



eStem Elementary Public Charter Schools

Elementary Student Handbook
2018-2019

College Ready, Career Ready, World Ready!

Welcome to eStem Public Charter Schools!

Thank you for choosing eStem Elementary Public Charter School, eStem Middle Public Charter School, and eStem High Public Charter School. We are proud of our schools and are excited about their prospects for growth.

The focus of eStem is to prepare students for the study of economics related to the fields of science, technology, engineering, and math – or STEM for short. Maintaining scientific and technological leadership is essential to the future of our country. The goal of the eStem schools is to produce high school graduates who are STEM literate and capable of keeping pace with foreign competition.

eStem students are individuals and our educational program is tailored to meet their individual academic needs. eStem standards are high, our curriculum is rigorous, and our teachers and administrators carefully monitor individual student's academic gains. In this way, graduates of eStem High Public Charter School will be college ready, career ready, and world ready. The eStem Public Charter Schools' Student Handbook contains school policies and procedures that students and parents will need to ensure a successful year. Please take the time to become familiar with the handbook. Adhering to the rules and regulations enables all eStem students to receive the a quality education in a safe and positive school environment.



John Bacon
Chief Executive Officer
eStem Public Charter Schools, Inc.



Education is an ever changing sector and navigating change is very difficult. Committing energy towards driving a healthy culture is a process and emphatically not a final product. Schools face real challenges on a minute by minute basis and only one thing has the ability to hold everything together...culture. Every single school in America has a specific culture by which they operate, which is experienced through values. Whether it's consciously practiced or not, culture drives the learning environment, it drives the attitudes of all stakeholders, and most importantly, it drives the outcomes of students. In partnership with Noble Impact, the Office of School Culture at eStem Schools has been established to curate and cultivate a healthy culture. Focusing on identity and innovation provides great value in this positive growth phase of the entire organization.

Three guiding questions to drive the identity process:

- *Who are we?*
- *Why do we do what we do?*
- *How did we get here?*

Three guiding questions to drive the innovation process:

- *Where are we going?*
- *When are we going there?*
- *What is changing?*

In the process of defining our culture, we identified the values that make eStem different. We believe that in order to reach our students, we must first start with heart.

Humility
Enthusiasm
Authenticity
Reflection
Trust

We strive to make decisions based on these values and to integrate them into everything we do at eStem.

eStem K6 Promise & Purpose

I promise to have **HEART** the eStem way,
To show *Humility* and put others first each day.
To face each challenge **Enthusiastically**,
To be **Authentic** - the best version of me!
To **Reflect** on my actions and do what's right,
To **Trust** one another so our **STAR**s shine bright!
eStem is the **BEST** because of me and you!
Above & Beyond: It's What WE Do!

*Our purpose is to go above and beyond to
meet the needs of our learning community.*



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Absence

If a student is unable to attend school, the parent/guardian must notify the school attendance office either by email or by phone by 7:45 a.m. on the day of the absence. It is the student's responsibility to collect and complete missed school work within 24 hours of returning to school.

Act 1223 of 2011 modified the state law regarding student attendance policies. The school district's policy must:

- Define the specific number of absences permitted per semester;
- Allow a student or the student's parent or guardian to petition the school or district administration for additional absences. The petition must be made before the student accumulates the maximum number of absences allowed under the policy; and
- Allow exception is as necessary to satisfy Individualized Education Program (IEP) 504 plans.

Act 1223 does not prohibit students from missing school for medical or dental treatment. If a student's treatment will require excessive absences, the student may petition for additional absences or may request a 504 plan.

Ark. Code Ann. § 6-18-222(a) (4) (A) (i), absences must not be categorized as excused or unexcused. Credit, promotion, or graduation may be denied if a student exceeds the maximum number of absences allowed under the policy, regardless of whether the absences were excused or unexcused.

eStem Public Charter Schools has set forth a policy of no more than 10 absences allowable per semester. Notice must be given once a student exceeds one half ($\frac{1}{2}$) the total number of absences permitted per semester.

In accordance with Arkansas Department of Education guidelines, eStem Elementary will record half day attendance for grades K-6. If a student misses no more than one hour of time between 8:00 am - 11:30 am the student will be counted present for morning attendance. If a student misses no more than one hour of time between 11:30 am – 3:45 pm the student will be counted present for afternoon attendance. A parent may check a student out during the student's allotted lunch time without affecting the student's attendance for the

day. Any student returning late from lunch will be counted absent for PM attendance.

Notwithstanding the above, a district may distinguish between excused and unexcused absences in its policy for all other purposes. These could include, without limitation, discipline, homework or test makeup, extracurricular participation, etc.

Students with 10 absences in a course in a semester shall not receive credit for that course. At the discretion of the school Director after consultation with persons having knowledge of the circumstances of the absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

- When a student has 5 absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by first class mail the end of the school day in which such absence occurred.
- Whenever a student exceeds 10 absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law. The student will also lose credit for the course for the semester.

Accidents

The school must always have the correct home and place of employment contact information for parents/guardians in case the parent's/guardian's child becomes ill or is injured at school. The name and telephone number of a friend or relative of parent/guardian also is helpful in case the parent/guardian cannot be reached in an emergency. To update any contact information, contact the school's Registrar.

Also see Medical – School Emergencies

Admission

eStem admits students of any race, color, nationality, and ethnic origin to all the rights and privileges, programs, and activities made available to students at the school. eStem does not discriminate on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap in administration of its educational policies or school administered programs. Unlike other public schools, a charter school is populated by students who have freely chosen to

attend that school. Students who choose to accept the academic program of a charter school also assume the obligation imposed by the policies of the school.

*Students who are transferring to eStem from other school districts may not be granted admission if their transcripts reflect poor academic performance.

*Current eStem students whose transcripts reflect poor academic performance may jeopardize their enrollment for the following school year.

All final admission decisions are at the discretion of the School Director.

Also see Application – Kindergarten; Application – First Grade through Eighth Grade

Admission – Documents

The documents required for a child to be admitted to a public school in Arkansas are determined by state law. Prior to a child's admission to an eStem school:

1. The parent/legal guardian shall furnish the child's social security number, or if requested, eStem Public Charter Schools, Inc. will assign the child a nine-digit number designated by the Arkansas Department of Education.

2. The parent/legal guardian shall provide eStem Public Charter Schools, Inc. with one of the following documents indicating the child's age:

- Birth certificate;
- Statement by the local registrar or a county recorder certifying the child's date of birth;
- Attested baptismal certificate;
- Passport;
- Affidavit of the date and place of birth by the child's parent or guardian;
- Previous school records; or
- Military identification.

3. A student must be enrolled in good standing at his/her present school before the student can be eligible for admission to an eStem school. The parent/legal guardian shall indicate on school registration forms whether the child has been expelled from school in any other school district, is a party to an expulsion proceeding, or is under short- or long-term suspension.

4. State law requires that the child shall be age appropriately immunized against poliomyelitis, diphtheria, tetanus, pertussis, measles, rubella, mumps, hepatitis B, varicella and other diseases as designated by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a

licensed physician, health department or the military service. Students will not be allowed to enroll in the school if they do not have the required documented proof of immunization.

Application – Kindergarten

eStem Elementary Public Charter School will accept preliminary applications beginning January 18, 2019, and ending February 18, 2019, for students who are eligible to enter kindergarten for the 2019-2020 school year. To be eligible under Arkansas law, a student must be five years of age on or before August 1, 2014. For the 2013-2014 school year and afterwards, students may enter kindergarten in the public schools of this state if they will attain the age of five (5) years on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will (1) become five (5) years old during the year in which he/she is enrolled in kindergarten, and (2) who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the school district.

If there are more preliminary applicants than seats available, kindergarten seats will be assigned by a random, anonymous lottery as prescribed by state law. Under the terms of the eStem charter, siblings of students already enrolled in an eStem school will be given preference for available seats.

