

Salt Lake Arts Academy

Parent / Student Handbook

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.

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.

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.

Attendance

OTHER AUTHORITY/REFERENCE: Utah Code § 53A-11-105

USOE Administrative Code R 277-607

USOE Administrative Code R 277-609

USOE Administrative Code R 277-610

USOE Administrative Code R 277-419

USOE Administrative Code R 277-438

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.

Bullying

The purpose of the rule is to require LEAs to implement bullying, cyber-bullying, hazing and harassment policies district and school wide; to provide for regular and meaningful training of school employees and students; to provide for enforcement of the policies in schools, at the state level and in public school athletic programs; to require LEAs to notify parents of specific bullying, cyber-bullying, hazing, harassment and suicide threat incidents; and to require LEAs to maintain documentation as required by law.

The policy shall include parental notification of:

- (1) a parent's student's threat to commit suicide; and**
- (2) an incident of bullying, cyber-bullying, hazing, harassment or retaliation involving the parent's student.**
- (3) This part of the policy shall also include:**
 - (a) timely parent notification;**
 - (b) designation of the appropriate school employee(s) to provide parent notification;**
 - (c) designation of the format in which notification shall be provided to parents and maintained by the LEA;**
 - (d) directives for secure maintenance of the notification record as required under Section 53A-11a-203(1);**
 - (e) a retention period and destruction process for the notification; and**
 - (f) an LEA definition of parent(s) consistent with Section 53A-11-203 and this rule.**

Students at the Salt Lake Arts Academy are not permitted to bully other students. Bullying occurs when a student, or group of students repeatedly target a less powerful student using one or more of the following four categories of behavior:

- Physical bullying, when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- Verbal bullying, when a student uses words or gestures to humiliate another student by

threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs and ridicule.

- Relational bullying, when a student isolates another student from their peer group through leaving them out, gossiping, spreading rumors and scapegoating.
- Cyberbullying, when a student uses a cell-phone, texts, emails, websites, and social media to bully another student in any of the ways described above.

If an incident of bullying is witnessed or reported, the school will take immediate action to address the situation through the procedures outlined in the “No Bully” program protocol here:

SALT LAKE ARTS ACADEMY ANTI-BULLYING PROTOCOL

Our school’s social vision:

RISE - Respect, Integrity, Inclusion, Safety, Kindness, Empathy

Why We Implemented a School-Wide System to Stop Bullying

Bullying and harassment stand in the way of our social vision. Therefore, our school has adopted the No Bully System for preventing and responding to harassment and bullying during the school and after-school program, at school field trips or school sponsored events, through social media or any other electronic communication, and when students are traveling to and from school. This school wide system applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school or district, working as contractors, or volunteers.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly tries to hurt, humiliate or get power over another less powerful student in any of the following ways.

- Physical bullying is when a student uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, taking a student’s belongings or stealing their money.
- Verbal bullying is when a student uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
- Relational bullying is when a student excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading false rumors or gossip.

- Cyber-bullying is when a student uses their cell-phone, text messages, e-mails, instant messaging, the Internet or social media to threaten, shame or isolate another student. It includes breaking into a student's electronic account and assuming that student's identity in order to damage their reputation.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not bullying, our school is committed to helping the students talk it through.

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their race, gender, disability religion, gender identity, and sexual orientation.

It is sexual harassment to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. In these situations, complaints will be investigated under the school's sexual harassment policy.

Our school does not tolerate bullying or harassment for any reason. You are breaking the law if you harass anyone at our school. It is a serious breach of the school rules if a student takes revenge or asks someone to threaten or hurt a student that has reported bullying or harassment.

How Students Can End Bullying

Bullying and harassment cause pain and stress to students and are never justified or excusable as "just teasing" or "just playing." When a student stands by doing nothing, or laughs or posts comments online when others bully, they are participating in bullying.

The students at SLArts have agreed to join together to treat others with respect both online and face-to-face so that we keep our campus bully-free.

All students agree to:

- Value student differences and treat others with respect both online and face-to-face.
- If I am the target of bullying to ask the bullying student to stop, or walk away and seek help by telling a trusted adult on campus or by putting a note in a Upstander / No Bully box located in the office.
- If I see bullying, to be an Upstander by asking the bullying students to stop or to walk away with the target.

