

# Parent and Student Handbook

**2016 - 2017**



Explore, Create, Achieve

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## **ArtSpace Charter School**

### **Our Vision**

The ArtSpace Charter School will be a national benchmark in educational excellence through integration of the arts.

### **Our Mission**

ArtSpace Charter School offers a complete education, through an integrated curriculum centered on the visual and performing arts, utilizing an experiential approach. We believe in a family-centered, cooperative approach to education that encourages parental involvement and community service in order to nurture responsible citizenship.

### **The Four Pillars**

The Four Pillars provide structure and support for the ArtSpace community. These values will be taught, discussed, and nurtured in all our students. We believe if the pillars are applied to personal development and interpersonal relationships, the members of our community will flourish.

#### **Respect**

Due regard for the feelings, wishes, rights or traditions of others, self, and the learning environment

#### **Leadership**

To show the way, to model, to empower, to be a principle player in your own life and the lives of others

#### **Effort**

A determined attempt by an individual or a group of people with a common purpose

#### **Service**

Helping or doing work for others; providing for others in need; a favor, kindness, or a selfless act

## **ArtSpace Charter School**

### **Partnership for Art at the Core of Education (P.A.C.E.)**

#### **Board of Directors**

As a North Carolina Public School (funded in large part by tax dollars), ArtSpace Charter School (ACS) is not under the jurisdiction of Asheville City or Buncombe County School Districts, but is governed by a nonprofit corporation. Our parent corporation is Partnership for Art at the Core of Education, Inc. (P.A.C.E.), a 501(c) 3 and ACS is governed by the P.A.C.E., Inc. Board of Directors. The Executive Director of ACS is hired by and directly reports to the Board of Directors.

According to P.A.C.E., Inc. by-laws, Board terms are three years, with a possible extension by majority vote of up to two additional years. Executive Officer terms are one year in length. Elections are held at the annual meeting in June, and terms are one year in length, from July 1 - June 30. Meetings are usually the 3rd Tuesday of every month and are open to the public. For the most current list of Executive Committee Board members and their contact information, please visit our web-site: [www.artspacecharter.org](http://www.artspacecharter.org).

#### **Foundation for the Arts at the Core of Education (F.A.C.E.), Inc.**

In 2011, the Foundation was formed to support the mission and vision of ArtSpace Charter School. The first act of the foundation was to facilitate and secure the purchase of the property that is used for the school. The foundation has 501(c) 3 status and is looking forward to expanding its fundraising and support efforts throughout the 2016-2017 school year.

According to F.A.C.E., Inc. by-laws, Board terms are three years, with all founding board members being previous leaders within the P.A.C.E., Inc (ACS governing board) structure. Look for regular updates online and in newsletters to follow the activities of the foundation.

#### **Contact Information**

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## Our Education Philosophy

ArtSpace Charter School aligns itself with the considerable body of educational theory and research supporting an “arts-integrated” model for the education of children. Artistic enterprise requires a tremendous amount of effort, focus, preparation, and courage, whether the practitioner is a seasoned professional or a kindergartener. Therefore, we believe the arts are uniquely capable of providing our students, parents, and teachers with a variety of opportunities for growth. This model ensures that participants develop a variety of skills while accumulating a wide base of knowledge. It is a cooperative, organic, and wholly engaging method.

We believe art is more than just a tool for education. In all its forms, art inspires individuals to think critically about their own culture and environment. It encourages the thoughtful expression of an individual’s principles and ideas. Furthermore, the arts provide a unique lens for understanding past and present cultures. It is the creative impulse that uniquely responds to the difficult and sometimes capricious challenges presented by an ever-changing world. Finally, art is the ultimate evaluative force, for it is art’s critical capacity that allows us to define, refute, and redefine such lofty ideals as “truth,” “morality” and “beauty.”

Because of its wide-ranging applications, art inherently belongs in any serious exploration of the North Carolina Standard Course of Study. This graduated curriculum sets a foundation for topical concentrations at each grade level. At ArtSpace, we explore this content through a variety of hands-on, practical (and often artistic) applications. By and large, we believe the content of the state standards proceeds at a developmentally sound, practical pace as long as the content is presented and explored in a wholly engaging manner. While every lesson cannot be expected to be “arts-based,” teachers work hard to integrate the arts whenever possible.

The teachers at ArtSpace bring a wide variety of intellectual experiences and theoretical preferences to their classrooms. Indeed, a student who spends their entire K-8 education at ArtSpace is likely to be exposed to a wide range of educational methodologies including that which could be defined as “Montessori,” “Waldorf,” “Whole-child” and even “Traditional.” We believe that exposure to such a multitude of approaches ensures that students will succeed no matter where they may continue their education beyond ACS.

ArtSpace teachers also bring a wide range of artistic abilities to our classrooms. We encourage teachers to utilize their special skills, but we expect our classrooms to reflect all of the arts, not just those in which a teacher might be specially trained. In addition, we actively seek to bring into the school community members and professional artists from around the world who are willing to share their special talents. Through the years we have been privileged to experience a variety of artistic presentations at ArtSpace. Though our talents and experiences are vastly different, one thing is consistent: At ArtSpace, we believe that the practical and wholly integrated application of the arts within a positive, caring learning environment is the best way to educate children.



## ArtSpace Policies and Procedures

### ***Artwork & Cultural Traditions***

Because we are an arts-integrated school, our students may encounter many different artists and art forms, from classical to avant-garde. There is a possibility that students will encounter controversial subject matter and images, including (but not limited to) nudes, violent themes, and differing political and social viewpoints, during their years at ACS.

In order to provide a well-rounded education and to present the North Carolina Standard Course of Study, our students will also be exposed to many aspects of various cultures, including images and symbols, music, religions, and other traditions.

### ***Asbestos Notification***

ArtSpace Charter School has an asbestos management plan for the school.

- Asbestos Containing Material (ACM) has been found in the building. It is currently in glue under the floor tiles in the front administrative offices.
- The ACM was inspected and found to be in good condition. The response is to “manage” the ACM in place.
- Asbestos only presents a health hazard when fibers become airborne and are inhaled.
- The mere presence of ACM does not represent a health hazard.
- Cleaning and maintenance personnel take special precautions to ensure asbestos is not disturbed.
- All ACM is inspected annually and additional measures will be taken if needed to protect the health of building occupants.

