in control,
- Playing only in places that have been identified for play
- Avoiding aggressive, reckless, or hostile behavior.

Teachers will handle most minor discipline issues within the classroom. If minor problems continue after in-class interventions, or if a more major problem occurs, a student will be referred to the office.

Level I. First time referral for issues that may include, but are not limited to:

- Disruption of classroom learning
- Disrespect of other students / teacher
- Disregard of school rules & procedures

Response:

- 1) Student will thoughtfully complete a reflection form while waiting for Ms. Wadsworth.
- 2) Ms. Wadsworth will review the form with the student and determine an appropriate consequence. Examples:
 - One week of lunch duty
 - Loss of special activity
 - Letter of apology
 - Time out
- 3) Ms. Wadsworth will review with the student what actions will occur if there is a second infraction.
- 4) The student will take the reflection form home to be signed by parent. It must

be returned to Ms. Wadsworth, signed, before student may return to class.

- 5) Student must verbally apologize and request permission of teacher to return to class.
- 6) Student will complete assigned consequence.

Level II. Second referral for a minor infraction or first referral for a major infraction that may include, but is not limited to:

- Endangering self or another person
- Damaging school or student property
- Disregarding out-of-boundary limits
- Arguing or defying the instructions of a supervising adult
- Sluffing a class, but remaining on campus,
- Leaving campus without permission.

Response:

- 1) Student will thoughtfully complete a reflection form before meeting with Ms. Wadsworth, or with her substitute.
- 2) Ms. Wadsworth will review the form with the student and determine an appropriate consequence. Examples:
 - In-school suspension for 1 – 3 days
 - Suspension from student activities
 - Contract
- 3) Parents will be notified by phone of the infraction and impending action.
- 4) Ms. Wadsworth will review with the student what actions will occur if there is a third minor infraction or a second major infraction.
- 5) The student will take the reflection form home to be signed by parent. It must be returned to Ms. Wadsworth, signed, before student may return to class.
- 6) Student must verbally apologize and request permission of teacher to return to class.
- 7) Student will complete assigned consequence.

Level III. Third referral for a minor infraction or second referral for a major infraction.

Response:

- 1) Student will thoughtfully complete a reflection form before meeting with Ms.

Wadsworth, or with her substitute.

2) Ms. Wadsworth will review the form with the student and determine an appropriate consequence. Examples:

- Out of school suspension for 1 – 3 days
- Parent Shadow during school hours
- Parent supervised community service at the school
- Suspension from student activities
- 3 week behavior contract

3) Parents must come in for a conference before student may return to classes.

4) Ms. Wadsworth will review with the student and parents what actions will occur if there is a fourth minor infraction or a third major infraction.

5) Student must verbally apologize and request permission of teacher to return to class. Student will complete assigned consequence.

Level IV. Fourth referral for a minor infraction or third referral for a major infraction.

Response:

1) Student will complete a reflection form before meeting with Ms. Wadsworth, or with her substitute.

2) Ms. Wadsworth will review the form with the student and determine an appropriate consequence. Examples:

- Out of school suspension for 3 – 10 days
- Suspension from student activities

3) Parents and student will be required to meet with the Behavior Intervention Committee to formulate plan to retain placement at the Arts Academy.

Parents / Students may appeal discipline decisions to the Governing Board if they are in disagreement. To file an appeal, they must contact the Governing Board president in writing within 10 days of the discipline action and request a hearing.

Dress Code

One of the extraordinary opportunities offered by Salt Lake Arts Academy is participation in local events and interaction with community organizations. Appropriate attire shows respect for the Academy and the places and people that work in cooperation with the school. Students are expected to come to school dressed in a neat, clean, safe and modest manner. Attire should be

appropriate to the weather, classroom, and the activity that is scheduled for the day. Clothing and accessories should not interfere with a student's ability to learn or a teacher's ability to teach. Clear dress and grooming guidelines facilitate consistent enforcement of dress code rules. The following expectations are presented to assist students and parents.