Application – First Grade through Eighth Grade

Students seeking admission to eStem Elementary Public Charter School or eStem Middle Public Charter School in grades one through eight may submit a preliminary application at any time during the current school year. Because all seats in both schools currently are filled, each applicant will be assigned to a waiting list specific to the student's current grade level. If the student is not assigned a seat by the conclusion of the present school year, the student will be transferred automatically to the waiting list specific to the student's next grade level. It will not be necessary to reapply. The student's position on the waiting list will remain the same as the student's position on the waiting list on the final day of the current school year.

Attendance

The schools of the District (eStem Public Charter Schools) shall be open and free

through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Also see Absence

Behavior

eStem schools hold high expectations for student performance and behavior. Students are expected to show respect for fellow students, staff members, volunteers and members of the community with whom they have contact during the school day and at school events. Students are expected to take responsibility for their own behavior and for working towards their academic goal. Repeated violations of our policies, procedures, & expectations could result in removal from school. All rules will be strictly enforced.

Within our K-6 discipline process, we have shifted from immediate consequences to a system in which we listen and conference with students regarding their behaviors. When the behaviors continue, we then proceed with appropriate consequences. Our goal is to provide more feedback to parents, allow students to learn from their mistakes, and provide a chance to correct behaviors before more serious consequences are assigned. The steps below will be followed in classrooms kindergarten through sixth grade.

Step One: Redirection

This is a chance to simply acknowledge the behavior and give the student an opportunity to change the undesired behavior. Students will receive these redirections in the form of a counting technique that is clearly understood by all children across all grade levels. Kindergarten through 2nd Grades will be using 4 redirections; 3rd and 4th Grades will be using 3 redirections, while 5th and 6th Grades will be using 2 redirections within this step.

Step Two: Verbal Reflection Conference

This will be a time for the teacher to have a conference with the student about their actions and how their current behaviors are affecting themselves, the learning environment, and others. The student will have an opportunity to then change the said behavior to ensure positive learning experiences continue to

happen at school. During this step, the conversation may be also be paired with a logical consequence for the student.

Step Three: HEART Agreement

The student will meet with the teacher outside of the normal class period. The student will conference with the teacher about the recurring behavior(s), together they will set goals to improve behavior, as well as consequences for when these goals are not met. Consequences will be agreed upon by the student and teacher. The agreement will be signed by the student, teacher, parents, and a dean.

Step Four: Implementing Consequence(s)

Per the agreement signed by parents, student, and staff, the assigned consequence(s) will be carried out if the same behavior is continuing. If an assigned consequence does not correct the behavior, the student will then be referred the Deans.

Our purpose for these steps is to allow multiple opportunities for students to correct behaviors that are affecting them and others from being successful within the classroom. We are hopeful that this process is a collaborative one that allows teachers, parents, and administration to help the students understand expectations as well as create the most positive learning environment for them and their classmates. While we have these steps in place, there are times in which a student's actions may require a more immediate and/or severe consequence. These behaviors are categorized by offenses and listed below. The Director has discretion to move past any steps and administer consequences that may jump categories or steps in our process based on the nature of the action.

- Category I Offenses:* Failure to comply with faculty or administrative directives; failure to comply with academic and dress codes; excessive tardiness.

Maximum Consequence for Category I could include Saturday Alternative School (SAS) or suspension for repeated violations.

- Category II Offenses:* Disruption of the classroom; defacement of school property or the property belonging to another person; insubordination; emotional abuse of others, including teasing and bullying; vulgar or profane

language; inappropriate physical contact; sexual, racial, or religious harassment; plagiarism or cheating; truancy or skipping class; petty theft; repeated violations of cell phone or other electronic devices during school hours; possession of tobacco products.

Maximum Consequences for Category II could result in probationary status with suspension, removal, or expulsion.

- *Category III Offenses:* Theft; destruction of private property; destruction of school property; possession, use or distribution of drugs, including alcohol; vandalism of school property; possession of a weapon; performance of any act leading to the endangerment of others; tampering with any safety device on school property; physical or sexual assault; communication of threats; repeated violations of Category I or II offenses.

The maximum consequence for a Category III offense is automatic expulsion.

Bomb Threat

A bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Any bomb threat will be regarded as an extremely serious matter and will be treated accordingly.

A map detailing the required building evacuation plan is posted in every room. Students must follow the instructions of their teacher, stay with their class, and must not make any stops during evacuation unless instructed to do so by their teacher. Students must proceed directly to their designated location outside the building without talking until given further instruction. A student violating this procedure is jeopardizing the safety of other students and may face disciplinary action, which could include suspension.

Breakfast and Lunch

Hot breakfasts and lunches are provided by Mom's Catering and are served daily. Breakfast is available from 7:25 a.m. to 7:55 a.m. Menus are posted on the eStem website at www.estemschools.org, but parents are under no obligation to participate. However, parents who wish to have their students eat meals at school are encouraged to join MySchoolBucks. The MySchoolBucks program makes it possible for parents to place meal money into an account online, eliminating the need to provide their child with lunch money every day. Parents can join MySchoolBucks at www.MySchoolBucks.com.

Parents who wish to participate in the National School Lunch program must complete a federal free/reduced lunch form. These forms are available at the beginning of each school year online or by paper. Once applications are processed, the appropriate information is entered into the eStem lunch payment system. Students of qualifying families will receive free or reduced pricing for meals. When families and schools partner to complete these Free and Reduced-Price Meal applications, both benefit from the following:

- Free & reduced-price meals for students
- Access to ACT testing at no cost to the family
- Access to discounted rates for internet services and other supports
- Additional funding for the school based on the students who qualify

You can complete the application even if your child will not be eating a cafeteria breakfast or lunch every day.

K6 Microwave Use

Elementary students will not have access to microwaves during lunch.

Prices for the 2018-19 School Year

Student Breakfast - \$1.75 Adult Breakfast - \$2.00

Student Lunch - \$3.35 Adult Lunch - \$3.85

Reduced Breakfast – 30 cents

Reduced Lunch - 40 cents

Utensil pack - 25 cents

Building Hours

Students are not allowed to be inside the school building before 7:20 a.m. or after 4:45 p.m. unless they are under the direct supervision of a school staff member. Students who are dropped off on school grounds prior to 7:20 a.m. will not be under adult supervision. eStem students must be picked up by 4:45 p.m. We give parents a grace period until 5:00 p.m. After the latest pick up time, a \$1 per minute late fee will be charged.

Bullying

Bullying is when someone repeatedly and systematically on purpose says or does mean or hurtful things to another person who has a hard time defending themselves.

State law prohibits the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat, or incitement of violence by a student against another

student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

State law defines "electronic act" as "a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone, or other wireless communications device, computer or pager." Under state law, a student may be in violation of the electronic bullying law whether or not the electronic act originated on school property. When bullying is reported or observed, a thorough investigation is done by the school administration and handled appropriately.

Cell Phones

Students must keep cellular telephones off and out of sight (in backpack, etc) if they are carried to school. An eStem staff member will confiscate any cell phone that is on, visible, or emits an audible signal. A cell phone holder, even if it is empty, will be confiscated if observed by an eStem staff member. The parent/guardian of a student whose cell phone or holder was confiscated must pick up the item in the main office of the school.

Parents concerned about their child's cell phone becoming lost or stolen should not allow the child to bring the phone to school. eStem cannot guarantee that any cell phone or other electronic equipment will be safe. eStem Public Charter Schools, Inc. is not responsible for lost or stolen items. eStem staff members will not be held personally responsible for lost or stolen items.

Cell phones should be out of sight and turned off during the regular school day. Administration reserves the right to use discretion in disciplining for violating the cell phone policy. Students can use cell phones or electronic devices during dismissal.

Cell phone use for educational purposes is at the discretion of the director.
Also see Electronic Items

Change of Address/Phone Numbers

Parents must inform their child's eStem school office immediately if an address, phone number, or place of employment changes. The correct contact information must be on file in case of an emergency.