### ***Attendance Policies***

ArtSpace believes in the potential of all children. To realize that potential, children must be present for the entire school day, every day.

### ***Tardies***

The school day begins at 8:15 a.m. Students arriving after 8:15 a.m. are tardy. Tardy students must be signed-in at the front office. Please park your car and walk inside with your child to the office. For the safety of the ACS community, do not leave your car running and do not leave small children in the car. After the student has been signed in, he or she will be given a pass to enter class.

**ArtSpace recognizes that tardies are not always caused by the child. *It is up to parents/guardians to make sure their children are here on time.* Tardies are disruptive to the learning process and have a negative effect on the entire class as well as on the child who is late. Please support the ACS goal to teach children the importance of responsibility and punctuality.**

Only medical appointments for the student will be considered excused tardies. To be considered an excused tardy, parents/guardians have three (3) school days to bring in documentation from the health care provider. Please make every effort to provide this documentation to your child's teacher within the timeframe requested. A student's failure to turn in a note on the parent/guardian's behalf does not qualify for a time extension – their tardy will be considered unexcused if the documentation has not been turned in by the deadline.

**All other tardies are considered unexcused with the following repercussions:**

- **10 unexcused tardies** – Parents will receive notification from the office and may require a meeting with the student's teacher to discuss the situation and possible solutions.
- **15 unexcused tardies** Parent will receive notification from the office and may require a meeting with the administration.

Students who are tardy more than 15 times during the year may be subject to other disciplinary measures at the discretion of the administration.

### ***Leaving School Early***

Every minute of the school day is important and every moment your child is absent from school is a moment of learning lost. Please do not pick up your child up early from school unless it is absolutely necessary. **If your child is being picked up early, please allow 15 minutes for your child to be located and to arrive in the front office**

### ***Absences***

We trust that daily experiences will have students excited about each new day at ArtSpace. However, we understand there are times when students will be absent. As a public school in the state of North Carolina, we are required to record and report all tardies and absences. ArtSpace adheres to the state-mandated policy which states that all families must comply with the compulsory attendance laws. Families that do not comply with the law will be referred to the District Attorney's office per state mandate.

Students who are signed out prior to 11:30 a.m. or those signed in at or after 11:30 a.m. will be counted absent for that day per North Carolina Statute.

Students who are counted absent from school may not attend after-school activities on the day they are absent.

In order for an absence to be excused, the classroom teacher must receive a note within three (3) school days outlining the reason(s) for the absence. Excuse notes can be emailed to the classroom teacher or to [office@artspacecharter.org](mailto:office@artspacecharter.org). The State of North Carolina recognizes the following "excusable" absences:

- Illness or Injury
- Death in the Immediate Family
- Quarantine
- Medical or Dental Appointment
- Court or Administrative Proceedings
- Religious Observance
- Educational Opportunity Pre-Approved by administration (See Excused Educational Absences)
- Board Policy (Director's Discretion)
- Deployment Activities

In accordance with state law, parents will receive notification of absences after a student has accumulated 3, 6, or 10 unexcused absences.

After 10 absences, a note from a medical provider or appropriate documentation from a third party (judge, clergy) is required for *each* subsequent absence **no matter the reason** in order for those absences to be excused.

After 10 accumulated unexcused absences in a school year, the ED or the ED's designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the ED or the ED's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and/or the director of social services of the county where the child resides pursuant to NC General Statutes - Chapter 115C Article 26.2.

### ***Make-up Work***

Make-up work is at the discretion of the homeroom teacher (K-4) or the subject area teacher (5-8). Parents should email the teacher(s) directly to request work,. Each teacher will decide if and when work will be sent home. Teachers may decide that they will give the work to the student once they return to school. **Please note:** because we rarely (or never in some grades) use textbooks, we don't use many worksheets and learning is hands-on, collaborative, and integrated with the arts, it is often difficult to send home make-up work. Most classroom experiences cannot be replicated at home.

### ***Noon Dismissal / Half Days***

Students are expected to be present the entire time on half days or noon dismissal days in order to be counted present. Students arriving after 8:30 a.m., or signed out before 11:30 a.m. will be counted absent for that day.

### ***Guidelines Regarding Sick Children***

Please use these guidelines in determining when to keep your child home.

- Vomiting and/or diarrhea in previous 24 hours.
- Temperature of 100 degrees or higher (keep at home until fever-free for 24 hours without medication).
- Any suspicious rash must be seen by a physician. Child may return to school only with a medical doctor's note deeming the rash to be non-contagious.
- Illness that prevents a student from participating comfortably in classroom or program activities.
- Pink Eye with discharge, may return after treatment.
- Strep Throat, until 24 hours after medication has been started.
- Head Lice, until morning after first treatment.
- Scabies, until after treatment completed.
- Chicken Pox, may return after the sixth day of onset of rash or sooner if all sores are dried and crusted.
- Lethargy (lifelessness); irritability; or persistent crying, difficulty breathing or other signs of severe illness.
- Any communicable disease deemed by the Administration to require doctor approval to return to school.

### ***Excused Educational Absences***

Families are encouraged not to plan trips or vacations that require absences from school. Because learning at ACS is hands-on, integrated, and project-based, it is not easy to make up time and work missed. However, we do recognize that occasionally unique learning opportunities and educational trips will occur outside of school. When planning an absence for

educational reasons, please follow the guidelines below for prior approval. Absences will be approved as educational only if the guidelines below have been followed.

Note: Educational Leave will not be approved for the first three weeks of school, nor during the month of May as students are involved in preparation for and taking of end-of- grade tests and many other important end-of-year activities.

- Students will be allowed a maximum of five (5) excused educational absences, i.e., days, during a school year.
- The absences will be excused if the trip is determined to be “educational” by the administration. For example, a trip to several museums in Washington, D.C. is educational; a cruise is not.
- An Educational Absence Form (available in the main office) must be filled out by the parent or guardian and submitted to the administration **at least one month before the trip**. A separate form must be completed for each child missing school for the trip.
- When completing the form, parents must consult with the student’s teacher to develop the activities for sharing knowledge and make-up work portions of the form. The classroom teacher must sign the form prior to submission to the administration.
- Teachers are not expected to provide tutoring for work missed or make-up assignments for educational absences.
- Approval or denial for the trip will be given within one (1) week of submitting a completed form.
- Approved absences will be coded as “excused” once the student has satisfactorily completed the agreed-upon assignments for the teacher. Tests, quizzes, and projects missed during the absence must be made up within one (1) week of the student’s return.

