

AAA
K-6
Student
Handbook

SCHOOL MISSION

Arkansas Arts Academy is the ultimate K-12 choice for excellence in arts and education. We believe that an arts-based approach to learning promotes creative expression and an enhanced academic experience. Our mission is to provide a rigorous academic program with a purposeful integration of the arts. We challenge our students academically while providing them with an arts-enhanced curriculum.

ACADEMICS

Every Student Succeeds Act (ESSA) was signed into law in 2015 which replaced No Child Left Behind. This law prioritizes excellence and equity for our students. Like No Child Left Behind, ESSA still requires assessment of students in grade 3-8 and once in high school in math and literacy as well as various grade spans in science. In addition, scores must be reported by subgroups such as English learners, students in special education, and those in poverty. The focus of ESSA is to continue to expect excellence of every student, teacher, and school system.

ACADEMIC INTEGRITY

It is the practice of the Arkansas Arts Academy to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom with each student's

success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable.

ACADEMIC SCREENING

The Arkansas State Legislature enacted Senate Bill 788 of 2015 to ensure that children with dyslexia have their needs met by the public school system. As a result of Senate Bill 788 (formerly ACT 1268), school districts are required to administer universal screeners to all students in grades K-2. The screeners assess:

- Phonological and phonemic awareness
- Sound symbol recognition
- Alphabet knowledge
- Decoding skills
- Rapid naming skills
- Encoding skills

Should a teacher note that a student in grades 3-6 is experiencing difficulty in any of the areas listed above, the student will be screened using assessments chosen by the school's Response to Intervention Team. If screening results indicate a student has a deficit area(s), parents will be made aware and the school will offer intervention services.

ALTERNATIVE METHOD OF INSTRUCTION (AMI)

Act 862 of 2017 allows an open-enrollment public charter school to develop a plan for alternative methods of instruction to be used on days when the superintendent closes school due to exceptional circumstances. As stated in the legislation, the Commissioner of Education may grant student attendance days for public school districts that have an AMI approved by the commissioner when the public school district is closed.

ATTENDANCE

We believe that all students benefit from regular school attendance. Students need to be present every day for instruction. Please notify the school office by 10:00 A.M. on the day of the absence if your child will not be in attendance.

Tardy

Students are considered tardy if they arrive after the instructional day begins. Students who are tardy must check in through the office and must be accompanied by a parent.

Late Arrival/Early Dismissal

A student must be present for 3 consecutive hours of instruction to be considered present for a $\frac{1}{2}$ day. A student must be present for 6 hours of instruction to be considered present for a full day. Parents are encouraged to schedule a student's doctor and dental appointments outside

school hours. If this is not possible, parents must come to the main office to check out a child. For the child's safety, the teacher will not release a child who has not been properly checked out through the office. Frequent late arrivals and/or early dismissals are disruptive to a child's education and are discouraged. Changes in transportation home or early pick-up from school may not occur within 30 minutes of building dismissal time, unless it is an unavoidable emergency.

ABSENCES

Education is more than the grades students receive in their classes. As important as grades are students' regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which results in higher student achievement. Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student's physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District's truancy policy. Any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence.

Legal References: A.C.A. § 6-4-302, A.C.A. § 6-18-209, A.C.A. § 6-18-220, A.C.A. § 6-18-222, A.C.A. § 6-18-229, A.C.A. § 6-18-231, A.C.A. § 6-18-507(g), A.C.A. § 6-18-702, A.C.A. § 7-4-116, A.C.A. § 9-28-113(f), A.C.A. § 27-16-701

COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, legal guardian, person having lawful control of the child or other person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who chooses to enroll in Arkansas Arts Academy shall send the child to school.