Cheating and Plagiarism

Cheating is a serious offense. If a student copies another student's work, or if a student gives another student his/her work, it is considered cheating. Plagiarism is stealing someone else's ideas or words and using them as one's own, or imitating the language, ideas, and thoughts of another author or person, and representing them as one's original work. The first time either cheating or plagiarism occurs, the student's teacher will notify the student's parent/guardian and the Director of School, and a grade of zero will be given to the student on the assignment. If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, and Director of School. Continued cheating and plagiarism are grounds for suspension or expulsion.

Child Custody

In cases where parents are divorced or separated, the school presumes that both parents have access to the student. If one parent has been denied custody, it is the obligation of the parents to make this known in writing, by way of final legal recorded document, to the school administration. Mailings and student information are directed to the custodial parent.

Counseling Services

The eStem schools employ full-time counselors who work closely with students. Students removed from class for behavioral issues, returning from suspensions, or who have been referred by the school administration may meet with the counselor on an informal basis. In addition, students may be referred by the school administration to the counselor for more regular one-on-one or group counseling.

Classroom/Birthday Parties

eStem Public Charter Schools follows federal and state guidelines concerning

classroom celebrations and food provided at school. We have two classroom celebrations each year – a winter holiday party in December and a Valentine’s party in February. Due to these guidelines, we cannot have any additional classroom parties and/or birthday parties. For the two holiday parties, all snacks must be store bought with ingredients listed on the package.

Closed Campus

Students at eStem schools are not allowed to exit the campus grounds during the school day unless it is part of a field trip sanctioned by the school.

Computer/Internet Use

eStem Public Charter School District Authorized Use of Computer Networks
The eStem Public Charter School District has policies in place that address all CIPA and FERPA laws. Guidelines regulating the use of the District’s network-- Acceptable Use Policy--also include policies and consequences for violation of policies posted on the eStem website and printed in the student handbook. These guidelines apply to all minors, anyone under the age of 17, and employees. Students, parents, employees and users must sign this agreement if they are to use the District’s network. The student handbook is posted on the website and is issued to every student at registration and upon entering the school district. New employees are issued the agreement upon employment.

This policy governs the acceptable use of district technology by all users. User access is a privilege with no entitlement guaranteed and access may be revoked at any time at the discretion of eStem administrators. As an administrative authority for the eStem Public Charter School District, the Board is authorized to make CIPA certifications. This policy may be revised at any time by a majority vote of the Board or as state and federal law dictates.

Purpose

The Internet and its vast access to information provide an enormous resource for education and assistance in our goal to increase student achievement and professional development. The computer, computer related devices and software are valuable tools in the efforts of successful educational process. This, combined with the need of creating and maintaining a safe educational environment require the need for an adequate acceptable use policy for the eStem Public Charter School District.

eStem Public Charter School District Responsibilities

eStem Public Charter School District will take the following steps to assure proper use of the computer network:

- Teachers and/or support staff will supervise Internet sessions while in the classroom or computer lab.
- Filtering and network management software will be used to limit the risk of inappropriate material being accessed by students and other users. These programs monitor 'HTTP' traffic and block inappropriate content based on an expanding database of sites and information related to trends in best practices, known information, and constant system monitoring.
- Teachers will be provided with training and resources to understand the current trends and policies of Internet usage and safety practices.
- Staff will be required to instruct students on the proper use of Internet resources enabling them to make appropriate choices for appropriate content and its use.
- Current virus protection and anti-Spyware software will be used as an added layer of protection for users against malicious software that may otherwise expose students and other users to inappropriate or harmful material.

Definitions

Internet: A network of computer networks. Networks in the internet are connected so they can communicate with each other regardless of their manufacturer.

Mobile Devices: Portable hand held computing device that mimics desktop computers in their function. These devices include Wi-Fi capability and may or may not have a touch screen, keyboard or cellular data connections. Users may access Internet content, email stream video and have access to take and or post electronic photos/videos. Devices include, but are not limited to, tablet devices, smart phone and e-readers.

Asynchronous Communication: A type of communication protocol that allows an amount of time to pass between communications. This communication includes, but is not limited to, emails, discussion forums, weblogs (blogs) and social networking sites (MySpace, Facebook, etc).

Synchronous Communication: A type of communication protocol that allows users to communicate instantly in real time. This communication includes, but is

not limited to, chat rooms, instant messages, voice over IP and certain 3D environments.

Users

a. Users are defined as authorized personnel as defined by the district to operate computers, computer-related devices and other technology related equipment within the boundary of use of the District.

b. Users are described, but not limited to, administrators, teachers, students, substitutes, long-term substitutes, parents, support staff and district-authorized guests who are defined as vendors and presenters.

c. The amount of access to the district equipment and network for each of these uses will be determined by function and need by the appropriate technology personnel.

d. Any user under the age of 17 is considered a minor as determined by state and federal law.

Social Networks: Websites that are “virtual communities” of people with common interest who are invited to share likes and dislikes on any particular subject, cause and/or theme or to just have an online meeting place for extemporaneous discussion. Members create accounts that consist of biographical information including, but not limited to, birthdays, gender, photos, occupation and email addresses. Communication consists of both synchronous and asynchronous communication such as chat, voice over IP, blogs, discussion forums, and video.

Mobile Apps (Mobile Applications): Programs specifically designed to run on mobile devices that at times mimic desktop computer programs. These applications may or may not need Internet access. These programs range from games to productivity applications.

Malware: Various types of computer programs that use various techniques to duplicate themselves and travel between computers which can cause serious damage to computers such as erasing important data or disrupting a system or network. These programs may collect personal information about the user for exploitation which may or may not be for financial gain.

CIPA-Children's Internet Protection Act

Under CIPA, schools and libraries subject to CIPA do not receive the discounts offered by the "E-Rate" program (discounts that make access to the Internet affordable to schools and libraries) unless they certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors.

Schools subject to CIPA are required to adopt a policy to monitor online activities of minors.

Schools and libraries subject to CIPA are required to adopt a policy addressing: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults.

FERPA- Family Educational Rights Privacy Act

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

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

The Digital Millennium Copyright Act (DMCA) passed in 1998 to protect software copyright holders, as well as owners of other digital media, from illegal copying of their products. Among other things, the DMCA prohibits circumventing commercial software's anti-copying or anti-piracy measures; prohibits the "manufacture, sale or distribution" of programs or devices used to circumvent software's anti-piracy measures, except when these items or programs are used

to test anti-piracy measures or to conduct research on encryption; allows nonprofit libraries, archives and educational institutions to make copies of software that is otherwise protected by anti-piracy measures; requires Internet service providers to remove software programs posted to users' websites if the programs appear to be posted in violation of copyright. The fair use provisions of the Copyright Act are still available to individuals charged with copyright infringement under the DMCA.

Fair Use: One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies of phone records. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, US Code). One of the more important limitations is the doctrine of "fair use". The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair use for the purpose of researching and teaching.

Illegal Behavior: Defined as use that violates all applicable laws, municipal ordinances, state and federal law which includes but are not limited to gaining unauthorized access to district computers, systems and networks or attempting to gain unauthorized access, copyright violations, distribution of pornography or obscene material, the creation and distribution of malicious code (malware) and theft either of district or personal devices while on district property. Other types of illegal violations include, but are not limited to:

Flaming: To send an e-mail message that is abusive or that offends. Typing in all capital letters is considered shouting and may be offensive.

Spamming: To send an annoying or unnecessary message to a large number of people. An example might be a chain letter asking a user to forward the message to x number of people.

Virus: A computer program that uses various techniques to duplicate itself and travel between computers. Viruses can cause serious damage to computers such as erasing important data or crashing a system.

Spyware: This is a program designed to collect personal information about the user for exploitation which may or may not be for financial gain.

Cyber bullying: The intentional act of posting, transmitting or the displaying of embarrassing, defaming and/or untrue information about a particular person or persons for the purpose of causing intimidation, ridicule, threat, harassment, embarrassment and/or an act of violence toward a student or public school employee. This behavior substantially disrupts the educational process within the classroom, overall school climate and the orderly operation of the school and the educational environment. The information is communicated through all forms of electronic communication including but not limited to text messaging, weblogs, podcast and social networking sites such as but not limited to MySpace, Facebook, and YouTube.