### ***Behavior and Discipline Policies and Expectations***

The Four Pillars are the foundation for our expectations about student behavior at ACS.

Students are encouraged to exhibit **respect** toward themselves and others, model **leadership**, put forth **effort**, and provide **service** for others. The faculty and staff of ACS have researched current theories and beliefs about student discipline and have adopted components from those that we feel are appropriate and meaningful to our community. Students are encouraged to take responsibility for their own actions. **Students are also expected to report behaviors that are potentially dangerous to other students.** Failure to report such incidents could result in disciplinary action. We will use logical and natural consequences when students are unable to follow the pillars and problems arise.

ArtSpace teachers develop grade level and classroom discipline plans and procedures based on the pillars. Students are involved in the development of class rules and consequences. Your child’s teacher will share these expectations with you.

The policies outlined below are school-wide policies. The school’s administration will always follow applicable state and federal laws regarding student discipline issues and will report incidents as required.

### ***Administrative Referrals***

In instances of intentionally aggressive behavior or severe or continual non-compliance with classroom expectations, teachers or staff members may refer a student to administration for disciplinary action. The consequences listed below are a guideline. Each child will be treated with the utmost respect as we determine the best resolution and consequences for inappropriate behaviors.

Consequences may include, but are not limited to:

- After-school detention with restitution as appropriate\*
- In-school suspension with restitution as appropriate (number of days to be determined)
- Out-of-school suspension (number of days to be determined) and possible restitution

**Note:** For out-of-school suspensions of five (5) or more days, parents/guardians may be required to meet with an assistant director prior to the student's return to school. Restitution may also be required.

\*Restitution is age-appropriate and based on the behavior of the student. It is determined on a case-by-case basis. Most restitution is activity-based, defined by the administration and may include service projects such as picking up trash, cleaning desks and walls, pulling weeds, etc. Restitution will be assigned with logical consequences in mind. For example, a student who writes on the bathroom walls might be asked to scrub the walls.

**Severity Clause - The administration reserves the right to immediately call a parent to take a student home for the day, or suspend or expel a student from school, if the severity of the student's actions is deemed worthy of such a response, even if that student has committed no prior infractions.**

*Students in the EC Program may have individualized guidelines that govern the length and severity of their consequences. The EC staff will be active consultants in such situations on a case-by-case basis.*

Information concerning students, families, and staff is confidential and cannot be shared at any time. **Faculty, staff, and administration may only share information concerning student behavior, performance, or disciplinary action with a student's parents or legal guardians.** Please do not ask ArtSpace teachers, staff or administration for information regarding disciplinary consequences for children other than your own.

### ***Bullying, Discrimination, and Harassment***

ArtSpace Charter School strives to provide a nurturing environment where all students can learn. Incidents involving bullying, discrimination, and harassment will be addressed immediately.

ArtSpace uses the Olweus Bully Prevention Program (<http://www.violencepreventionworks.org/public/index.page>) as a key resource for educating students, staff, and parents about the warning signs of bullying. Active education on the harmful impact of bullying is a prominent component of our guidance curriculum. ACS takes every instance of bullying seriously and works to protect and empower the student being bullied as well as educate students who engage in bullying behavior.

Students who experience or witness bullying, discrimination, or harassment must report the incident to an ArtSpace staff member immediately. **Failure to report such incidents could result in disciplinary actions.** All complaints submitted will be investigated. Reports can be made anonymously and are confidential. Documentation of the report, the investigation, and outcome will be maintained by administration. Many complaints may be addressed informally through such methods as conferences or mediation. Some may warrant reasonable, timely, age-appropriate, corrective action intended to end the bullying, discrimination, or harassment, and prevent it from recurring. The school will take all necessary steps to protect a student who reports bullying, discrimination, and harassment from retaliation.

“Discrimination” means any act or failure to act that unreasonably and unfavorably differentiates treatment of others solely based on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age, sexual orientation or identity, or disability. Discrimination may be intentional or unintentional.

“Harassment” or bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that: places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or creates or is certain to create a “hostile environment” by substantially interfering with or impairing a student’s educational performance opportunities or benefits.

“Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through **pervasive or persistent** misbehavior, or a single incident if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual’s association with a person who has or is perceived to have a differentiation characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or members of the same sex. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

### ***Sexual Harassment***

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises or preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual’s body, sexually degrading words used toward an individual or to describe an individual, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

## ***Contraband***

“Contraband” is defined as any object that is illegal, dangerous, and/or has the potential to disrupt the instructional environment or school activity. It is also defined as any item that a classroom teacher has requested students not bring to school. Students are not to bring any type of toy weapon (water pistol, cap gun) to school unless given explicit permission to do so by an ArtSpace teacher. At no time may students have lighters, matches, drug paraphernalia, tobacco, alcohol, pornography, or explosive products/devices/ingredients on school property or at any school-sponsored events. Administrative action will be taken if a student is in possession of contraband items and the items may be confiscated.

## ***Vandalism***

Acts of vandalism against the school will be dealt with by the school administration. Parents are responsible for any costs associated with vandalism of school property by their child. Students who engage in acts of vandalism (including restroom vandalism) will be required to clean or correct damages. The intentional defacing or destruction of student artwork that is posted within the school for display will be considered (a)vandalism of school property as well as (b)an act of harassment against the student whose work was damaged.

## ***Firearms, Weapons, and Explosives***

Firearms or weapons, open or concealed, are prohibited on school property or at any school-sponsored event. Firearms and weapons include, but are not limited to, the following: gun, rifle, pistol, dynamite explosive, grenade, mine, powerful explosive, BB gun, stun gun, air rifle, air pistol, knife (of any length), slingshot, metallic knuckles, razor blades, or fireworks. The only exceptions are for individuals required to carry a weapon for their occupation (example: law enforcement officer). In such cases, their job requirements supersede school policy. Anyone who falls into this category must provide notice in writing to the administration of his or her exception. Please refer to NC General Statutes 14-269.2 and 115C-391 for complete guidelines regarding weapons on educational property.