- Attire should be size appropriate and untattered.
- Underwear must be covered by clothing at all times.
- Because of frequent activities involving walking, shoes should be comfortable and safe.
- Clothing with inappropriate logos or advertisements is not suitable for school.

Specific concerns with dress/attire will be handled on an individual basis. As the school year progresses, refining and clarification of this dress code may be necessary.

Grades / Assessment / Standards

Students are assessed weekly on three standards: Mastery; PEPR (Preparation, Effort, Participation, Risk-Taking); and CAB (Cooperation, Attitude, Behavior). In place of letter grades, students are evaluated on a 5 point rubric. All three standards are of equal weight. Student grades can be accessed on-line by going to our school website: www.SLARTS.org. On the left side bar, choose "classrooms;" select the teacher. On their page, select "grades." Enter your student's last name and password. Contact us if your student has forgotten his/her password.

As a public school, we are required to administer the IOWA standardized test to 5th and 8th graders each fall and the CRT in math, science and language arts to students in all 4 grades.

Harassment

To provide a positive environment based on mutual respect of each and every person, certain guidelines for appropriate behavior need to be recognized by each student. SLArts' community recognizes individual differences in culture, race, ethnic origin, religion, gender, and life style preferences. Inappropriate behavior, either verbal or physical, disregards the feelings of others, is demeaning and will not be tolerated. This includes unwelcome physical advances, unwarranted verbal remarks, and derogatory or discriminatory statements.

SEXUAL HARASSMENT

Sexual harassment is illegal* and is defined, in part, as unwelcome and unwanted sexual

advances of a physical or verbal nature. Sexual harassment may include but is not limited to:

- Coerced sexual relations (rape)
- Uninvited pressure for sexual activity—real or implied
- Obscene, insensitive, stereotypical, or suggestive remarks or actions, including jokes, insults, or verbal remarks of a sensitive nature; this would encompass sexual comments about a person’s clothing, body, or behavior
- Uninvited touching in any form
- Display of explicit, offensive, or demeaning materials

RACIAL/ETHNIC HARASSMENT

Racial/ethnic harassment is any abuse—written, physical, or verbal (including “humor”)—of an individual or group on the basis of race or ethnic heritage. Harassment may include but is not limited to:

- Demeaning graffiti
- Epithets based on race or ethnicity
- Racially/ethnically stereotyped remarks or “humor”
- Insensitive or cruel comments or actions in or out of class

PERSONAL HARASSMENT

Personal harassment is the physical or verbal abuse of any member of the school community. Harassment may include easily identified acts of verbal or physical abuse, or it may take on more subtle, but equally damaging, rumor mongering, stereotyping, or abusive teasing or shunning.

*Title VII of the Civil Rights Act of 1964 defined sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Much of the law is job related, but a recent Supreme Court ruling specified that sexual harassment is unlawful even when the alleged conduct causes an individual no economic harm or loss of job benefits.

Health Information

Illness—If your child is ill, please take the time to notify the school.

- Before sending your child to school, please be sure that he/she is well enough to be in school.
- Please do not assume your child will get better at school.

- We have no provisions to care for sick children.
- Our teachers are entitled to a duty-free lunch and cannot attend to children whose parents have requested they be kept inside.

Becoming ill at school–If a student becomes ill at school, every effort will be made to contact the parents who should be available to come check the student out at the office and take him/her home. Please notify the office of any updated emergency numbers. An ill student may not walk home alone. We request that you, or someone you designate, pick up your child.

Chronic or serious conditions such as diabetes, epilepsy, asthma, etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration card. This information is important for the safety of your child.

Medications–Teachers are not allowed to administer any medication, including aspirin.

Medication can be administered from the school office under the following conditions:

1. Students who need to take any kind of medication must have written authorization from a parent/guardian AND the student’s physician. (These forms are available in the office.)
2. Prescription medication should be brought to the school office in its original pharmacy container. The pharmacist will put medications in two bottles upon request.
3. It is the parents’ responsibility to keep medication in adequate supply.
4. For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
5. If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
6. Students with EpiPens or rescue asthma medications are allowed to keep them with them, easily accessible. Their forms should indicate that the doctor/practitioner and the parents request that this type of medication be kept with the child.