General Requirements

1. Mobile devices, computers, computer related devices, telephonic and other communication devices, and networks are provided for conducting school business and for the educational development of students and staff. They are not intended for private or personal use. Internet and other network communications are being monitored for effective use and resource management. Users and their immediate supervisors may be notified of suspected abuse of network resources.
2. Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.
3. Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their user name and password. Access to other user profiles is reserved for authorized network administrators. Users assigned user names and passwords are responsible for safeguarding this information, and will be held accountable for the consequences of intentional or negligent disclosure of this information. This includes posting account/passwords and access codes in public view or giving unauthorized users such as but not limited to students, parents or vendors access to the district network resources. Users in violation will be held accountable for the consequences of intentional or negligent disclosure of this information.

4. Users are responsible for respecting the policies of other networks, which they access, and for adhering to those policies.

5. Users may not deliberately damage or disrupt a network, computer or computer related device, telephonic or other communication device, and/or removable media that they have been given authorized use. System components such as hardware, software, or other property will not be removed, destroyed, modified, or abused. Examples of activities that are prohibited: altering security codes or passwords and introducing computer viruses and/or malware, removing memory chips, hard drives and other hardware components.

6. No eStem network, phone, or computer system will be used to terrorize, intimidate, threaten, or harass.

7. Users will not use the district network for financial or commercial gain or to advertise, promote or endorse products or personal services.

8. The district will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.

9. Network resources, information, Internet and intranet traffic, folders, drives, mobile devices and district provided removable media and electronic mail have no expectation of privacy. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred. If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted, and items seized and searched. Any suspected illegal activity in the district which may or may not be computer or network related in nature may result in the search of said resources.

10. Long-term substitutes may be granted network privileges at the request of the principal. If granted, the long-term substitute must sign the Employee Use Agreement.

11. Users may not store student or employee personal data on their personal computing, mobile or storage device.

12. Users are restricted from viewing, downloading or sharing pornographic,

sexually explicit, obscene and/or inappropriate content using personal mobile devices in the presence of other users, on school district property and/or while performing school district business.

13. Users may not gain unauthorized access or attempt to gain unauthorized access to other users' accounts, computers or devices.

Hardware

1. Only authorized individuals will install, service, or maintain district-owned hardware.
2. All personal hardware such as media players of any kind and their content are subject to eStem policies that refer to electronic communication devices.

Software

1. Only software that is authorized by the district may be installed on computer hardware.
2. Only authorized individuals will install software on district equipment. The District reserves the right to remove any software that violates district software policy, software that is deemed illegal or inappropriate, or degrades network performance.
3. Authorized users of student and employee data will take proper care to guard the privacy of such information. Any violation of privacy to such information should be reported to authorities immediately.
4. Mobile Apps that are to be purchased for use in the classroom must be submitted for software approval before purchase.

Internet

1. The primary purpose of providing Internet access to employees is for conducting official business. The purpose of providing Internet access to students is for educational benefit only.
2. Students are allowed to access the Internet, until both the student and parent sign the Student Use Agreement. Students and parents will sign the AUP each time a student enrolls at a new campus.
3. E-mail accounts will be issued to district employees. Elementary students will

not be issued individual e-mail accounts but may be provided access to e-mail through a classroom account.

4. Users will not post personal contact information about themselves or other people.

5. Users are not allowed to intentionally transmit or receive obscene, pornographic, or inappropriately suggestive content or language in the form of images, files or multimedia files types through any synchronous or asynchronous communication device or software used in the district network. Use of the system to access, store or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.

6. All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate. Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms and instant messenger services. Participation in cyber bullying (original, secondary, or distributed), is prohibited.

7. Use of the system to access, store, or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.

8. Use of the district network and computers to access, store, or distribute materials or sites that are considered racially derogatory or "hate sites" is strictly prohibited.

9. Students are to report immediately any inappropriate material they access to a teacher or other staff person. Students are not to share inappropriate materials or their sources with other students.

10. Users who receive files that contain personal information about employees or students either by intentional or unintentional means must maintain all privacy regulations as stated in this policy. They may not copy, forward or distribute such information.

11. Use of the district's networks and computer to access, store or distribute materials or sites that are considered racially derogatory, homophobic or "hate sites" is strictly prohibited.

12. Teachers and staff should report any inappropriate, illegal behavior or misuse of district devices, systems or networks immediately to their supervisors.

Social Networks

All users must maintain a high level of respect when using social media as a charter school employee or as students. Educators should follow the Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators when dealing with students in online activities. See Standards of Professional Conduct 5.01.

A. Use of Personal Electronic Devices

eStem will grant teachers and students permission to bring a personal web-enabled device to campus for academic use. Student owned devices must be a laptop or tablet. No smartphones will be allowed.. Student use of personally owned devices will be at the discretion of the campus administrator and/or classroom teachers. All policies stated in this document apply to personal devices used on eStem campuses.

Students who use personally owned web-enabled devices will have access to wireless Internet but will not have access to any charter school drives such as network folders. Network drives can only be accessed via charter school machines.

eStem is not liable for any loss or damage incurred, nor will eStem staff offer technical support or load software on any personal device. All users are responsible for the security of any equipment brought with them to school. All laptops and other devices should contain proper antivirus software as well as fully patched operating systems and should be clearly marked with user's name for identification purposes.

Users will not loan their device to someone else. The user is responsible for the content contained on the device regardless of how it originated. All devices brought onto an eStem campus are subject to search and seizure. Improper use will result in the loss of privileges for such devices.

eStem is not responsible for lost, damaged, or stolen personally owned devices.

B. Supervision of the Computer Network

1. Coordination of the district computer network is under the supervision of the school principal or designee. The principal or designee will be responsible for coordination of activities related to the network.
2. The principal or designee will establish a system that ensures that all employees and students receive instruction in district policies that address computer systems and networks. The principal or designee will also establish a process for supervision of students using the system and will maintain user and account agreements.
3. The principal or designee will establish a process for reviewing these regulations with employees annually. All employees must sign the Employee Use Agreement annually. The students will sign the Acceptable Use Policy, once in Elementary, Middle, and Senior High. Parent's signature will be required even when a student transfers to another school.
4. Monitoring for proper use and/or violations of any type are performed through, but not limited to, teacher observations, filtering and network management software.

Social Networks: All users must maintain a high level of respect when using social media as a district employee or as students. Educators should follow the Arkansas Department of Education Rules Governing the Code of Ethics for Arkansas Educators when dealing with students in online activities. See Standards of Professional Conduct 5.01.

C. Penalties for Non-Permitted Activities

1. Any user who violates this policy and accompanying regulations is subject to loss of computer, phone, and network privileges as well as other district disciplinary actions.

Date: July, 2014

Daily School Schedule

eStem Elementary Public Charter School

Earliest Arrival 7:20 a.m.

School Starts 8:00 a.m.

School Dismissal 4:00 p.m.

Discipline

At the elementary level, we believe that discipline should be used as a teaching tool. Our goal in our discipline process is to provide more feedback to parents, allow students to learn from their mistakes, and provide a chance to correct behaviors before more serious consequences are assigned. The steps below will be followed in classrooms kindergarten through sixth grade.

Step One: Redirection

This is a chance to simply acknowledge the behavior and give the student an opportunity to change the undesired behavior. Students will receive these redirections in the form of a counting technique that is clearly understood by all children across all grade levels. Kindergarten through 2nd Grades will be using 4 redirections; 3rd and 4th Grades will be using 3 redirections, while 5th and 6th Grades will be using 2 redirections within this step.

Step Two: Verbal Reflection Conference

This will be a time for the teacher to have a conference with the student about their actions and how their current behaviors are affecting themselves, the learning environment, and others. The student will have an opportunity to then change the said behavior to ensure positive learning experiences continue to happen at school. During this step, the conversation may be also be paired with a logical consequence for the student.