## ***Other Prohibited Behaviors***

The following behaviors on school grounds or at school-sponsored events will lead to an immediate 10-day suspension, a report to law enforcement, and a report to the Board for possible long-term suspension and/or expulsion.

- Arson
- Assault with the use of a weapon
- Assault resulting in serious injury
- Bomb threat
- Homicide
- Kidnapping
- Possession of alcohol
- Possession of a firearm
- Possession of a weapon (as defined in weapons)
- Possession of a controlled substance in violation of law
- Rape
- Robbery with a weapon
- Sale of a controlled substance
- Sexual assault
- Sexual offense

- Taking indecent liberties with a minor

### ***Birthdays***

Students may bring in a classroom birthday treat only if it has been pre-arranged with the student's teacher at least two days in advance. Since all those birthdays can add up to a lot of sweet treats, consider including healthy snacks for your birthday treat. Parents of students with dietary restrictions are encouraged to supply treats that are safe for their own child. Please discuss this with your child's teacher at the start of the school year.

For students having parties outside of school, invitations must be distributed off of school property, unless the whole class has been invited. Students may not pass out party invitations to individual students at school.

### ***Car Line Procedures - Student Drop-off and Pick-up Procedures***

ArtSpace car line procedures have been developed with the safety and welfare of our students in mind. Please help us ensure that student morning drop-off and afternoon pick-up times run smoothly by following the procedures outlines below.

#### ***Morning Drop-Off Procedures***

1. All students (all grades) are dropped off in front of the school in the morning between **7:30a.m. and 8:15 a.m.** Parents parking in the gravel lot *must* escort students across Sherwood Road. If you are unable or unwilling to walk your child across the road then you must use the car line.
2. Drivers should circle around the school using Reger Avenue and approach the school coming up Sherwood Road. The same direction used during afternoon pick-up.
3. Do not use cell phones when in car line.
4. Do not engage in conversation with staff members while they are on car duty.
5. **DO NOT TURN FROM HWY 70 ONTO SHERWOOD ROAD** to drop students off in the morning. Many families park in the gravel lot and walk across Sherwood in the mornings. Therefore, a dangerous situation is created when traffic turns onto Sherwood Rd. For the safety of our community, please do not turn down Sherwood Road.
6. **DO NOT DROP STUDENTS OFF ANYWHERE EXCEPT THE FRONT OF THE SCHOOL.**
7. Students may not be dropped off before 7:30 a.m.
8. Students who arrive after 8:15 a.m. must be walked into school and signed in as tardy by an adult. Tardy students may not enter the school without an adult.
9. Dogs and other pets are not permitted outside vehicles.

#### ***Afternoon Pick-Up Procedures***

1. School dismisses at 3:10 p.m. Parents arriving before 3:10 p.m. must wait until 3:10 p.m. to pick up students. All students being picked up before dismissal must be signed out in the front office.
2. Please do not come too early. The car line moves more smoothly when our families spread out pick-up time 3:10 – 3:35 p.m.
3. All cars that enter the car line for dismissal must travel around the block.
4. **DO NOT** attempt to enter the car line from Sherwood Road. Turn on Reger Avenue and circle behind the school.
5. When sitting in the car line, please **DO NOT BLOCK PRIVATE DRIVEWAYS.**
6. **DO NOT CUT AROUND CARS IN THE LINE BY CROSSING INTO THE LANE FOR ONCOMING TRAFFIC.** Drivers must stay in one line until the last private driveway is passed
7. Students are dismissed from two locations: the side door by the Theatre and the Front Dismissal Door.



8. 5th through 8th grade students will exit from the side of the building (off Sherwood Road – near the theatre). A staff member will be posted on the side of the road. Please pull off the road slightly (location indicated by signs). Once students have been picked up, drivers may carefully pull back onto Sherwood and go straight to the Hwy 70 intersection. Drivers do not need to pull around to the front of the school.
9. Kindergarten through 4th grade students will exit from the front of the school. Drivers should pull forward as instructed by the staff members working the front car line.
10. Drivers picking up from both grade spans will pick up all their riders in the front of the school. In this case, the older students will be sent to the front of the school.
11. Drivers should not attempt to cut ahead of cars in the car line and should not cross over the double yellow line.
12. Drivers must stay in a single-file line while waiting in the car line.
13. Please do not talk on cell phones in the car line.
14. Please be advised that staff members may not engage in conversation while on car-line duty.
15. **When exiting the ArtSpace parking lot onto Highway 70, only right turns are allowed during afternoon pick up times.** Cars exiting from Sherwood Road may turn either left or right.
16. Parents who park and walk to pick up their children at the front of the building **MUST** proceed to the end of the car line and wait for their student **BEHIND** the barrier. Parents **MUST NOT** wait along the front of the building as this disrupts the flow of the car line and hinders visibility for on-duty staff, and thus jeopardizes the safety of students, staff, and parents
17. Dogs and other pets are not permitted outside vehicles.

### ***Parking Lot Procedures***

1. Traffic flows through the parking lot in one direction ONLY.
2. Cars may only enter the lot from Highway 70.
3. Cars must exit the lot onto Sherwood Road and must turn right. Cars will circle around the building on Sherwood Road. You may then turn left onto Reger Avenue or Rowland Avenue. We recommend using Rowland where there is a light that makes your ability to turn onto Highway 70 easier and safer.
4. Please park in the spaces designated for visitors. Please do not park in the spaces labeled “staff parking”.
5. Please use the designated walkways and do not walk in the flow of traffic.

### ***Early Pick Up***

Students needing to leave school for any reason before 3:10 p.m. must be signed out by an adult in the front office. If your child is being picked up early, please allow 15 minutes for your child to be located and to travel to the front office.

### ***Late Pick Up***

After 3:35 p.m. (on half days 12:30 p.m.), all students who have not been picked up will be sent to the AfterCare program. All remaining students must go to AfterCare. They may not wait in another location. AfterCare fees will apply.