Concussion and Head Injury Policy

The Salt Lake Arts Academy seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

Physical Education teachers shall review this protocol annually. Any changes or modifications will be

reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.

Just So You Know

Books & Materials– Students are responsible for books and instructional materials taken home from school. When students damage or lose books or other school property, parents will be expected to pay to have the item replaced.

Cell phones– Students may bring cellphones to school, but they must be in their lockers between 8:35–3:15. If students are caught with a cell phone during school, it will be removed from them and turned into the office. A parent will have to pick it up. If this occurs a second time, we will hold the phone for one month. If it occurs a third time, the phone will be kept for the remainder of the year.

Concerns–The majority of problems arising in a school can be solved through consultation between the student, teacher, parents, and/or principal. Concerns should be brought to the attention of school personnel beginning with your child’s teacher. Teachers are available between 8:00 and 8:30 a.m. and from 3:15 – 4:00 p.m. Parents may also call and request a conference.

Curriculum–SLArts follows the Utah State Core Curriculum. All textbooks used are from the State textbook adoption list.

Electronic gadgets– No electronic toys & gameboys! This is a new policy! We want to encourage social interaction and physical play. Leave the electronic toys and gameboys at home! I-pods, headphones, games, and other such electronic gadgets are not permitted during school hours other than before/after school.

Insurance–All students are eligible for accident insurance. Free health insurance is available to all students under the age of 18 through CHIP. If you desire coverage for the school year, information is provided through the office.

Language–Students are expected to use appropriate language while at school. Profanity and the use of obscene gestures are not appropriate whether directed toward the staff or other students. Students who fail to observe these rules will be subject to disciplinary action.

Respect for Property–Students are responsible for the proper care of all equipment, supplies

and furniture supplied by the school and are expected to show respect for school and community property and for the personal property of others. Students who deface, damage or destroy school property will be expected to pay for repairs or replacement costs for the items.

Right to request information – Parents have the right to request and receive information regarding the qualifications of their children’s teachers. This information is available through the administrative office.

Skateboards– Students must park their skate boards in the designated holding areas once they arrive at school. No skateboarding is permitted on the grounds.

Snowballing–Salt Lake City ordinance forbids the throwing of any object on or across the streets or sidewalks. The throwing of snowballs before, during and after school is forbidden.

Special Accommodations–In compliance with the law, Americans with Disabilities Act, individuals needing special but reasonable physical or language accommodations, such as interpreters—including sign language—or other methods of communications, during a meeting should notify the school secretary at least three working days prior to the meeting.

Supervision–Students will be supervised throughout the day. When traveling via TRAX, automobile, or on foot, students will be accompanied by adult supervisors.

Telephone–children should use the telephone only in cases of emergency. To reduce confusion and interruptions, please make arrangements for unusual situations. Students are not to use the phone for social reasons. Teachers or students may not be called to the telephone during instructional time unless for an emergency.

Visitors–Parents, you are welcome anytime. However, it is expected that any person entering a school will check in at the office and receive a visitor pass or a badge. If you desire more than to just visit, such as a conference with your child’s teacher or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect teacher’s time prior to school each day as teachers are preparing for students’ arrival. All other **individuals**– brother, sisters, relatives or ex-students—are not to visit in the classrooms.

Walking to School–Students may be held responsible for any disorderly conduct on their part going to and from school if that conduct affects the school climate, classroom instruction, or student and staff welfare and safety. Students are to show respect for school and community property. Students may be held responsible for property which they damage or deface.

Lunch

Students are required to bring their own lunch. Beverages and some snack foods will be available for purchase. Students will not be allowed to leave campus to buy lunch.