Step Three: HEART Agreement

The student will meet with the teacher outside of the normal class period. The student will conference with the teacher about the recurring behavior(s), together they will set goals to improve behavior, as well as consequences for when these goals are not met. Consequences will be agreed upon by the student and teacher. The agreement will be signed by the student, teacher, parents, and a dean.

Step Four: Implementing Consequence(s)

Per the agreement signed by parents, student, and staff, the assigned consequence(s) will be carried out if the same behavior is continuing. If an assigned consequence does not correct the behavior, the student will then be referred the Deans. These consequences can include but are not limited to:

- Early Morning Detention: Supervised detention conducted on weekdays before school begins.
- Saturday School: Saturday School will be held in the multi-purpose room from 8:00 a.m. – 12:00 p.m. (Students who are in kindergarten will not be subject to Saturday school; first grade students will serve from 8:00 a.m.10:00 a.m.)
- Emergency Send Home: Requires the student's immediate removal from school grounds while the administrative team deliberates to determine the appropriate consequence. The administration will notify the parent/guardian of the decision as soon as possible.
- Suspension: The temporary removal of the student from the school. A student's parent/guardian will be notified immediately when the student has been suspended. At the conclusion of the suspension, the parent/guardian must accompany the student who is returning to school for a Re-entry conference. The parent/guardian must meet with a school administrator to ensure that the student's inappropriate behavior does not continue. Student will not be permitted to attend classes until the completion of the Re-entry conference.
- Expulsion: A student who consistently disrupts an eStem school may be expelled for a period exceeding 10 days. In addition, state law requires that a student must be expelled for a minimum of one year for bringing a firearm onto the school campus. Law enforcement officials must be involved in this process.

Our purpose for these steps is to allow multiple opportunities for students to correct behaviors that are affecting them and others from being successful within the classroom. We are hopeful that this process is a collaborative one that allows teachers, parents, and administration to help the students understand expectations as well as create the most positive learning environment for them and their classmates.

See also Behavior

Dismissal

eStem Elementary: The instructional day for these students ends at 4:00 p.m. Students will be assigned a dismissal location based on their grade level or their sibling's grade level.

Guidelines:

- **Yellow – 3rd Street (heading west-Towards Broadway St.) – Kindergarten & 3rd Grade**

Approach from the east on 3rd Street. After drop-off/pick-up proceed west on 3rd Street. **You will not be able to turn right onto Louisiana Street.**

- **Blue – 3rd Street Alley – 4th, 5th, and 6th Grades**

Approach from the east on 3rd Street. Turn RIGHT into the alley behind the school. After drop-off/pick-up proceed through the alley to 2nd Street. Turn left onto 2nd Street, which is a one way street going west.

- **Green – Louisiana Street – 1st & 2nd Grades**

Approach from the south on Louisiana Street. You are unable to turn left or right onto Louisiana Street from 3rd Street. You will pick-up at the **Louisiana Street Playground Gate**. After drop-off/pick-up proceed north.

- **Orange – 3rd Street (heading east- Toward Main St): 7-9th Grades**

Approach from the west on 3rd Street. After drop-off/pick-up proceed east.

Elementary Siblings: Elementary students (K-6) with younger siblings will dismiss at the location of the youngest sibling.

Jr. High Siblings: eStem Jr. High students with siblings in K-3 will go to the dismissal location of the youngest sibling at the elementary school. Siblings in grades 4-6 will dismiss at the Jr. High with their older sibling. All other elementary students will dismiss from the locations listed above.

Please remember you cannot park at the meters on Louisiana Street, directly in front of the school, from 7:00-9:00 a.m. and 3:00-5:00 p.m. We must have all of these spaces open for traffic flow. You will receive a ticket if you are parked in these areas during these times.

Teacher supervision of students begins at 7:30 a.m. Students must be in their first class by 8:00 a.m. to be considered on time. If a student arrives after 8:00 a.m., the student will be considered tardy.

All students K-12 must be picked up no later than 4:45 p.m.

Dismissal - Check Out Policy

Check-outs should be reserved for medical appointments or emergencies only. When students are checked out early, they are missing important instruction.

Check-Out ends at 3:15 sharp. No exceptions. This is in order to ensure all students are safely in their dismissal locations at the correct time. Please arrive at eStem before 3:15 in order to get your child in a timely fashion.

If you are checking your child out early to avoid dismissal traffic, please fill out an off-campus application. Your child will be dismissed at 3:25, and you can meet he/she at the 3rd Street doors. The forms are available at the security desk.

Dismissal – Emergency Check Out

A student may be checked out of school in the case of an emergency. The parent/guardian should call the student's school office as soon as possible requesting an emergency check out. Parent/guardian should also notify the school office, in writing or by email, the reason for the emergency check out request. The student will be released from class when the parent/guardian arrives at the student's school office. *Also see Dismissal – Early; Dismissal- Early Check Out; and Dismissal – Emergency Check Out*

Dress Code – General Guidelines

Students shall be dressed and groomed in a manner that is clean and neat and that shall not be disruptive or a safety hazard to themselves or others. The eStem schools prohibit any clothing or grooming that, in the administrator's judgment, may reasonably be expected to cause disruption of normal operations. The administration has final authority on all matters relating to the dress code. This criterion pertains to all schools unless indicated below.

Dress Code – Clothing Choices

Bottoms:

Khaki or Navy

*Must be hemmed or cuffed

* Length must be to the fingertips or longer

* Sweat pants and warm-ups are not permitted

* Jeans/denim on Fridays only with eStem t-shirt

Tops:

Any shade of solid blue, yellow, white, or gray

Boys: collared shirts (golf or oxford)

Girls: collared shirts (golf, oxford, or blouses)

OR

eStem t-shirt (purchased from school)

*Collared shirts may NOT have logos except for the official eStem logo

*Undershirts must adhere to the same guidelines (no camisoles)

Footwear:

Any closed toe shoes

Students may not wear any open toe shoes.

The following shoes are not allowed: open toe shoes of any kind, crocs, slippers/house shoes, shoes that resemble house shoes, or shoes with wheels.

Jackets/Hoodies/Sweatshirts:

Any shade of solid blue, yellow, white, or gray

If worn inside the school, they MUST adhere to the color and logo guidelines for tops.

Dress Code – Specific Guidelines

1. The school prohibits pictures, emblems, writing, or any logos (other than the approved eStem logo) on clothing. Clothing with offensive or suggestive slogans or advertisements is not permitted.
2. Torn or patched clothing of any kind is not permitted.
3. Clothing such as shirts and blouses are required to have sleeves.
4. Multiple earrings in one ear, piercings other than ears, or any earrings or jewelry that are inappropriate or cause safety concerns are not allowed. Tongue rings and other visible body piercings are not allowed.
5. Tattoos and body art shall not be visible. Hairstyles and hair colors that are disruptive to the learning environment are not allowed.
6. Baggy clothing and clothes that sag or fall below the waistline shall not be allowed.
7. Clothing with low-cut necklines and clothing that exposes the midriff shall not be worn.
8. Hats or other headgear, sunglasses, and pins may not be worn inside the building.

Dress Code Violations

The dress code will be strictly enforced, and the Director of School has final authority on all matters relating to the dress code. All students violating the dress code will be given a school uniform to change into and their other clothes will be kept in the dean's office. At the end of the day, they will be allowed to change back into their original clothes. If a school uniform is not available, the school will contact the parents to bring a change of clothes. Repeated violations of the dress code may result in detention, loss of privileges, or suspension. If a student misses class due to a dress code violation, the student will be responsible for making up any missed work.

Vendor Options

Short sleeve t-shirts, long sleeve t-shirts, sweatshirts, hoodies, and jackets may be

purchased from the school in the 3rd floor office in the K-8 Building or eStore and in the main office in the high school building. Additional items with the official eStem logo may be purchased locally at The Toggery (Pleasant Ridge Town Center on Cantrell Rd.) or School Days Uniforms (Cantrell Rd.). Items may also be ordered from Lands' End at www.landsend.com (logo# 0849675K).