Legal References: A.C.A. § 6-18-201, A.C.A. § 6-18-207 *Additional Reference: ASBA Model Policies*

EXCESSIVE ABSENCES

Parents are notified by mail when their child has accumulated more than four (4) absences (of any kind) and by certified mail when their child has accumulated more than eight (8) absences (of any kind) in a semester*. Parents/guardians will be reminded that the student may be denied promotion or graduation for exceeding ten (10) absences of any kind) in a semester. The school may also file a Family In Need of Services (FINS) report with the Department of Human Services in cases of excessive absences. Legal reference ACT 1322 of 2013

*Students and parents who have worked with the administrative team and staff on pre-approved absences and have made up their work will not receive letters.

BULLYING

Definitions

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

"Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

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

1. Cyberbullying,
2. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as "fronting" or "cheating" a person,
6. Demeaning humor relating to a student's actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,

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

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

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

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

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

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

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

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

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

1. As soon as reasonably practicable following the receipt of the credible report of bullying:

- a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying;
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school-day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

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

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

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

Legal References: A.C.A. § 6-18-514, A.C.A. § 5-71-217 Additional Reference: ASBA Model Policies

CONDUCT TO & FROM SCHOOL AND TRANSPORTATION

ELIGIBILITY

The District's Student code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

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

Students are eligible to sign up for the lottery to receive District bus transportation. Students who are not selected will be placed on wait list for the bus. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

Legal References: A.C.A. § 6-19-119(b), A.C.A. § 5-60-122 Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0 Additional Reference: ASBA Model Policies

CRISIS INTERVENTION

Arkansas Arts Academy recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Crisis intervention teams have been identified in each school to be activated in case of a crisis. These teams, as well as building and district administrators, will be responsible for a coordinated response to emergencies. Drills will be conducted. In the event of terrorism and/ or national disasters, governmental agencies will intervene.

STUDENT DISCIPLINE

Arkansas Arts Academy authorizes the administration to maintain a safe and orderly environment. Any student behavior that disrupts the learning environment is prohibited. All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school system and not infringe on the rights of others. Consequences can include detention, out of school suspension, and expulsion.. Recognizing that there are limits to the number of times conduct of an undesirable nature can be tolerated, any student who has been suspended once in any given school year may be recommended to the School Board for expulsion and be returned to their district of origin.

Arkansas Codes:

Offenses of Arkansas statutes:

- Assaulting or threatening to assault or abuse any student or school employee
- Using an electronic communication device on the school campus during normal school hours unless specifically exempted by the administration
- Possession of any firearm; knife; or other weapon prohibited upon the school campus by law. For the purposes of this policy, "firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use. Knife means any bladed hand instrument three inches (3") or longer that is capable of inflicting serious physical injury or death by cutting or stabbing, including a dirk, a sword or spear in a cane, a razor, an ice pick, a throwing star, a switchblade, and a butterfly knife.
- Possession of any weapon not identified in the immediately preceding section, including a knife shorter than three inches (3"), box cutter, nunchucks, pepper spray, mace, other noxious spray, explosive, taser, other instrument that uses electrical current to cause neuromuscular incapacitation, or any other instrument or substance capable of causing bodily harm.
- Possession, transfer, use of tobacco or tobacco products including e-cigarettes/vaping
- Possession, use, being under the influence, offering for sale or transferring any beverage containing alcohol
- Possession or transfer of drug-related paraphernalia as defined by Arkansas law 10 day suspension Possession, use (including being under the influence of a drug), offering for sale or transferring of a controlled substance and/or drugs as defined by Arkansas law
- Possession, use or distribution of prescription medication (prescribed to the student) without authorization from the school nurse
- Possession, use or distribution of nonprescription medication
- Possession, use, being under the influence, offering for sale, or transfer of drug look-a-like products or analogs
- Possession, use, being under the influence (inhaling) products such as solvents, aerosols, nitrates, or anesthetics which are not manufactured for the purpose of inhalation
- Willfully or intentionally damaging, destroying, or stealing school property
- Having the intent to engage in an activity prohibited by these rules is also an offense under these rules. This includes taking a substantial step toward engaging in an activity which is prohibited by these rules or engaging in an activity which does not violate these rules, but which would violate these rules if the facts were as the student believed them to be at the time the student engages in the conduct. Having the intent to engage in an activity prohibited by these rules may subject a violator to the same level of punishment as would apply for the offense itself.