### ***Classroom Placement***

Many factors are considered when placing students and creating homeroom classes. A committee of teachers and administrators carefully balances many criteria including gender, cognitive abilities, and interpersonal relationships to create classes that will function well and promote learning. **Parent requests for specific teachers will not be accepted.**

## ***Communication with Teachers and Administration***

The faculty and staff of ArtSpace Charter School welcome and encourage direct communication with our families. The school's administration is available to answer questions from families and students or offer assistance should it be required. -

**The best way to communicate with the staff and faculty is through email.** Due to the ever increasing volume of digital communication, please allow 48 hours for teachers to respond. When a response is needed sooner, please call the front office and leave a voice message. Information about student transportation should be phoned in to the school's main line (298-8727).

Parents who prefer to leave a voice message may call the school's main number and enter the staff person's extension for voice mail. Please see the General Information and the Faculty and Staff Directory in this handbook for email addresses and phone extensions. Notes are also a good way to communicate, and can be placed in a student's classroom communication folder. Parents who desire a meeting with a teacher may request one via email or phone message. **Parents are not permitted to "drop in" to communicate with teachers before, during, or after school.** In cases of emergency, please contact the front office.

Parents should refrain from calling or texting students during the school day. Students are not allowed access to their phones except with teacher permission and will face disciplinary consequences if found to be using phones during the school day even if they are communicating with their parents. Parents who need to contact their children should call the main school line. Students who need to contact a parent may either use the phone in the front office or ask teacher permission to use their cell phone.

With or without an appointment, parents/guardians should be advised that the **Executive Director and Assistant Directors will not meet with a parent about a classroom issue unless it has already been discussed with the classroom teacher.** This process not only honors the teacher as a professional, but brings resolution to issues more efficiently and productively. If, after meeting with the classroom teacher, a parent still feels there is a need to speak to an administrator, an appointment may be scheduled to meet with the Assistant Director as well as the teacher.

For more information on problem resolution or grievance procedures, please refer to the Grievance Resolution section of this handbook, the Clear Communication Q & A in the appendix of this handbook, or the PACE Board Policy manual on our website.

## ***Confidentiality Statement***

Information concerning students, families, and staff is confidential and cannot be shared at any time. **Faculty, staff, and administration may only share information concerning student behavior, performance, or disciplinary action with a student's parents or legal guardians.** According to State and Federal Statutes, administration is restricted in what may be discussed regarding personnel issues. The board and administration retain the authority to designate individuals to work with confidential information on behalf of the school. Volunteers in our school must follow rules of confidentiality.

## ***Counseling Program***

The school counseling program at ArtSpace Charter School includes individual counseling,

small group counseling, and classroom guidance lessons. These services are part of the North Carolina Standard Course of Study for all students in grades K-8 and parent permission is not required for their implementation. The school counselor adheres to the ethical standards of The American School Counselor Association (ASCA) and a copy of the counselor's professional disclosure statement is available upon request. Individual counseling is short-term and focused primarily on school-related issues; referrals may be made by parents, students, and/or school staff. Small group counseling addresses specific circumstantial issues of certain students. Classroom guidance lessons are developmentally appropriate and focus on personal and social topics. Parent consultations with the school counselor must be scheduled in advance and may involve administrative staff, depending on the nature of the concern.

The counseling program aims to:

- Support the mission and vision of ArtSpace Charter School
- Provide a place of respect, kindness, and support for students, families, and staff
- Encourage students toward a positive self-image
- Help students develop responsible social skills
- Help students develop life planning skills and prepare for lifelong learning
- Help students achieve academic success
- Help students understand and respect diversity and their role within a global community

School counseling services exist for the well-being of ArtSpace students. Questions or concerns may be addressed to Adina Arden-Cooper, MA.Ed, LPC:

[adina.cooper@artspacecharterschool.org](mailto:adina.cooper@artspacecharterschool.org).

Issues or concerns with faculty or staff should be addressed via the Grievance processes outlined in this handbook.

### ***School-Based Therapy:***

In an effort to provide access for our students to private mental health services, ArtSpace maintains an agreement with professional therapists who provide individual counseling services on campus. These therapists are not employees of ArtSpace Charter School and ArtSpace accepts no responsibility for their services or any financial agreements. These school-based therapists meet with select students, contingent upon parent-approval obtained through a contractual agreement with the provider. School-based therapists bill families directly for their services and accept most forms of insurance. To learn more about school-based therapy at ArtSpace, families may contact the therapists directly or inquire with the school guidance counselor, Adina Arden-Cooper.

### ***Dance Class***

Dance classes at ArtSpace Charter School build dance foundational skills, knowledge, and integrate dance with other curricula. A sound relationship between dance integration, technical skill, dance history, and the creative and aesthetic activities inherent in dance are present in the dance program. On dance class days, students should wear clothes that are comfortable to move in so that they can fully participate in all dance activities. Hats and hoods should be left outside the studio or hung on the coat rack. Dance electives students must change into appropriate dance pants for ease of movement and also to aid in seeing correct alignment by the teacher. All students with long hair must have it pulled back. For the health and safety of our students' feet and the longevity of the floor, students will be expected to remove their shoes and leave them outside the studio. Students are encouraged to wear their personal dance shoes during dance classes. No food or drink, except water, is allowed in the dance

studio.

Students are to refrain from touching the walls and mirrors or hanging on the dance barres. Students are expected to fully participate in dance activities unless they have a doctor's note or have experienced an injury/illness the day of their dance class that restricts their activity.

### ***Dress Code***

We understand that students will explore unique and creative ways to express themselves. We appreciate the unique gifts each student brings to ArtSpace, and we want to allow them the latitude to express that uniqueness throughout the school year. As a school, our mission and vision reach far beyond individual expression. Students at ArtSpace are expected to dress comfortably, but must maintain certain standards. The dress code will be in effect during all school days, including field trips off campus and school-sponsored events, unless an exemption has been granted by the school administration.

At no time are students permitted to wear clothes that advertise or display:

- Tobacco products
- Alcohol products
- Violent images
- Adult images or wording
- Profanity
- Words and/or images that have the potential to disrupt the learning environment

Students are also not permitted to wear:

- Flip-flops or open-back shoes
- "Heelys" or other brands of skate/wheeled shoes
- Clothing that exposes undergarments. All undergarments (including bra straps) must be covered.
- Clothing shows the midriff (no belly buttons), breasts, cleavage, or buttocks even when bending over.
- Short skirts and shorts (length needs to be at least to the tips of fingers when arms are held down at side).