- Never take revenge or ask someone to hurt a student that has reported bullying.

Our school takes a problem-solving approach to bullying. We have staff members trained as Solution Coaches to bring together a Solution Team of students and ask them to end bullying situations. Most Solution Teams successfully end bullying situations after one or two meetings without using punishment.

Staff, Teacher and Parent Response to Student Harassment and Bullying

Our school follows the No Bully System to prevent and respond to bullying and harassment.

Level 1 – Prevent & Interrupt

- All teachers, staff, students and volunteers support a campus-wide system for preventing and responding to harassment and bullying.
- Any teacher or staff member who witnesses an act of bullying shall take immediate steps to intervene and redirect students provided it is safe to do so.
- Name the behavior for what it is e.g. “That’s a putdown.”
- Speak to the intention behind the words or gestures, e.g. That was meant to hurt.
- Explain the values that their behavior offends – remind them of our school social vision – RISE.
- If you need more time or privacy, take it.
- If a parent or guardian knows or suspects that their child is being harassed or bullied, encourage your student to ask the bullying students to stop or to seek help from any trusted adult on campus. If this does not solve the situation, please report the bullying to the school Principal or Dean of Students by email or phone call. The school can only help you if you reach out and tell us what is happening. If your child is the target of cyberbullying, please take screen shots and/or print any electronic or digital messages and share these with the school.

Level 2 – Check in with target of bullying and notify the Principal and Dean of Students

- All members of school staff are encouraged to watch out for students who appear to be isolated from other students, who are put down by other students behind their back, or who show signs of being bullied.
- If any member of staff learns or suspects that a student is the target of ongoing bullying, they shall check in with the student as soon as reasonably possible. If this appears to be ongoing bullying or harassment, they should attempt to resolve the situation and email the Principal and Dean of Students soon as possible and within 24 hours.

Level 3 – Solution Team, Progressive Discipline and other responses

- The Principal or Dean of Students investigates and resolves the situation and shall ensure that any report of bullying or harassment and its resolution is documented in COMPASS. Our school uses a variety of methods to resolve ongoing incidents of bullying and harassment.
- We will notify the parent/guardian of any student that is the target of bullying and may refer the student to get help from a school Solution Coach. Solution Coaches are teachers and staff members who have been trained to bring together Solution Teams of students, including bullies, bystanders, and positive student leaders, and without using punishment to bring the bullying to an end. The Solution Coach records progress using a Solution Team Log and shall report progress to the Principal or Dean of Students.
- We may use progressive discipline to redirect bullying students depending upon the severity of the bullying. The Principal or Dean of Students may meet with the bullying student, involves their parents or guardians when determining consequences to change behavior, and informs the student that graduating consequences will occur if the bullying continues.

Prior to parent notification, we will assess student safety and need for support services.

Level 4 – Implement an Empathy-Building Action Plan

If a pattern of harassment or prejudice is apparent across an entire class or grade, the Solution Coach brings together relevant school staff to implement a plan to teach respect for differences and create a supportive peer culture.

Timeline for Complaints Under this Policy

Week One

- The Principal and Dean of Students is notified of bullying.
- When appropriate, the Dean of Students refers the target of bullying to a school Solution Coach to run a Solution Team.
- The Principal may engage the progressive discipline process with the bullying student(s).

Week Two

- Solution Coach runs second meeting of Solution Team if this has been initiated.
- Further progressive discipline when necessary.

Week Three

- Third meeting of Solution Team if this has been initiated.
- Target invited to attend this final Solution Team.

- Solution Coach® records progress in Solution Team® Log, schedules three month follow up with target, and notifies the Principal and parents of outcome.

If the school's intervention does not resolve the bullying, the student or their parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to a complaint of discrimination, harassment, intimidation, or bullying, he or she may appeal within ten days by writing to the Governing Board President at jim.kreeck@gmail.com

Computer & Internet Acceptable Use Policy for Students

It is the policy of the Salt Lake Arts Academy Governing Board to permit students to have Internet access. Salt Lake Arts Academy has taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. In general, the user's responsibilities require decent, ethical, polite, efficient, and legal use of the network resources. Teachers will instruct and supervise students on responsible use of Internet resources and proper network etiquette.