Food and Drinks From Off Campus

No outside food or drinks are allowed in the classroom. Students with a medical condition that may require frequent drinks or snacks must provide supporting medical documentation to the Director for approval.

Drugs and Alcohol

An orderly and safe school environment that is conducive to promoting student achievement requires a student population that is free from the harmful effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment and diminishes the capacity of students to learn and function properly in school. Consequently, all students are strictly prohibited from using drugs, alcohol or other illegal substances as defined by the policies of the eStem Public Charter Schools' Board of Directors.

Due Process Procedures (in regard to disciplinary matters)

Due process for students will include, at a minimum, the following steps: 1) notice of charge; 2) opportunity for denial; 3) evidence against him/her (if denies); 4) opportunity to tell his/her side; 5) decision, timely notice, and an opportunity for a fair hearing. The degree of due process required is directly proportional to the degree of loss to the student. Any penalty that effectively denies a student's education will require the greatest degree of due process.

Electronic Items

Cell phone usage will be allowed for educational purposes only.

If a student has a cell phone out at an inappropriate time, the cell phone will be taken and turned in to the main office. The cell phone will be locked in the office until a parent comes to claim it.

eStem will not be responsible for any phone that is lost or stolen during school hours.

Nooks, Kindles, iPads, eReaders, or Laptops will be allowed for educational purposes only. If a student is using these devices for other purposes, such as gaming, chatting, etc., it will be taken and turned in to the 3rd floor office. It will be locked in the office until a parent comes to claim it.

Students may be allowed to listen to music on an iPod or mp3 player when

instructed by a teacher. If the student is not following the specific instructions of the teacher while using ANY electronic device, the device will be taken and turned in to the 3rd floor office. It will be locked in the office until a parent comes to claim it.

A Bring Your Own Device Registration Form must be completed in order for a student to use their device on the eStem Internet. These forms can be found on the eStem Website or in the school office.

eStem will not be responsible for any electronic device that is lost or stolen during school hours.

Also see Cell Phones

Emergency Lock-Down

The school building will be placed in emergency lock-down when the threat of danger from outside the building is imminent. Students, teachers, and staff will be notified when an emergency lock-down is in effect via a broadcast over the school public address system.

The following conditions will be maintained in classrooms where students are present during an emergency lock-down:

- Classroom door is locked
- All lights are off
- Blinds are closed

Students, the teacher and student books should be kept out of view of the classroom door window preferably by sitting against the wall nearest the hallway.

- Everyone in the room must maintain absolute silence
- Everyone in the room will ignore all intercom announcements, after the lockdown is in effect
- Ignore all knocks, calls, etc. at the door or intercom until someone in authority informs the teacher the lock-down is over.

eShare Program (volunteerism)

The eStem Public Charter Schools rely on volunteer parents to assist with school activities such as chaperoning field trips, helping in the school offices, and organizing special events. This volunteer effort is organized under the eShare program. eShare participation strongly encourages parents to complete 10 hours of volunteering per family during the school year or to contribute \$100 to the school activity fund of the eStem school their child is attending. Contact your child's school for more information. These hours count as an in-kind contribution for eStem schools.

Expulsion

eStem Public Charter Schools may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Chief Executive Officer may make a recommendation of expulsion to eStem Board of Directors for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Chief Executive Officer or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the eStem Board of Directors that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the eStem Board of Directors will consider and dispose of the recommendation.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of eStem Public Charter Schools and student may agree in writing to a date not conforming to this limitation.

The Board President of eStem or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the eStem Board of Directors unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the eStem Board of Directors shall be in open session.

During the hearing, the Chief Executive Officer will present evidence, including the calling of witnesses, which gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the eStem Board of Directors, the Chief Executive Officer, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Chief Executive Officer shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Chief Executive Officer shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student

enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Chief Executive Officer and the eStem Board of Directors shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

Legal Reference: A.C.A. § 6-18-507

False Alarms

The act of pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose is prohibited. The act of communicating a false alarm to or about a school, at a school-sponsored or related activity or any public facility is a Class D Felony.

Fire Evacuation

A map detailing the required building evacuation plan is posted in every room. Students must follow the instructions of their teacher, stay with their class, and must not make any stops during evacuation unless instructed to do so by their teacher. Students must proceed directly to their designated location outside the building without talking until given further instruction. A student violating this procedure is jeopardizing the safety of other students and may face disciplinary action which could include suspension.

Gangs and Gang Activity

eStem is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur which cause fear, intimidation or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited on school property or at school functions:

- Wearing or possessing any clothing, bandanas, jewelry, symbol or other sign associated with membership in or representative of any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang;

- Extort payment from any individual in return for protection from harm from any gang; and
- Gang graffiti.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring away from school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Guns

In accordance with federal and state law, any student who brings or possesses a firearm on school property or at any school activity will be referred to the appropriate legal authorities and will be expelled from school for a period of no less than one year. The expulsion may be modified on a case-by-case basis upon recommendation of the Director of Schools and the approval of the Chief Executive Officer of eStem Public Charter Schools, Inc.

Also see Weapons

Harassment

Harassment is any form of uninvited and unwanted physical, verbal or written behavior that creates an intimidating, hostile, or demeaning environment for education. The eStem Public Charter Schools will not tolerate this type of behavior.

Harassment - Sexual

eStem recognizes that harassment on the basis of sex is a violation of law, school district policy and common courtesy. eStem is committed to providing a learning environment free from sexual harassment and will not tolerate such conduct on the part of employees, students, non-employees, vendors, board members or any others having business or contact with eStem students. Sexual harassment when perpetrated on any student by an employee or student will be treated as sexual harassment under this policy.

Sexual harassment of students consists of unwelcome sexual advances, requests or demands for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of a student's academic status or advancement;
- Submission to or rejection of such conduct is used as a basis for academic decisions affecting the student(s); or
- Such conduct has the purpose or effect of interfering with a student's academic performance or of creating an intimidating, hostile or offensive learning environment.

Forms of sexual harassment include, but are not limited to:

- Verbal harassment, including derogatory comments, jokes, requests, or other sexually oriented language;
- Uninvited letters, telephone calls or materials of a sexual nature;
- Physical harassment, including unnecessary or offensive touching, repeatedly brushing against another person's body, or impeding or blocking movement;
- Visual harassment, including offensive posters, cards, cartoons, graffiti, drawings, or gestures; and
- Attempted or actual rape or sexual assault.

Harassment – Verbal

Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. eStem is a place where everyone must be comfortable and treated with due respect. Verbal harassment when perpetrated on any student by an employee or student will be treated as verbal harassment under this policy.

Harassment – Response

The eStem Public Charter Schools are committed to the equitable and swift resolution of harassment issues. Any student experiencing harassment should follow these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask an adult to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where and how you were mistreated; include any witnesses, direct quotes, and other evidence.
4. Notify a teacher. The Director of Schools will ensure that the student discipline policy is used for handling the case.

Homework

Homework mostly will consist of work not completed in class, extra practice work to build skills, study assignments for tests and special projects. There may be times when students will be required to complete certain homework or special projects that may require work at home.

Immunization

In order to enroll at an eStem Public Charter School, every student must have an up-to-date age-appropriate immunization record. Students will be excluded from school until records are provided. State law requires that all children be

immunized against poliomyelitis, diphtheria, tetanus, pertussis, measles, German measles, mumps, hepatitis B, chickenpox and other diseases as designated by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician, health department or the military service. Students will not be allowed to enroll in the school if they do not have the required documented proof of immunization.

Learning Compact

A child's education is a team effort involving the student, the student's teachers, the student's parents and the student's school administrators. Expectations for academic effort and behavior have been deliberately set high for students. For individual student academic growth to occur, all members of the team must be aligned to the same high standards.

The Learning Compact defines eStem standards so that each member of the team knows what efforts are required for a student to succeed academically. The student, the student's parent/guardian, teacher and school administrator are required to sign and date the Learning Compact for each student.

Lost and Found

Lost and found items will be kept in a central location. Unclaimed items will be donated to a charitable organization. Parents will receive advance notice of donation dates. Please mark all personal items with the child's name.