Students who are inappropriately dressed may be asked to change their clothing. In some cases the school will contact that parents to bring a change of clothing. Students may wear hats indoors as long as the hats comply with the dress code.

As a general policy, any article of clothing, hair style, color, or accessory that disrupts the classroom or any instructional environment will be considered inappropriate. Teachers and administration make the final determination for what constitutes inappropriate or disruptive. Students will be asked to correct the disruptive appearance immediately.

**Most importantly, students will spend some time each day outside. They should be dressed appropriately to partake in these and ALL other classroom activities. These activities may include organized sports, dance, movement, and art projects where students use materials that might soil garments. Students' clothing should allow them to move freely, without the risk of injury.**

### ***Educational Rights of Students Experiencing Homelessness***

In January 2002, Congress reauthorized the McKinney-Vento Homeless Assistance Act of 1987 to help people experiencing homelessness. This federal law includes the Education of Homeless Children and Youth Program, which entitles children who are homeless to a free,

public education and requires schools to remove barriers to their enrollment, attendance, and success in school. This Act protects all students who do not have a fixed, regular, and adequate residence, such as students living in the following situations:

- Doubled-up housing with other families or friends due to hardship
- Runaway/homeless youth shelters (even if parents invite the youth home)
- Hotels or motels
- Shelters, including those for domestic violence
- Transitional housing shelters
- Cars, abandoned buildings, parks, the streets or other public spaces
- Campground or inadequate trailer homes
- Awaiting foster care placement
- Abandoned in a hospital

At ArtSpace, the Homeless Education Liaison is the K-4 Assistant Director, who will assist families and school personnel by ensuring students who are homeless can enroll and succeed in school. If your child is homeless, please contact the Assistant Director for an explanation of his/her educational rights.

### ***Exceptional Children (EC) Program***

#### ***Child Find***

As a public charter school, ArtSpace Charter follows all state and federal regulations governing locating, identifying, and evaluating children with disabilities.

#### ***Special Education Services***

ArtSpace develops and implements Individualized Education Plans (IEPs) for students eligible for services to ensure every student has free and appropriate access to education. Parents of students with identified disabilities should contact the EC Program Coordinator, Lucy Sawyer ([lucy.sawyer@artspacecharter.org](mailto:lucy.sawyer@artspacecharter.org)) upon enrollment. Parents who suspect their child may have a disability should contact Lucy Sawyer or their child's Homeroom teacher.

#### ***Extended Day Programs***

As a service to our families ArtSpace offers extended day programs. These include: BeforeCare and Fee-Based Programs (AfterCare and AfterCare Classes).

These programs run throughout the school year and are open to all students in K-8th grades.

#### ***Behavior Expectations in All Extended Day Programs***

ArtSpace Charter School offers Extended Day Programs as a service to the families of our school. Students are expected to maintain the same behavior expectations for AfterCare as during the regular school day in addition to AfterCare specific rules for the playground and interactions with students of different age groups. Students who do not uphold these expectations may receive an administrative referral, suspension from AfterCare, or expulsion from the program.

#### ***BeforeCare (Free)***

BeforeCare begins at 7:30 a.m. and is free of charge. **Children may not be dropped off before 7:30 a.m.** Students will enter the school through the blue door at the front of the school and proceed to the multi-purpose room.

### ***AfterCare (Fee Based)***

Students who remain at school after the regular dismissal time will be sent to AfterCare. In AfterCare, students are expected to fully participate in daily activities, positive interactions with peers, receive homework assistance and enjoy creative free time. Snacks are provided daily at 3:50 pm.

### ***AfterCare Pick-Up Procedure***

Every child **must** be signed out with the AfterCare staff prior to leaving school. Please be prepared to show a government-issued photo ID. Only those people identified by the child's parent, legal guardian, or identified by a parent or legal guardian through prior consent as having permission to pick up the child will be allowed to sign the child out. In the interest of security, an adult from the child's approved list **must** sign them out.

### ***AfterCare Registration***

Students are automatically enrolled in AfterCare Services through the regular ArtSpace enrollment process. However, families are not charged any fees until the service is used. A one-time \$15.00 registration fee will be charged to the first invoice.

### ***AfterCare Hours***

AfterCare runs from 3:35 p.m. to 6:00 p.m. during regular school days, and from 12:30 p.m. to 6:00 p.m. on school half-days. All students who have not been picked up by the end of the dismissal period will be sent to the AfterCare program. After 3:35 p.m., students must be either in AfterCare or with a staff member/guardian if they are on school property.

### ***AfterCare Billing & Fees***

Parents are sent a monthly invoice for AfterCare via e-mail. It is expected the bill will be paid in full within 15 days of receiving their invoice. If a parent would like to pay more frequently, a receipt is provided for payment and the amount is credited to the monthly bill.

- Tardy pick-up fee: Parents or legal guardians who pick-up their student after 3:35 but before 4:00 will incur a \$5 tardy pick-up fee. On half days, regular fees will be immediately incurred after 12:30 p.m. (see below).
- Regular Fees: Families of any child who is not picked up from school by 4:00 p.m. will be charged the daily rate of \$12.00 (plus \$8 for an additional child)
- Half Day Fees: In an effort to support our families, ACS provides AfterCare on half-days, except those prior to the Thanksgiving, Winter, and Spring breaks. There is no tardy pick-up fee on half-days. Half-day charges begin at 12:30 p.m. and the service is provided until 6:00 p.m. The fee for half days is \$17 for the first child in a family and \$13 for each additional child.
- After 6:00 p.m. Pick-up Late Fees: Additional fees apply for families who pick children up later than 6:00 p.m.
  - 6:01 – 6:10 p.m. = \$10.00
  - 6:11 – 6:15 p.m. = \$15.00
  - 6:16 – 6:20 p.m. = \$20.00
  - 6:21 – 6:30 p.m. = \$30.00
- Outstanding Balances: Bills must be paid within two weeks of receipt. Bills that go unpaid for longer than 30 days may be subject to additional fees, reporting to a bill collecting agency, subsequent reporting to credit agency, and/or the loss of privilege to attend. Children whose families are not current on their bills will not be allowed to participate in AfterCare classes until

the bill is paid in full or satisfactory arrangements have been made.