Discipline of Students with Disabilities

A student with a disability, as defined in state standards, who engages in inappropriate behavior is subject to normal school disciplinary rules and procedures, provided the student's right to a free and appropriate public education is not violated. The following provisions will apply: The individualized education plan (IEP) team for a disabled student should consider whether particular disciplinary procedures should be adopted for that student and included in the IEP, and if a disabled student's placement is to be changed for a period of time exceeding ten (10) days, District special education personnel will be consulted to assure that proper due process procedures are followed.

Legal References: A.C.A. § 6-18-502, A.C.A. § 6-17-113 *Additional Reference:* ASBA Model Policies

DRESS CODE

Students shall not practice a mode of dress, style of hair or standard of personal grooming that will present a health or safety hazard or cause disruption or disturbance to the educational process. The final decision regarding wearing apparel will be at the discretion of the school administration.

Legal References: A.C.A. § 6-18-502(c)(1), A.C.A. § 6-18-503(c) *Additional Reference:* ASBA Model Policies

EMERGENCY NUMBERS

A current work telephone number or emergency number should be on file at all times in the event your child becomes ill or is injured at school. Should the school be unable to contact a parent or designated responsible party, the child will have to remain at school and go home on the bus even though he/she is ill or injured.

Should there be an emergency and parents cannot be reached, the child would be taken to a local emergency room and the doctor on call would be used for emergency treatment.

ENROLLMENT

Definitions:

"In loco parentis" means relating to the responsibility to undertake the care and control of another person in the absence of:

1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

"Reside" means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

"Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student, or persons standing in loco parentis reside in the state of Arkansas.

"Residential address" means the physical location where the student's parents, legal guardians, persons having legal, lawful control of the student under an order of a court, or persons standing in loco parentis reside. A student may use the residential address of a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the District and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Home school students shall be evaluated by the District to determine their appropriate grade placement.

The District shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to a District school:

- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child's social security number, or if they request, the District will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary Education.
- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the District with one (1) of the following documents indicating the child's age:
 - o A birth certificate;
 - o A statement by the local registrar or a county recorder certifying the child's date of birth;
 - o An attested baptismal certificate;
 - o A passport;
 - o An affidavit of the date and place of birth by the child's parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
 - o United States military identification; or
 - o Previous school records.
- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding.
- The child shall be age-appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Health Services (ARK. Code 6-18-706)

Arkansas Arts Academy is proud to have a Registered Nurse at the K-6 campus to assist you in meeting the health needs of your child during the school day. If you have any questions after reading this information, please contact the school nurse.

ARKANSAS ARTS ACADEMY HEALTH HISTORY FORM: (HIPPA/FERPA)

A student health history form must be completed annually and updated as needed by the parent. It is important for the parent to bring to the nurse's attention any medical concerns either physical or emotional. The nurse may need to consult with the teacher/staff on a "need to know basis" to not only ensure the safety and welfare of your child but to possibly modify activities if needed. District supplied "over the counter medications" will NOT be given without a parent signed health history form.

HEALTH PASS:

The health pass is a legal document and should be treated accordingly. All students must have a pass to come to the health office. The only exceptions are emergencies or the teacher escorting the student. After each visit, the yellow portion will be given to the student to take home. Visits between classes are not allowed without a pass. At the end of class, a student may request a pass from their instructor.

HEALTH SCREENINGS (state mandated)

Vision: (A.C.A. 6-18-1501)

Act 1438 of 2005 requires students in grades K, 1, 2, 4, 6, 8, and transfer students to have an eye and vision screen. Only failure notifications will be sent home. A child who does not pass the screening shall be required to have an exam conducted by an optometrist or ophthalmologist within 60 days of receipt of the screening report and show proof of the exam. Parents needing financial assistance should contact the school nurse or counselor.