Make-Up Work

All schoolwork missed because a student was absent must be completed. It is the student's responsibility to collect missed work. The time generally allowed for the student to complete missed work will be the number of days the student was absent from school. For example, if a student was absent for two days, then the student will have two days to make up the work missed. If a student fails to meet the time requirement for completing missed work, the student may receive a zero, and tutoring after school may be required.

Medical Information

Medical - School Emergencies

In the event of a medical emergency during the school day, eStem will notify the proper medical and emergency authorities, set aside an area where the injured student(s) can be taken, and notify the student's parent/guardian or the emergency contact identified on the student's school records. eStem will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured student to a designated medical facility. eStem will make every effort to provide support, assistance and resources to the injured student until medical attention is secured.

Students who are suicidal, homicidal, experiencing hallucinations or delusions, or any other serious mental disturbances will be sent home for a safety/mental

health evaluation. Before returning, the student must provide the school with a letter signed by a psychiatrist stating that he or she is not a danger to themselves or anyone else.

Medical - Illness During School Hours

As a general rule, students will not be sent home for upset stomachs, common colds, sore throats without a fever, or headaches. If a child reports feeling ill or injured during the school day, the Coordinator of Medical Services/Nurse will record the student's name, the time and the nature of the illness. If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick-up the child. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

Medical – Medications

If a student requires medication during school hours, the distribution of the medications will be supervised by the Coordinator of Medical Services/Nurse under the following guidelines, as required by state law:

- Medication will be administered only when the critical health and well being of the student is at stake;
- Parents/guardians must sign the appropriate administration forms;
- All medications must be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian; and
- The container must be identified with the following information: student name, name of medication, doctor's name and phone number, pharmacy and phone number.

The Coordinator of Medical Services/Nurse is the primary person designated and authorized to administer medication. All medication must be placed in a locked box in the school's medical office. In order to administer any prescribed medication or over-the-counter medication to a student, a note from the student's physician must be on file with the school. Students are responsible for coming to the medical services office to receive their medication at the appropriate time.

Students are not allowed to have any medication, including over-the-counter medication, in their backpacks or in their possession. Students may carry a prescribed epipen or asthma inhaler.

Medical – Records

In order to enroll at an eStem Public Charter School, every student must have an up-to-date age-appropriate immunization record. Students will be excluded from school until records are provided. Students will not be allowed to enroll in

the school if they do not have the required documented proof of immunization. Also see Immunization

Messages

eStem schools do not accept telephone messages for students. Parents who want a message delivered to their child during the school day must deliver that message in person at the school office. The eStem schools make no guarantee and assume no responsibility for delivery of non-emergency messages from parents to their child.

Students may use the school phone only in the case of an emergency or in a situation that requires the child to go home for the day.

Office Information

The main Elementary School office is staffed from 7:30a.m – 4:30 p.m.

The contact information to the offices are:

- eStem K6 Downtown - (501)748-9200
112 West Third Street, Little Rock, AR 72201
- eStem K6 East Village - (501)214-6810
410 Shall Avenue, Little Rock, AR 72202
- All eStem schools use the website - www.estemschools.org

Outdoor Activities

When there is a heat index of 100 degrees or higher, we will not have outdoor activities. When there is a wind chill of 32 degrees or lower, we will not have outdoor activities.

Parent Concerns

Parents/guardians with a concern about school policy, their child's academic grades, a discipline decision, or any other issue related to their child's eStem education may address that issue with their child's teacher or school administrator. The following procedure will be used:

1. Parent/guardian must make the child's teacher aware of their concern. Where possible, parents/guardians should suggest a solution.
2. The teacher or staff member contacted will discuss the concern with the parent/guardian as soon as is practical and work toward creating a solution.
3. Parents/guardians who are dissatisfied with the response of the teacher or staff member may forward their concern to the Assistant Director. The Assistant Director will respond to the parent/guardian as soon as practical.
4. If the parent/guardian is dissatisfied with the response of the Assistant Director, the parent/guardian may forward the concern to the Director of Schools who will respond as soon as practical.
5. If the parent/guardian is dissatisfied with the response of the Director of

School, the parent/guardian may forward the concern to the Chief Executive Officer who will respond as soon as practical. The decision of the Chief Executive Officer of eStem Public Charter Schools, Inc. will be the final resolution.

Parent/Teacher Conferences

There are two Parent/Teacher Conferences throughout the school year, one per semester. During these conferences, parents/guardians have an opportunity to discuss the progress of their child with their child's teacher(s). Parents/guardians and teachers also will discuss strategies to improve the academic performance of their child. Parents/guardians are required to come to school during Parent/Teacher Conferences; the child can attend the conference as well.

Parent/Teacher/Student Meetings

Teachers may request individual conferences with a student's parent/guardian to discuss academic or character-related issues. The request may require the student's attendance. Likewise, parents may request an individual conference with their child's teacher(s) to discuss student-related issues. To request a meeting with a teacher, the parent must contact the teacher by telephone or email. If a parent comes to school to meet with a teacher without first setting an appointment, there is no guarantee that the parent will be able to meet with the teacher at that time.

Parents can have very strong feelings about issues concerning their child. Progress for a student can be achieved only if all parties deal with issues calmly and with mutual respect.

Personal Belongings

Students are not allowed to bring toys and/or excessive amounts of cash. Additional restrictions apply to certain electronic items.
Also see Cell Phones; Electronic Items

Photo/Video Use

eStem Public Charter Schools may want to photograph by still camera, movie camera or video camera for use or for potential use on www.estemschools.org, eStem eNews, eStem social media, or other medium; or by news gathering organizations, including television stations, radio stations, newspapers, and other video or print production representatives authorized by eStem Public Charter Schools, Inc. eStem Public Charter Schools, Inc., may use your child's name, voice likeness in any and all promotional material that benefits eStem Elementary, Junior High, High Public Charter School or eStem Public Charter Schools, Inc. Your child will NOT receive a publicity fee for publication of his/her photograph or use of video.

Pregnant Students

A pregnant student shall provide the Director of School a written statement from a licensed physician including recommendations concerning advisability of school attendance for the pregnant student. An additional statement from her physician shall be provided each 6 weeks, verifying that she is physically able to continue in school.

A pregnant student who chooses to remain in school during the semester in which she expects to deliver the child shall be governed by the same attendance policies, minimum course requirements, and rules and regulations as all other students. However, the physical education program shall be adapted to the special needs of the pregnant student. In no case shall a pregnant student be removed from school or failed solely because of her pregnancy. A student shall be readmitted after delivery, upon a statement from her physician recommending her readmission.

Legal References: US Cons. Amend XIV §1:20 USC §1681 et.seq; Ark Stat. Ann §§80-1656.

Promotion

eStem has high expectations for student academic achievement. It cannot be assumed that students automatically will be promoted from one grade to the next. Students must earn their promotion by demonstrating mastery of the essential knowledge and skills at their grade level.

Promotion to the next grade requires students to earn a final grade of D or above for each of their core classes which include Reading/Writing or Language Arts, Math, Science, and Social Studies. Students earning grades lower than D in non-core classes will be promoted to the next grade only at the discretion of the Director of School. Special Education students who have IEPs will be promoted to the next grade based on successful completion of the promotion criteria listed in their IEP. A student with excessive unexcused absences during the school year may not be promoted at the discretion of the Director of School.

All promotion or retention decisions are at the discretion of the Director of School.

A disservice is done to students through social promotion. Promotion or retention of students shall be primarily based on their ability to succeed in the next grade. If there is doubt concerning the promotion or retention of a student, before a final decision is made, a conference between the parents/guardians, teacher(s), other pertinent personnel, and Director of School shall be held. The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-

participation in required conferences. If the conference attendees fail to agree concerning the student's placement, the final decision to promote or retain shall rest with the Director of School.

Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP.