Parent Involvement

Parents are an integral part of the our students' education. The Salt Lake Arts Academy welcomes and expects parental involvement through the following:

- Parent - Link / SLArts Google group communications. This on-line communication system links parents, students and teachers through email, documents and calendars. Parents are expected to stay connected with the school through this medium. Training will be provided annually and upon need.
- Parent / Student / Teacher meetings to review student progress and to address concerns. Formal conferences are held in October and February. Parents are expected to attend these conferences and be available for additional meetings if requested. Parents also have the right to request a conference outside of the regularly scheduled conferences.
- Parent support of Academic Intervention when student has been referred to this

program.

- insure that students attend after school classes
- participate in individual plans and contracts to address areas of concern
- follow through with homework / organization / and communication.
- School events --
- insure that students attend required performances and activities
- assist in the planning and coordination of logistics and support of events
- Academic Excellence Committee. This committee meets bi-monthly to review student and program achievement data. The reports from this committee provide important feedback to the faculty and board for setting goals and making needed changes. Membership includes parents, board members and faculty representatives.
- UPIPS self-assessment -- parents of students with disabilities are invited to provide feedback about special education services at the school during the self-assessment cycle.

20 USC §6318(a)(2)

School - Parent Compact

The Salt Lake Arts Academy recognizes that student success comes from the collaborative effort of school and home. We know that when teachers, students and parents all work together, the outcomes for achievement are inevitable. This compact clarifies the roles each entity plays in this success.

Communication:

- Parent - Link / SLArts Google group communications. This on-line communication system links parents, students and teachers through email, documents and calendars.
- Parents are expected to attend training provided by the school and stay connected with the school through this medium.
- Teachers / Administration commit to weekly communication, up to date calendars, updated grades and student assessment.
- The school will make available assistance and computer access.

Meetings:

- Parent / Student / Teacher meetings to review student progress and to address concerns. Formal conferences are held in October and February.
- Parents are expected to attend these conferences and be available for additional meetings if requested. Parents also have the right to request a conference outside of the regularly scheduled conferences.
- Teachers are expected to communicate with parents in a timely manner throughout the term and be available to meet upon request.

Intervention:

- The Academic Intervention program brings the school and parent together to develop a plan for student success.
- Parents may be asked to insure that students attend after school classes, participate in individual plans and contracts to address areas of concern, follow through with homework / organization / and communication.
- Teachers are expected to communicate with parents; complete contracts and support plans created for students

20 USC §6318(a)(2)

Standards For Excellence

Students are expected to strive for excellence in all aspects of their learning. These standards define the expectations that they are held to and by which they are evaluated.

Meaningful Understanding of Core Concepts

- demonstrate an enduring level of understanding by your ability to explain, interpret, apply, empathize, show perspective and self-knowledge..

Skill Progression and Refinement

- draw from previous knowledge
- build upon what you have learned
- maintain an open mind for improvement

Effort/Participation/Risk-taking

- focus on class activities and assignments
- demonstrate willingness to try new things
- show positive and appropriate involvement
- generate ideas and add to the creative process

Cooperation/Attitude/Behavior

- listen and follow instructions
- be sensitive to others' feelings and knowledge
- demonstrate willingness to work toward group goals
- be respectful of classroom rules

Preparedness

- arrive on time to class,
- be prepared to learn with required notebook, instruments, clothes and / or supplies

GENERAL POLICIES:

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of the Salt Lake Arts Academy to provide equal educational and employment opportunity for all individuals. Therefore, the Salt Lake Arts Academy prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of the Salt Lake Arts Academy educational programs, as well as all school-sponsored activities.

CIVIL RIGHTS COMPLAINT PROCEDURE

Complaints of discrimination should be filed with the individual's principal or supervisor.

If the complaint is against the principal, the complaint may be filed directly with the chair of the

Governing Board. Discrimination complaints should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Salt Lake Arts Academy will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact the school ADA/504 Coordinator [**Carol Steffens, 801-531-1173**], their principal or supervisor.

Early Intervention Plan for Student Success

There are multiple prongs of support that are put into place for students who demonstrate academic or social / behavioral concerns. This plan outlines the steps we will go through to provide early support for students who are identified.