- Unpaid Balances: Families must pay any unpaid balances before using services in the new school year. In addition, a deposit may be required against future charges.
- Resolution of Payment Issues: Resolution of outstanding balance issues must be facilitated through the Enterprise and Development Manager.

### ***AfterCare Classes***

Throughout the year, a variety of after-school classes are offered. These classes are taught by community members and staff. A brochure of upcoming classes is emailed home quarterly throughout the year.

- Enrollment is complete for a class when it is full as defined by the teacher and payment for these classes must be made prior to the class start date. Families with a balance on their AfterCare bills are not allowed to enroll or participate in AfterCare Classes. If money is received for the class, it will be applied toward the AfterCare bill.
- Dismissal Process: Unless otherwise noted, AfterCare classes begin at 4:00. Students attending AfterCare Classes must first return to AfterCare, and then be signed out through the regular AfterCare sign out process.
- Fees for AfterCare Classes differ depending on the instructor, supplies, and number of students. An additional late registration fee of \$10 applies to any registrations completed after the deadline.
- No additional AfterCare fees will be charged when students attend classes. On a day when the student attends a class, they are returned to AfterCare where they may remain until the 6:00 p.m. pick-up time for no extra fee. Late fees do apply to students in classes who are not picked up by 6:00 p.m.
- Refunds & Make-up Classes: Whenever possible, classes missed for inclement weather or other unforeseen circumstances will be made up at a later date. If a class is cancelled at the last minute, the child will go to AfterCare and the parent(s)/guardians will be called. In this case, there will be no charge for AfterCare. This information will be provided to the student via school announcements. Once a class has started, no refunds will be allowed. In cases of extended illness when a child is physically unable to participate in the class, refunds will be made via a credit on the parent's bill.
- Make-up classes are provided only in cases of inclement weather or teacher absences. For private music lessons, the teacher will provide an agreement outlining their refund and make-up policies. In most but not all cases, there is a 24-hour cancellation policy. If your
- child is absent from school or goes home sick on the day of the class, they will not be able to participate in the class. Make-up classes will not be offered.

### ***After-School Clubs and Sports***

Throughout the year ArtSpace is delighted to sponsor many clubs and organizations that add to our students' growth and development. *Girl Scouts, Girls on the Run, Odyssey of the Mind, Middle School Sports*, and others all serve to enhance our overall program of educating and nurturing students. We work together with parent/community sponsors and coaches to set meeting times, locations, and supervision guidelines before and after the meetings. Our AfterCare program **does not** automatically provide child care for these clubs and organizations. The club sponsors/coaches must follow the standard criteria for AfterCare drop off and pick up, as well as fee structure, should students be left at school after their meetings are over. Coaches/sponsors must sign these students in and designate the club/organization affiliation before leaving them in AfterCare in this case. Parents who are picking up will then sign their student/s out of AfterCare.

## ***Field Trips***

We consider field trips to be a vital and fundamental part of a student's educational experience. As you know, the world is so much larger than the classroom, and our teachers embrace opportunities to expand their students' educational experience through field trips whenever possible. Students must have a signed **Annual Field Trip Permission Form** on file in order to participate. This permission slip is a general form which will give your child permission to attend these trips throughout the year. Before each trip, parents/guardians will be notified of specific destinations for each separate excursion. All field trips are planned, organized, and supervised with the students' welfare first and foremost.

Please notify your child's teacher in writing (email or handwritten note) if you do not want your child to participate in a specific trip. **If we do not receive a note from you and you have signed this annual permission form, we will take your child on the trip.**

Students who do not accompany their class on a field trip are required to attend school that day. If the student is not in attendance, the absence will be coded unexcused.

For most field trips, there is an entrance or activity fee. These fees are due in advance and must be paid by cash or check (made payable to ArtSpace Charter School). **Students who do not bring in the fee required for a field trip by the deadline will not be permitted to attend.** If a family is unable to pay, please contact the teacher to discuss financial assistance at least two weeks before the field trip.

## **Field Trip Drivers**

Because ACS does not own school buses, we rely on our families to help transport students to and from field trips throughout the year. When committing to drive on a field trip, we respectfully ask you to honor your commitment except when emergencies prevent you from doing so.

**Each driver must bring their driver license and current insurance information to the school office two (2) school days prior** to the field trip in order to drive students in their vehicle. Adults transporting ACS students are expected to drive with great caution and conduct themselves appropriately. Cell phone use, smoking, inappropriate language, inappropriate music, and all digital media are not permitted while driving students. In compliance with North Carolina law, no driver should ever text while driving.

## **Field Trip Chaperones**

Opportunities exist for parents, guardians, and family members to accompany classes on field trips. Those of you wishing to chaperone a field trip are encouraged to let your child's teacher know of your availability. As with other issues within the classroom, the teacher will make the final decision for chaperones. If you are chosen as a chaperone, it is imperative you understand you are accompanying a class as an "official" supervisor of a child or group of children. Parents who are chaperoning will not be permitted to bring their own younger children, infants, and/or newborns with them on the trip.

## ***Grade Acceleration/Double Promotion Policy***

The decision to advance a student (skipping grades) is one that cannot be made without careful consideration of many factors. When considering double promotion for a student, the administration will work with the student's teacher(s) and parents/guardians to collect information that will indicate if the promotion will be successful.



ACS will follow the process listed below when determining whether to double-promote a student:

- A written request outlining the reasons for considering double-promotion of a student should be submitted to the grade-appropriate Assistant Director by February 1st.
- The Assistant Director will gather existing data on the student and will complete a double promotion checklist. Standardized test scores, classroom assessments, and social maturity will be among the many factors considered. Parents may be asked to provide data from independent testing outside the school environment. After relevant data has been gathered, the Assistant Director will convene a meeting to discuss the request with the student's teachers and parents.
- The Administration will make the final decision regarding the double promotion.