Hearing:

Hearing screens are mandated for students in grades K, 1, 2, 4, 6, 8, and transfer students. Only failure notices will be sent home. Parents have 60 days to show proof that a doctor or audiologist examined their child.

Students covered under Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless notified, in writing, by parents to decline within 60 days of receipt of handbook.

BMI: (ARK Code 20-7-133 and 3.04)

Act 1220 requires students in grades K, 2, 4, 6, 8, and 10 shall have their height and weight assessed. A parent who refuses to have their child assessed must provide written documentation of the refusal to the school. This is located on the Arkansas Arts Academy Health History form. Parents of participants will be sent results.

Scoliosis: Act 95 of 1989 and Act 41 of 1987

The acts require girls in 6th grade and all students in 8th grade be screened for scoliosis. Parents of a child who fails the screening will be sent an informative letter stating the need to see a licensed physician. A parent, who refuses to have their child screened, must provide written documentation of the refusal to the school. This is located on the Arkansas Arts Academy Health History Form.

ILLNESS

Chronic Illness: (A.C.A. 6-18-1005)

Contact your school nurse if your child has a diagnosis of Asthma, Diabetes, Seizures, Anaphylaxis, or any other medically diagnosed health condition. An Individual Health Care Plan (IHP) may be developed and kept on file. Information is shared with staff on an "as needed basis." Check with your school nurse to see if your child's condition qualifies for this. In order to receive care, all medications, medical treatments and procedures must have medical orders which are signed within a year.

Acute Illness:

If a student develops a fever of 100 degrees or greater, is vomiting, has diarrhea, or is evaluated by the school nurse and it is determined in the child's best interest to go home or see their pediatrician, the school nurse or nurse delegate will notify parents to pick up their child

from school. Students should be free from vomiting, fever, and/or diarrhea without the use of medication for 24 hours before returning to school. If a student is ill and should not participate in physical activities, a note is required from the parent. Continued activity restrictions, (over 3 days), will require a medical doctor's written excuse and kept on file. If a student requests an illness dismissal from school, and does not go through the nurse, the absence will not count as medically excused unless an MD note is obtained.

Communicable Diseases:

When your child is absent due to a communicable disease diagnosed by a medical professional, the parent should call the office with that information. This is particularly important if the child has chicken pox, measles, influenza, pertussis, etc. A written excuse, preferably by the doctor, should accompany your child when he/she is medically cleared to return to school. The school nurse will inform Arkansas Department of Health all cases of reportable communicable diseases and will follow their protocol. A letter will be sent home if there is a case of a communicable disease diagnosed in your child's class. The privacy and dignity of the student diagnosed with the communicable disease will be maintained.

Head Lice:

It is common for children to bring head lice to school. Parents are urged to occasionally inspect the heads of their children. If nits are found, the student will remain in school, but a note will be sent home. Students will be removed from school if live lice are present. The parent will be required to return with the student and proof of treatment accomplished, preferably within 24 hours of dismissal. The school nurse or nurse delegate will re-examine the student and once determined the student no longer has live lice, the student is readmitted to class. Mass screenings are strongly discouraged. A letter will be sent home notifying parents if lice is found in the classroom to encourage parents to perform regular head checks. The privacy and dignity of the student with lice will be maintained.

IMMUNIZATIONS: (Ark. Code Ann. § 20-7-109, 6-18-702, 6-60-501 - 504, and 20-78-206)

In order for a student to attend school, the following immunization guidelines must be followed. Failure to meet these requirements will result in your child's exclusion from school.

Immunization Requirements

Kindergarten through 12th Grade:

<i>DTaP/DT/Td</i>	4 doses- with 1 on/after 4th birthday
<i>Polio</i>	3 doses- with 1 on/ after 4th birthday
<i>MMR</i>	2 doses- with 1 on/after 1st birthday and at least 28 days between doses
<i>Hepatitis B</i>	3 doses (2 or 3 doses with specified age and spacing-see law or call 501 661-2169
<i>Varicella</i>	2 doses-1 after 1st birthday and second dose at least 28 days after dose 1 OR a note from a medical professional with proof / statement of disease history

Plus: Students meeting the age or grade level criteria below are required to have the following additional immunizations.