Privileges and Discipline:

Student computer, network, and internet use is a privilege. A student can lose this privilege and be subject to other disciplinary action should (s)he choose to violate the conditions of this agreement. If the student's parent/guardian has not signed this agreement, then their student will not have access to school computers, networks, and/or the internet. This agreement must be renewed annually.

Internet services provided by the school are not intended for personal use. SLARTS system administrators will determine appropriate use. Their decision is final. The system administrator may deny user access at any time.

Privacy Expectations:

Students have no expectation of privacy in electronic data or communications (i.e., files, disks, documents, emails, etc.) which have been created in, entered in, stored in, downloaded from, or accessed on SLARTS' computer systems. System administrators monitor, log, and may review any or all files and messages.

Prohibited Uses:

Students Will Not (the listed examples are not all-inclusive)

- Access or distribute inappropriate materials objectionable to use in a public school environment. This includes pornographic, obscene, sexually explicit, or threatening material.
- Use the SLARTS internet system for the purpose of cyberbullying.
- Use one's identity, misrepresent one's identity or use another's identity to illegally access student or school information or send email, chat, or any form of electronic communication.
- Communicate vulgar, defamatory or threatening language, graphics or artwork.
- Download, upload, install or execute software without prior approval from an authorized teacher/advisor.
- Violate copyright or intellectual rights by knowingly downloading or distributing copyrighted material.
- Engage in illegal activities defined as a violation of local, state, and/or federal laws. This includes but is not limited to corrupting, destroying, or manipulating system data.
- Engage in hacking, sniffers, packet capture software, password grabbers, spy-ware, or software that compromises the network in any way.
- Change or manipulate the configuration of computer hardware or software.
- Operate an unauthorized business.
- Lobby for political purposes.
- Execute non-educational gaming.
- Customize computer settings for personal use.
- Erase, expire, or reset memory cache, web page links, or HTTP location history without prior consent.
- Use any interactive real time Internet activity (such as chat rooms) without prior approval.
- Copy system or curriculum programs or files from a computer or the network without permission.
- Send mass emails.

Expectations:

- Use school computer equipment only with permission from and under supervision of lab advisor, or faculty/staff member.
- Respect and follow computer teacher/advisor instructions.
- Use computer hardware, the Internet, and the school network to work on school related assignments only.
- Immediately report equipment failures to staff members.
- Immediately report accidental access to unauthorized sites.
- Use computer property properly, and ask for help when necessary.
- Report unacceptable Internet sites to a staff supervisor.

- Follow basic net-etiquette and be a good network citizen.
- Not engage in cyberbullying activity in any form be it cell-phone, text messages, e-mails, instant messaging, the Internet or social media to threaten, shame or isolate another student. It includes breaking into a student's electronic account and assuming that student's identity in order to damage their reputation.

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.

Discipline Policy & Procedures

The mission of the Salt Lake Arts Academy is to prepare students to become confident and creative builders of their future, equipped through the arts and academics to take responsibility for shaping their communities.

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 for interventions:

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.

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.

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.

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.

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.

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.

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.

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.

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.

Dress Code

Clothing must be in good taste. Please no clothing that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students or any other person.

Here are the explicit NO'S:

- ***NO GANG RELATED DRESS, INCLUDING BANDANAS, HEAD WEAR, SAGGING, HANGING BELTS AND MONIKERS ON HATS OR SHIRTS.***
- ***HOODS FROM HOODIE STYLE SWEATSHIRTS MAY NOT BE PULLED OVER STUDENTS' HEADS.***
- ***NO SUNGLASSES WORN INSIDE.***

- ***NO CLOTHING DEEMED IMMODEST IN APPEARANCE BECAUSE OF EXCESSIVE BODY EXPOSURE. THIS INCLUDES: SHORTS (MALE AND FEMALE) AND SKIRTS THAT ARE SHORTER THAN MID THIGH, HALTER TOPS, SPAGHETTI STRAPS, SINGLE STRAPS, TANK TOPS, ATHLETIC SHIRTS OR OTHER TOPS THAT EXPOSE MIDRIFTS OR MORE THAN THE NECK OR ARMS. TOPS MAY BE SLEEVELESS, BUT STRAPS SHOULD BE WIDE ENOUGH TO EXTEND TO THE SHOULDER.***

STUDENTS WHO DO NOT COMPLY WITH THE DRESS CODE WILL BE REFERRED TO THE OFFICE FOR APPROPRIATE ACTION.