Reporting Student Progress

Teachers provide students and their parents/guardians ongoing updates of academic performance through weekly Home Access Center reports, frequent quizzes and tests, and student work that is sent home for a parent/guardian signature. Teachers also may contact a parent/guardian by telephone or email.

Grading

Parents or guardians shall be kept informed concerning the progress of their student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop, cooperatively with the parents, a plan for remediation which may enhance the probability of the student succeeding. The school shall also send timely progress reports and issue grades for each of the four grading periods to keep parents/guardians informed of their student's progress. Student grade reports will also be posted to Home Access Center on a regular basis to ensure consistent notification of parents regarding student academic progress.

The evaluation of each student's performance on a regular basis serves to give the parents/guardians, students, and the school necessary information to help affect academic improvement. Students' grades shall reflect only the extent to which a student has achieved the expressed educational objectives of the course.

The grading scale for all schools in the district shall be as follows:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

For the purpose of determining grade point averages, the numeric value of letter grades shall be:

A = 4 points
 B = 3 points
 C = 2 points
 D = 1 point
 F = 0 points

Progress Reports

Teachers prepare student progress reports (interim reports) once every five weeks. The report is designed to inform parents/guardians about their child's current academic progress and is not part of a student's academic record. A parent/guardian whose child is failing a course when a progress report is issued may be asked to meet with the child's teacher. Likewise, a parent/guardian may request a conference with the teacher. All progress reports must be signed by a parent/guardian and returned to the teacher who issued the report.

Report Cards

The school year is divided into four grading periods called quarters, each lasting approximately 10 weeks. A report card, containing a grade for each class a student is taking, is issued at the end of each quarter. Grades are posted using the following scale:

A (90-100%)	Student demonstrates a deep mastery of the content and skills taught.
B (80-89%)	Student demonstrates a solid mastery of the content and skills taught.
C (70-79%)	The quality of the student's work meets minimum requirements.
D (69-60%)	Student has significant skill or content deficits.
F (59% and lower)	Students has major skill deficits requiring additional instructional and student effort.
S	Student work in subject area is satisfactory.
N	Student work in subject area needs improvement.

If student skills are below grade level, the student may require remedial instruction. A final grade for a class is the numerical average of the grades for the four quarters.

A student's reading level will be reported twice a year.

School Supplies

Elementary (K-6th) grades participate in a Community Supply program. Every child pays \$50 and is provided with school supplies for the entire year.

Security

The eStem school building is protected during the day and during non-school hours by a security surveillance video system and an alarm system. Access to the building is restricted during school hours. All visitors must register at the security desk.

Professional Crisis Management Association (PCMA)

Designated personnel are certified as practitioners to practice the transportation and personal safety techniques and procedures incorporated in PCMA. The professional crisis management system teaches a wide range of nonphysical and verbal strategies for the prevention of crisis situations.

Special Education

Accommodations and Modifications

In many instances, a student with special needs can be successful in the regular classroom with the use of accommodations or modifications to the regular lesson or learning environment. A list of accommodations and modifications for each student is included in the student's IEP.

Classroom Support

Some students benefit from the assistance of a Special Education teacher. This can occur in the regular classroom, allowing the student to remain in the least restrictive environment.

Out-of-Classroom Support

A student may require a less distracting environment or special equipment or space to complete an activity. Individuals or small groups may be moved from the regular classroom to another location to receive instruction.

Related Services

Other services necessary for a student to find academic success will be provided at the school by itinerant professionals. This may include physical, speech, and/or occupational services. These will be provided at no cost to the parent.

Student Records

Parents and legal guardians of students may have access to student records as provided by the federal Family Educational Rights and Privacy Act of 1974. This act allows for the inspection of the content of records and for the right of a parent or guardian to challenge anything contained within the records they consider to be inaccurate or misleading. The person making the request is also entitled to the opportunity to receive an interpretation of the records. Requests to view such records must be made in writing to the person responsible for the maintenance of the records. Requests shall be complied with as soon as administratively possible within 45 days of the request. The request should

include a specification of the exact information sought. A small charge may be made to cover photo-copying charges.

Student Rights

Freedom of Religion

Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify the school office in writing prior to absence. An absence for religious reasons counts as an excused absence from school.

Search and Seizure

Any searches of student belongings will be conducted solely for the safety and well being of the eStem community. A mass search of student belongings is permitted when the Director of a school or designee deems that a theft of property or threat to the safety of the school exists. Ownership of storage space is maintained by eStem and student use is subject to the right of the school administration to have access to the storage space at any time for cleaning or to search for illegal or dangerous materials.

Right to Equal Education

eStem students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

Violation of Rights

Students are encouraged to talk to teachers, the Director of School, or someone else in the eStem administration. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a written complaint with the Director of School. The Director of School will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can request a hearing before the Chief Executive Officer.

Tardy Policy

Students and families commit to coming to school every day on time. A student who arrives after 8:00 a.m. will be marked tardy. It is extremely important that students arrive at school on time. If a student has a scheduled doctor's appointment, which causes him/her to be late for school, he/she must bring a note from the doctor to have the tardy excused. The appointment must be for the student, and not for the parent, sibling, or relative.

Terroristic Threatening

A person commits the offense of terroristic threatening in the first degree if the

purpose of terrorizing another person, the person threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty. (A.C.A 5-13-301). Terroristic threatening in the first degree is a class D felony.

A person commits battery in the second degree if the person intentionally or knowingly, without legal justification, causes physical injury to a person he or she knows to be a teacher or other school employee while acting in the course of employment. (A.C.A 5- 13-202). Battery in the second degree is a class D felony.

Testing

Testing protocol for all Arkansas public schools is determined by the state. eStem PCS will uphold and enforce all state mandated requirements for public school assessments.

Textbooks

Textbooks primarily will be kept at school. When textbooks are distributed to students, it will be the student's responsibility to keep the textbooks in the condition in which they were received. Students will pay for books that are damaged or lost. Students must return books at the end of the school year.

Tornado/Severe Weather Conditions

In the event of severe weather conditions during the school day, teachers will relocate students to the designated safe areas and will ensure that all students are accounted for. While moving to a safe location, students must refrain from talking. All students and staff will remain in their locations until the all clear is sounded. A student violating this procedure is jeopardizing the safety of other students and may face disciplinary action which could include suspension. State law requires that four tornado drills be conducted at every school during the school year. By law, those drills must be conducted in September, October, January, and February.

Tobacco

State law prohibits smoking or use of tobacco, e-cigarettes or products containing tobacco in any form in or on any property owned or leased by eStem Public Charter Schools, Inc.

Transportation - Students

Parents are responsible for transporting their children to and from school; however, eStem Public Charter Schools, Inc. will pay for a monthly bus pass for eStem students using the Rock Region Metro bus system. These student pass application forms are available at the main office for each school.

Parents must contact their child's teacher or the main office if they would like

the child to go home in a way that is not the child's normal mode of transportation.

Skateboards are a safety hazard and are not considered to be an acceptable form of transportation to and from school either before or after the normal school day. We want to be good neighbors to the local downtown businesses; therefore, the use of skateboards on or around school campus is prohibited.

Transfer Requests

The eStem Public Charter Schools, Inc. Registrar processes all requests for student transfers after the Director of School has given approval. Transfers will be issued only after the parent/guardian comes to the school and signs a transfer request form. All obligations including the payment of school fees and the return of school materials must be met before a transfer can be processed. Once a transfer is granted, a student who wishes to re-enroll at eStem must fill out a new application.

Verbal Abuse of a Teacher

State law specifically prohibits insults or verbal abuse directed to a teacher in the course of his or her duties. Those who violate this policy will be prosecuted to the fullest extent of the law.

Visitors

The eStem Public Charter Schools are learning organizations that value the presence of observers and guests. Visitors must sign in at the security desk and wear a name tag identifying them as a visitor while touring the school.

Visitors – Student Shadow Policy

All guests who wish to shadow a student at any of the eStem schools must obtain prior approval from the main office. Additionally, shadowing guests must be a potential student on the waiting list with a sincere interest in attending eStem Public Charter Schools.

Weapons

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

Also see Guns