Kindergarten and First Grade:

Hepatitis A 1 dose on/after 1st birthday

Students 11 years old or older on or before September 1: (This is required for any student 11-21 years of age.)

Tdap 1 dose

Provide an updated copy of your child's immunization record to your school nurse or registrar before the first day of attendance. For questions, please contact your health care provider, school nurse, or the Benton County Health Unit at (479 986-1300).

Immunization Exemption in the State of Arkansas:

Parents may obtain information from the Arkansas Department of Health at Arkansas.gov or call (501) 537-8969 or email Immunizaton.section@arkansas.gov

1. Application for an Arkansas exemption must be completed annually, preferably in June or July or any time a student enrolls; allow 2-4 weeks for processing.
2. Provide a copy of the ADH application to the school registrar/nurse.
3. When a parent receives the ADH Immunization Exemption Approval Letter, please provide a copy to the school nurse/registrar.
4. All exemptions must be renewed before the beginning of each school year and are due the first day of school
5. An exemption letter from another state is not acceptable.
6. An exemption letter from your physician is not acceptable.

ALLERGIES AND NUTRITION: Students who have food and/or milk allergies must provide a current note to the health office from a physician confirming the status and type of food or milk allergy. Upon receipt of the doctor's note, a substitute food item will be provided. Due to the severe allergies of students on campus, your student's classroom may become allergen-free (i.e. nut-free). Your child's teacher will notify you if your student needs to bring an allergen-free food from home for snack/lunch. It is the parent/guardian's responsibility to pack foods that follow the teacher's guidelines. In the event your student brings a food that places another student's health and safety at risk, an alternative snack will be provided to your student. Students are not allowed to bring energy drinks.

MEDICATIONS:

The administration of medication will follow guidelines of ACT 1146 of 1995, Arkansas State Board of Nursing – School Nurse Roles and Responsibilities (July 2018-Practice Guidelines)

All medications given during school hours require prescriptive authority, parent/guardian signed permission, and must be dispensed through the health office. This is required for both over-the-counter (ibuprofen, acetaminophen, etc.) and prescription drugs. One dose of an over-the-counter medication will be administered to a student in a school day. A second nurse visit for medication will prompt the health office to contact the parent/guardian. Students are forbidden to self-medicate at school with prescription or non-prescription medications. Students are forbidden to carry any medications on their person. FAILURE TO COMPLY MAY RESULT IN EXPULSION FROM SCHOOL! Parents are to administer prescription and non-prescription medication to their child at home whenever possible. Prescription medications and certain nonprescription medications must be supplied by the parent and need a physician's written order. A RN or nurse delegate administers medications.

All requirements listed below must be completed by parent and building RN before any medication can be administered.

1. Prescription and non-prescription medications must be prescribed by an Arkansas Licensed Health Care Provider.
2. Medications must be in the original container with the pharmacy prescription label on the container. Expired medications will not be administered.
4. Any change to a medication or medical procedure will require new written orders from the physician.
5. Parent/guardian is responsible to transport medicine to and from school. Students are not to transport or deliver any medications. In the event a parent is not available to deliver a medication, please contact the school health office.
6. Only medications prescribed to be given during specific school hours will be administered. (Medications ordered to be given more than twice daily will not be given at school.)
7. Parents are expected to administer the "morning/a.m." dose at home. This includes medications and/or medical procedures.
8. Medication administration forms must be signed by a parent or guardian at the beginning of each school year and as needed when the medication is provided to the health office.