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.

Electronic Devices

Cell phones– Students may bring cellphones and electronic devices to school, but they must be turned off unless there is a specific permitted use. If students are caught using an electronic device without specific permission, 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.

Electronic gadgets– We want to encourage social interaction and physical play. I-pods, headphones, games, and other such electronic gadgets are not permitted during school hours other than before/after school unless under the permission of the classroom teacher.

Fees / Fee Waivers

As mandated by the Utah State Constitution and the Utah State Board of Education, Salt Lake Arts Academy is prohibited from charging fees to elementary school students. As such, SLArts Academy has created an official fee policy and a fee waiver guideline.

A fee is defined as any charge, deposit, rental, or other mandatory payment in the form of money or goods. Any and all charges related to the National School Lunch Program, such as food or milk, are not considered fees. As required by law, all fees will be set, approved, and published annually by the Board of Trustees, as well as a fee waiver policy. The fee schedule will be posted and distributed to all parents or guardians.

No fee may be charged to students in grade K-5 regardless of whether 5th grade students are considered to be part of the middle school for any activity comprising the regular school day. For

example, no fees may be charged for the following items or activities: textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, or snacks (except those associated with the National School Lunch Program). This list is not all inclusive. All students shall be allowed to enroll and fully participate in any class offered at the school, having the opportunity to acquire all skills and knowledge required for full credit and highest grades. Students may do this without paying a fee or participating in a fund raising activity, except in the case of special optional projects. Salt Lake Arts Academy will supply all student supplies for 5th and 6th grade students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student due to careless or irresponsible behavior.

Utah state law permits the charging of fees for grades 6 -12. Therefore, 6th, if part of a middle school, 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, 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.

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.

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.

If a student drops from a class or withdraws within the first 10 days of when s/he started, fees will be refunded except for a \$25 administrative fee. After ten days from the first day of classes, student fees will not be reimbursed.

Grades / Assessment / Standards

Students are assessed weekly on three standards: Proficiency; 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.

As a public school, we are required to administer all state standardized tests to each of our students. Parents may follow the State Office of Education procedure if they wish their student to “opt out” of testing.

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 because of a legally protected characteristic. 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.

CONSEQUENCES OF HARASSMENT:

Members of the administration will swiftly investigate and respond to reports of student harassment. If it is determined that harassment has occurred, the administration will meet with the student’s parents to determine appropriate consequences and to develop a plan to extinguish the pattern of harassment.

*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.

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.

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 8:25 a.m. and from 3:30 – 4:00 p.m. Parents may also call and request a conference.

Curriculum—SLArts follows the Utah State Core Curriculum.

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 skateboards 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 / Food Sold on School Grounds

(R277-719)

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.

The Salt Lake Arts Academy does not participate in the National or State Lunch program. All food items sold at school will be regulated for nutritional standards minimizing sugar, fats and salt. All proceeds from the items sold will be used to fund student activities.

Parent Involvement

We believe parental involvement is essential to the purpose and effectiveness of the Academy. Not only will the school look for opportunities to support families but also there is a strong expectation that parents will contribute in various ways to the support of the Academy and the education of their children. The education of adolescents must be a team endeavor and every attempt will be made to make this a collaborative effort.

Parent Rights and Responsibilities

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 inquires 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 inquiries 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.*

Parent Involvement Policy for Title I

The Salt Lake Arts Academy regards parental involvement vital to the academic success of students. Parents are the initial teachers of their children and serve as partners with the school in helping their children achieve academic success.

The Salt Lake Arts Academy will involve parents in the development of its school plan.