- 1) All new students to the Arts Academy are assessed in math, reading and writing at the beginning of the year.
- 2) Teachers are informed of existing student 504 and/or health plans.
- 3) Students who are flagged on pre-assessments are referred for further analysis.
 - Review of prior CRT's / academic performance.
 - meeting with parents to discuss support options
- 4) Support options implemented may include:
 - Adjustments within the classroom / curriculum
 - Assignment to a small, support class during regular day
 - Participation in group social skills counseling
 - After school math tutorial
 - Academic / behavioral tracking
- 5) Review of student performance every 4 - 5 weeks.
- 6) After intervention strategies have been implemented for 2 - 4 weeks, if student is not progress, a referral should be made to Student Services for further testing.

SAFE & ORDERLY SCHOOLS

It is the policy of the Salt Lake Arts Academy to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, disciplinary action as determined by

the school's Student Services Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

WEAPONS AND EXPLOSIVES AUTOMATIC ONE-YEAR EXPULSION

Any student who in a school building, in a school vehicle, on school property, or in conjunction with any school activity, possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from the school, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms weapon, explosive, and noxious or flammable material, include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

DRUGS/CONTROLLED SUBSTANCES

Any student who possesses, controls, uses, sells, or arranges the sale of real, look-alike, or pretend illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

SERIOUS VIOLATIONS

Students may be suspended, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations:

- 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs;
- 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, and vandalism, possession or use of pornographic material on school property;
- 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang-related clothing or apparel, or soliciting others for membership in a gang.

DISRUPTION OF SCHOOL OPERATIONS

Students may be suspended, expelled, referred for police investigation, and/or prosecuted for any school-related conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane vulgar, harassing or abusive language.

DUE PROCESS

When a student is suspected of violating the Salt Lake Arts Academy policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet with a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the Student Services Management Team.

HARASSMENT/HAZING

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability related harassment.

SEARCH AND SEIZURE

School officials have the authority to search a student's person, personal property while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. Students have no right or expectation of privacy in school lockers. School lockers are the

sole property of the Salt Lake Arts Academy. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

EXTRACURRICULAR ACTIVITIES

Participation in student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

COMPULSORY EDUCATION REQUIREMENTS

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor in a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights are:

- 1) Parents have the right to inspect and review all of their student's education records maintained by the school within 45 days of a request for access.
- 2) Parents have the right to request that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- 3) Generally, the school must have written permission from the parent before releasing any

information from a student's record. However, the law allows schools to disclose records, without consent, to some parties. Such exceptions include, but are not limited to: school officials with legitimate educational interests; other schools that have requested the records and in which the student seeks or intends to enroll or where student is already attending; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. 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.

STUDENT DIRECTORY INFORMATION

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations.

If you, as a parent, do not want the Salt Lake Arts Academy to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(202) 260-3887

Informal inquiries may be sent to FPCO via the following email address: FERPA @ ED.Gov

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas:

- [a] Political affiliations or beliefs of the student or student's parent;
- [b] Mental or psychological problems of the student or student's family;
- [c] Sexual behavior, orientation or attitudes;
- [d] Illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] Critical appraisals of others with whom respondents have close family relationships;
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] Religious practices, affiliations, or beliefs of the student or parents; or
- [h] Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

Inspect, upon request and before administration or use of:

- [a] Protected information surveys designed to be administered to students; and
- [b] Instructional material used as part of the educational curriculum.

The Salt Lake Arts Academy will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(202) 260-3887

Informal inquires may be sent to FPCO via the following email address: PPRA@ED.Gov.