INHALERS: A.C.A 6-18-707

Students with the diagnosis of asthma and require the use of an inhaler, must keep an inhaler in the health office. Inhalers must be in the pharmacy labeled box and also have a written doctor's prescription/note. A doctor's signed Asthma Action Plan can be used in Lieu of a written prescription/note. A parent must also sign the Asthma Action Plan. Qualified students will be allowed to carry their inhalers with appropriate documentation signed by the student, parent, and physician. (See school nurse.) It is recommended that an additional inhaler be kept in the health office but not required.

EPI-PENS: (A.C.A. 6-18-707)

Students with the diagnosis of anaphylaxis require a physician signed Life-Threatening Allergies Plan on file along with the emergency medication(s) prescribed. These must be kept in the

health office. Epinephrine must be in the pharmacy labeled box and also have a written doctor's prescription/note. A doctor's signed Life Threatening Allergies Plan can be used in Lieu of a written prescription/note. The plan must also be signed by a parent. Qualified students will be allowed to carry their epi-pen with appropriate documentation. (See school nurse.) It is recommended that an additional epi-pen be kept in the health office but not required.

The school nurse keeps a school stock of epinephrine auto-injectors on hand that are suitable for the students. The school nurse or other school employee designated by the school nurse as a care provider who has been trained and certified by a licensed physician may administer auto-injector epinephrine to those students whom the school nurse, or other school employee certified to administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

Schedule II Medications:

The RN or nurse delegate will administer only methylphenidate and amphetamine sulfate medications or other closely related ADD/ADHD medications specifically prescribed to be administered during the school day by an Arkansas Licensed medical professional.

Disposal of Medications:

The school shall not keep outdated medications or any medications past the end of the school year. Parents or guardians shall be notified ten (10) days in advance of the school's intention to dispose of any medication. Medications not picked up by the parents or legal guardians within the ten (10) day period shall be disposed of in accordance with current law and regulations

Assisted Devices:

A student returning to school with sutures(stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee scooter or wheelchair must have a licensed health care provider's written permission to attend school that includes: diagnosis/description of problem, duration of limitation, any recommendations and/or restrictions related to physical activity, mobility, and safety.

Please contact your building nurse if you have questions regarding your child's health and school attendance.

911 CALLS:

In event there is an emergency, 911 will be called along with a parent phone call. If parent cannot be reached, the student will be transported to a local hospital. Efforts will be made to transport to the hospital listed on your child's health history form.

KINDERGARTEN ACADEMIC INDICATORS

Act 825 of 2003 requires the Arkansas Department of Education to determine and prepare a list of the skills and knowledge that a child should have in order to be prepared to enter kindergarten. These Readiness Indicators may be located on the Arkansas Department of Education website, under "E" for Enrollment. Mastery of any or all of the skills identified is not required for admission to kindergarten.

NUTRITION SERVICE

MEAL CHARGES:

The District does not provide credit for students to charge food. Items may be purchased by either prepayment or providing payment for the items at the time of receipt.

While credit is not permitted, any student going through the line at lunch meal service will be provided with a regular meal tray regardless of the balance of the account. The meal will be charged to the student's account, and parents or guardians will be responsible for payment.

Families wishing to avoid these charges when a student's account balance is not sufficient to cover the day's meal must send a lunch to school with the student.

Families choosing not to send a packed lunch and not to pay meal charges may have negative account balances sent to an outside agency for collection.

PAYMENT FOR MEALS:

You may send cash or check (payable to Arkansas Arts Academy) to pay for your student's breakfast or lunch purchase. Checks should be made payable to the school, and the student's lunch account number should be written on the check. When sending one check for multiple students, please indicate amount to be deposited in each student' account. Deposits may also be made online at www.mypaymentsplus.com.

Free and Reduced Priced Meals:

Contact the school office to apply for free or reduced meals. The parent or guardian of a student participating in free or reduced meals must reapply at the beginning of every school year, as the prior year's application is only valid for the first 30 days of school. After 30 days, all students without a processed application for free or reduced meals in the current school year will pay full price. Families with circumstances that have changed may apply/reapply at any time during the school year.

Monthly Menus:

Monthly menus are posted in each cafeteria, as well as on the District Website.