- The Arts Academy will invite 2 or more parents to participate in the development of the school plan. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to parent representatives two weeks prior to the meeting for review.
- Participating parents will review information, attend scheduled meetings and give input into the development of the school plan.
- The Salt Lake Arts Academy Board will give final approval of the school plan.

The Salt Lake Arts Academy will involve parents in the process of school review and improvement.

- Share the achievement data with parents.
- Invite input regarding school academic goals.
- Discuss scientifically-based research instructional practices.
- Give direction in securing research-based curriculum materials that align with goals.

The Salt Lake Arts Academy will provide coordination and technical assistance to promote quality parental involvement activities.

- Twice during the year, school leadership will include parental involvement discussions in meetings across departments to maximize coordination and effective use of resources.
- Provide annual training to school staff and teachers on effective parent involvement strategies.

The Salt Lake Arts Academy will build the school and parent capacity for strong parental involvement.

- Schedule an annual parent involvement seminar to build effective parental involvement strategies.

The Salt Lake Arts Academy will coordinate parental involvement strategies with other programs.

- Representatives from other programs (i.e. Special Education) will be encouraged to serve on the Academic Excellence Committee.

The Salt Lake Arts Academy will conduct an annual parental involvement evaluation.

- In the spring, the Academic Excellence committee will be given a Title I Parent Involvement Evaluation Form and be asked to complete the evaluation and provide input on how the school might improve support for parental involvement.
- At the spring Student / Teacher / Parent conference, parents will be encouraged to complete a parent involvement survey that will elicit feedback on current activities and request input for future efforts.
- At the beginning of the new school year, the school will provide a summary of the parental involvement survey with its plans to address identified needs and recommendations.

The Salt Lake Arts Academy will ensure that it involves parents in a variety of school activities.

- Create an annual report of to the Board of successful parent involvement activities.
- The administration will share ideas from this report with parent committees and with teachers.
- The Principal will annually report to the Board how Title I funds were used to support effective parent involvement strategies.

Parent / Educator Learning Compact

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline.
- Read with my child and let him /her see me read regularly.
- Encourage positive attitudes toward school.
- Volunteer in my child's classroom as appropriate.
- Review information and work sent home and respond as necessary.
- Learn how to use the SLARTS google account set up for my family.

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school regularly and on time.
- Complete assignments and homework.
- Bring homework and supplies to school each day.

- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all school rules.
- Accept responsibility for my own actions.
- Use my SLARTS google account appropriately.

TEACHER RESPONSIBILITIES

It is important that my students achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.
- Teach my students to effectively use the SLARTS google group for my classroom.

PRINCIPAL RESPONSIBILITIES

I support this compact therefore I will:

- Provide an equitable learning environment for all children.
- Ensure staff provides parents with information about the total school.
- Ensure our staff provides avenues for positive and meaningful parent involvement.
- Schedule annual parent-teacher conferences for parents of children to attend.
- Provide reasonable parent access to staff members.
- Provide a variety of opportunities for parents to volunteer in their child's classroom.
- If needed and reasonable, provide parents opportunities to observe classroom activities.
- Communicate regularly with parents, teachers, and students.

Religious Holiday Policy

We at the Salt Lake Arts Academy believe in supporting students, faculty, and staff in their respective religious beliefs. We recognize that many may observe Holy Days and have religious obligations that may require cessation of work or absence from school. The school recognizes that absences for religious observances and celebrations are not like absences due to family vacations or professional obligations and we do not want students or faculty to face the possible dilemma of observing their holiday and taking a lower grade /penalty or not observing the holiday at all.

The homework/curriculum expectations in all classes are as follows:

1. We believe that a student who is absent from school due to a religious holiday should not be penalized for that absence.
2. Students or parents have the responsibility to give timely prior notification to teachers and office staff. This can be done personally, through a written note, or through email.
3. In planning curriculum, teachers are asked to make sure that information presented during religious holidays can be easily obtained by the student upon his or her return. Because during many religious holidays students will not have time to do work, alternate deadlines will be set for those students. Teachers must allow students to make up tests without penalty.

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

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

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