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS

In compliance with existing federal and state law regarding religion and religious expression in public schools, the Arts Academy may neither advance nor inhibit religion. It is the school's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

Note: *Removed Teacher Qualifications [required for schools that receive Title I Federal funding]. This notification is coordinated through the Title I Department.*

STUDENT ATTENDANCE AND EXEMPTION FROM SCHOOL

It is the policy of the Salt Lake Arts Academy Governing Board to comply with state compulsory education law that mandates regular attendance at school of any students between the ages of 6 and 18. The board recognizes that regular student attendance at school facilitates academic achievement by maximizing the interaction between students and teachers. Frequent absences of students from day-to-day classroom experiences disrupt the instructional process. The process of education requires a continuity of instruction, class participation, learning experience, and study. The board, therefore, delegates to the local school administration the responsibility of developing a school-wide plan that follows this policy and state requirements that promotes and monitors regular student attendance and defines interventions and consequences for students who are truant. The school's responsibility is to encourage and help students develop positive attendance habits that will enhance opportunities for future success of students, as well as, help schools and students meet accountability standards set by federal and state legislation.

The purpose of this policy is to clearly articulate circumstances under which a student may be excused or exempted from school attendance. The board's intent is to support local schools' efforts to develop and implement attendance plans and to support students (and their parents) in circumstances that warrant exemption from school.

Recording Attendance

Classroom teachers shall take daily attendance and accurately record each student's attendance or absence from each class and/or the entire school day. School attendance secretaries and designated staff shall work with teachers and administrators to ensure that accurate attendance

data is maintained as a part of each student's official school record.

Excused Absence

The board recognizes that students may be excused from school attendance for valid and legitimate reasons. Typically such an absence is unavoidable. Excused absences include:

- student's illness;
- medical appointments;
- family emergencies;
- death of a family member or close friend;
- family activity or travel with prior approval of and arrangements with school administration; or
- observance of religious holidays

The principal has the authority to determine whether or not a student's absence is excused or unexcused. The principal may require a doctor's note to excuse subsequent absences for a student's illness in excess of eight days.

Unexcused Absence

Whenever a student is absent from school without a valid or legitimate excuse, their absence is unexcused. After ten or more days (or the equivalent number of class periods) of unexcused absence within a school year and after receiving two truancy notification and citation letters, the student is considered to be habitually truant. Parents or guardians of habitually truant students under the age of 12 may be referred to the Salt Lake City/County District Attorney. Students between the ages of 12 and 16 may be referred to the Third District Juvenile Court.

Truancy Notification and Citation Letters

The board authorizes school administrators or their designees, to issue a truancy notification and citation letter to a student who is chronically absent from school without a valid excuse (as described in the administrative procedures of this policy). Truancy citations may be appealed to the Governing Board.

Exemptions from School Attendance

The board recognizes that there are exceptions to state compulsory education requirements. On an annual basis, exceptions to those requirements may be made under the following circumstances:

The student is in a physical or mental condition which renders school attendance inexpedient and impractical. Such a condition must be certified by a physician.

ADMINISTRATIVE PROCEDURES:

Procedures for Unexcused Absences:

At the beginning of each school year, parents will receive notice of the attendance policy and procedures.

After 5 unexcused absences, parents will receive a truancy letter.

At 7 unexcused absences, parents must meet with the principal to establish a plan for improved attendance.

At 10 unexcused absences, parents will be required to meet with the School Improvement Council. The student will be placed on a probationary contract to closely monitor daily attendance.

If unexcused absences continue, student's placement at the Arts Academy will be referred to programs that will more appropriately meet the needs of the student and parents.

Procedures for Excused Absences:

At the beginning of each school year, parents will receive notice of the attendance policy and procedures.

If a student is ill more than 3 consecutive days, a doctor's note is required.

For a family activity or travel, prior written approval must be obtained from principal to be placed in student's cum folder; arrangements made with classroom teachers for missing work.

If a student is excused for 10 or more days, parents will be required to meet with the Principal to create an individual plan to address the student's academic needs and to limit further absences.

If excused absences reach 15 days, parents will be required to meet with the School Improvement Council to evaluate the student's performance in school and to outline a plan to minimize further absences. Student will be placed on a probationary contract.

If excused continue, student's placement at the Arts Academy will be referred to programs that will more appropriately meet the needs of the student and parents.