Nutrition Rules/Guidelines:

Arkansas ACT 1220 established certain rules regarding student nutrition as well as the existence and limitation of foods and beverages in the public schools. As part of these rules, parents may provide foods of minimal nutritional value or candy to their own child but may not provide these foods to other children. Each school may provide any food or beverage item to students during the school day for up to nine different events each school year. These nine events are determined by the campus administration. Foods or beverage items that are a part of the instructional program and used to promote student learning are allowed.

USDA Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

PARENTAL INVOLVEMENT

Arkansas Arts Academy recognizes that a child's education is a responsibility shared by the school and family during the entire time a child spends in school. To accomplish this purpose, our school has a Parental Involvement Plan which addresses the need for schools and parents/guardians to work together as knowledgeable partners to promote the educational success of their children. Involving parents/guardians is essential to improve student achievement; therefore, schools foster and support active parental/guardian involvement.

Parents/guardians are always welcome and are encouraged to visit the school any time they might have questions or would like to view the operation of the school system. For security reasons, parents/guardians must check in at the office, provide a state ID and get a visitor's badge before visiting any portion of the school. Parents who are observing or volunteering in a classroom setting will sign a confidentiality agreement.

PARENT/TEACHER CONFERENCES

Teachers shall communicate with the parent(s) or guardian(s) of each student during the school year to discuss the student's academic progress. Frequent communication should occur with the parent(s) or guardian(s) of students not performing at the level expected for their grade. Teachers shall communicate with parents/guardians of each student at least once a semester through a parent/teacher conference, telephone conference, or home visit. All grade level conferences with parents/guardians shall be scheduled at a time and place to best accommodate those participating in the conference. The school shall document participation or nonparticipation of required conferences. If a student is to be retained at any grade level, notice of retention and the reasons for retentions shall be communicated promptly in a personal conference.

PARTIES

Homeroom parents may organize three classroom parties per year: Fall, Winter, and Valentine. Due to an increase in the number of students with food allergies and various medical conditions, food and drinks for classroom parties must be purchased and brought to school in sealed packages/containers with ingredient labels accessible for review.

PHYSICAL EDUCATION/ACTIVITY

State Law mandates students in an elementary school 40 minutes of physical education instruction each week, with an additional 90 minutes of physical activity such as recess each week. If a student has limitations that will affect participation in physical education instruction or recess, it will be necessary to submit a written notice to the nurse to be excused. Continued limitations (more than one consecutive day missed) will require a medical doctor's written excuse on file.

PROGRESS REPORTS

5.11 - STUDENT PERFORMANCE

GRADING SYSTEM:

Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Educational objectives are those contained in the Arkansas Standards and the Arkansas Curriculum Frameworks.

PROGRESS REPORTS – GRADES K-6

Student progress will be reported to parents on a regular basis.

1. A standards-based report card (Kindergarten – 6th grade) will be issued every nine-week period.
2. Parent-teacher conferences are scheduled at least once a semester; however, conferences may be requested at any time a need arises.
3. If a student retention is being considered at any time, that information will be communicated and regular progress reports will be made regarding possible retention.

Kindergarten – 6th grade report cards reflect the learning goals of the Arkansas Standards and the Arkansas Curriculum Frameworks as required by the state of Arkansas. Students should master these goals by the end of each grade level.

Scores are broken down into four 9-week periods and then listed by skill. If a student has not met mastery of a skill it will be re-assessed during the following 9-week period.

Score

- 3 - Meets Mastery
- 2 - Progressing but not yet consistent
- 1 - Not yet mastered

Shaded boxes indicate skills not assessed this quarter.

5.13 - PROMOTION AND RETENTION

The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Parent teacher conferences are encouraged and may be held as necessary in an effort to improve a student's academic success.

At least once each semester, the parents, legal guardians, persons having lawful control of the student, or person acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

Promotion or retention of students or their required retaking of a course shall be primarily based on their ability to succeed in the next grade. The parents or guardians of any student who is to be retained at any grade level (K-6) shall be given notice for possible retention at the Spring Parent/Teacher conference.

HOME STUDY AND INDEPENDENT STUDY SKILLS

All students in grades K-6 are expected to read 20 minutes daily outside of the school. Students may also need to complete work that they chose not to do during the school day.

RECESS

It is our intent to take students outside for recess every day. During extreme temperatures and/or wind chill, recess could be shortened. Please dress your child appropriately.

K-6 INCLEMENT WEATHER OUTDOOR RECESS

Elementary students will go outside for recess unless weather conditions make it unsafe or unwise to do so.

- Students will typically go outside if temperatures are 25 degrees F or above.
- If temp and/or wind chills are below 25 F, building administrators may use discretion when sending students outdoors. Factors to be considered may include:
 - Wind
 - Sun
 - Cold weather apparel of students
 - Length of time to be spent outdoors
 - Other factors as they rise
- In very hot weather, administrators will use discretion when sending students outdoors for recess. Factors to be considered may include:
 - Heat index
 - Availability of shade
 - Accessibility of water
 - Other factors as they arise

The health and safety of students and staff will be primary considerations when making decisions regarding outdoor recess.

Our source for temperature and wind chill information is www.weather.com.

STUDENT PERSONAL PROPERTY

Students are cautioned not to bring valuables or large amounts of money to school. Students, not the school, are responsible for their personal property. Articles of clothing and personal belongings should be marked with the student's name. Toys or electronic devices used as toys should not be brought to school unless they are to be used in a class activity. Such items should be taken to the teacher's room and left there until the end of the day. They are not to be used outside the classroom at any time.

TECHNOLOGY -

INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Definition

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

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

No student will be granted Internet access until and unless an Internet and electronic device-use agreement, signed by both the student and the parent or legal guardian. The current version of the Internet and Electronic Device use agreement is incorporated by reference into Board policy and is considered part of the student handbook.

Technology Protection Measures

The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety

The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

- interacting with other individuals on social networking websites and in chat rooms;
- Cyber bullying awareness; and
- Cyber bullying response.

Misuse of Internet

The opportunity to use the District's technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary

action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the District's technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student's own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student's academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Technology violations will result in disciplinary consequences. Students who abuse or misuse the school computers may have the following disciplinary actions taken as well: such as suspension of account; home folder contents may be completely lost;suspension of account for remainder of school year; and/or recommendation for expulsion.

Legal References: Children's Internet Protection Act; PL 106-554, FCC Final Rules 11-125 August 11, 2011, 20 USC 6777, 47 USC 254(h)(l) 47C.F.R. 54.520, 47C.F.R 54.520(c)(4), A.C.A. § 6-21-107, A.C.A. § 6-21-111 Additional Reference: ASBA Model Policies

TELEPHONES

The school telephone may only be used with teacher permission. Please make arrangements for your children in advance in the event of an unexpected early closing of school. If you wish to speak to the teacher, leave your name and number, and he/she will return your call as soon as possible. The nurse will contact the parents when a child needs to go home because of illness.

If it is necessary for your child to have a cell phone or digital device at school, please know that your child needs to have their phone in their backpack turned off during the school day.

VISITORS

Visitors in the building or on the school grounds must enter and check in through the school office. Visitors are asked to present their valid state identification, which is scanned, and to wear the visitor badge given to them at check in.

WEATHER

When weather conditions are hazardous for buses to travel safely, school may be dismissed. On mornings in question, the local radio and TV stations will announce the decision as early as possible. School closings are also posted on the district web site (www.artsk12.org) Parents will also receive text or email notification.

NON-DISCRIMINATION DISCLAIMER

AAA does not discriminate in the application of its educational programs nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any unlawful criteria such as age, race, color, sex, handicap, religion or national origin in its dealing with employees, students, or the general public. *Legal References: Title VI, Title IX, Section 504, Age Discrimination Act*