### ***Grievance Resolution Process***

1. Issues / concerns involving an ArtSpace teacher, administrator, or staff member should first be brought to that person's attention.
2. If the issue is not satisfactorily resolved through discussion with the individual, the issue may be brought in writing to the Assistant Director for that grade level.
3. Only if the AD and the parent cannot reach an understanding or agreement may the issue be brought in writing to the Executive Director.
4. If the issue is not satisfactorily resolved with the Executive Director, it may be brought in writing to the Board of Directors through the Executive Committee. Documentation must show that the chain of responsibility has been followed.

The Problem Resolution and Grievance P.A.C.E. Board policies are available by request from the front office and can be found on our website.

### ***Homework Policies***

Homework exists for the purposes of allowing a child to review material covered in class, practicing concepts or strategies not yet mastered, completing projects/assignments in conjunction with classroom study, and completing unfinished work.

Because our teachers do not assign homework arbitrarily, the assignments must be treated as an important extension of the classroom. Therefore, when homework is assigned it is to be completed to the best of the student's ability and on time.

The amount of time necessary to complete homework will vary with each student's ability and grade level. Individual teachers will communicate homework expectations to students and parents at the beginning of each school year. If your child is having difficulty completing homework, discuss this with his/her teacher. Parents are expected to monitor and review homework assignments and are encouraged to communicate questions and concerns about homework directly to the classroom teacher.

### ***Incident Weather Procedures***

The administration of ACS considers multiple factors when making determinations regarding school closings. It is always our goal to make decisions that are best for our entire community.

**If school is in session, and you do not think it is safe to transport your child(ren) to school, please keep them at home and send a note the next day for the absence to be excused.**

If there is a question as to whether or not school will be open on a particular morning, please employ one of the following options:

- Call the school at 298-2787 after 6:30 a.m. The message on the school phone will announce our status.
- Information about our status will be reported to WLOS
- Listen for a phone call message from our school messenger system.
- Do not follow “Buncombe County Schools” or “Asheville City Schools” information. Look/Listen for ArtSpace Charter School information

**\*\* We highly recommend that you sign up for text alerts from WLOS at [www.wlos.com](http://www.wlos.com).**

### ***Delayed Opening***

If there is a delayed opening, an ArtSpace school messenger phone message will be sent out. Parents should always confirm school is actually open before leaving for school. A late opening is based upon the assumption that the weather will clear or the snow/ice will be sufficiently melted in a couple of hours. If the school is closed for the day, a second call from the school messenger system will be sent. Parents can also check by calling 298-2787 before heading out.

### **ONE HOUR DELAY**

- Students should arrive between 8:45-9:15 a.m. and go directly to their Homeroom classes
- Do not drop students off before 8:45 a.m.
- Classes will begin at 9:15 a.m.
- No morning care

### **TWO HOUR DELAY**

- Students should arrive between 9:45-10:15 a.m. and go directly to their Homeroom classes
- Do not drop students off before 9:45 a.m.
- Classes will begin at 10:15 a.m.
- No morning care

### **THREE HOUR DELAY**

- Students should arrive between 10:45-11:15 a.m. and go directly to their Homeroom classes
- Do not drop students off before 10:45 a.m.
- Classes will begin at 11:15 a.m.
- No morning care

### ***Closing During the School Day***

If we must close once the school day has started, we will:

- Change the message on the school phone (298-2787) to reflect the early closing.
- Contact WLOS
- Call parents/guardians to inform them of our intention to close. All children will be supervised until they are picked up. Of course, any time a parent or guardian feels the need to pick up their child/children due to the weather, they are free to do so.

**All after-school activities (including AfterCare) will be cancelled in the event of an early or all day closing.**

**To ensure that parents can be contacted, it is imperative the student emergency contact information is correct in the school office. Updated information can be emailed to [michelle.miqyanka@artspacecharter.org](mailto:michelle.miqyanka@artspacecharter.org)**

## **Media Center Policies**

- Library cards will be issued at the beginning of each school year for each student.
- Cards are kept in the school library.
- All library materials charged on an individual's library card are his or her responsibility.

## **Borrowing Guidelines:**

### **Loan Period**

- Students in grades K-2 may check out 1 book for one week.
- Students in grades 3-8 may check out 2 books for two weeks.

### **Renewals**

- Books may be renewed once, if they are not on reserve.

### **Returns**

- All items checked out of the library must be returned to the library.

### **Overdue**

- Overdue notices are sent to students as a courtesy.
- Students are not able to check out additional items until their overdue book(s) are returned.
- Students having material(s) that are "assumed lost" (40 days or more overdue) will have remaining checkout privileges suspended.
- Items must be returned, replaced or and fines paid for before checkout privileges will be reinstated.
- All library items must be returned and any lost book must be replace or paid for by the end of the school year. If not, we reserve the right to withhold your student's report card.

## **Replacement of Items**

- Parents are responsible for paying replacement costs for any lost, stolen, or damaged items which have been checked out to their child's card.
- Replacement charges are considered to be the average price plus the library's processing cost for each item type.
  - Easy fiction (picture books) – \$25.00
  - Fiction (chapter books) – \$20.00
  - Non-fiction (information books) – \$30.00

## **Rules of behavior:**

- Students are expected to remain focused and calm in the media center.
- Students must be respectful of and take care of library materials.
- Students must be respectful of others' personal space while in the media center.
- The media center is a multifunctional space and students must be respectful of others using the space by maintaining an acceptable noise level for all who are present.
- Students will be asked to leave if they choose not to follow the rules of the media center.

## **Recommendations:**

- We encourage you to make recommendations for additions to the library collection.
- All suggestions will be evaluated and considered.

## **Donations:**

- Donations of hardback books with a copyright date of 2005 or more recent are accepted for evaluation.
- We also accept CD donations.

- All items will be considered for possible inclusion in the library collection.
- Donated items not added to the library collection will be offered to teachers and/or the ArtSpace Thrift Store.
- Cash donations to the library are also welcomed and accepted.

**Volunteers:**

- Volunteers are always welcome to assist in the media center.
- Volunteers are also greatly needed for our book fairs which are held twice each school year.

***Lunches and Snacks***

The importance of good nutrition for the human body is clear. Research has proven again and again that the brain needs adequate water and nutrition to function properly. It is with this in mind that the following regulations concerning food and drink will be enforced, so that all students of ACS can be happy, healthy, and productive.

- All students will be permitted and encouraged to bring a water bottle to school daily. Please provide your child with fresh water and encourage them to drink water throughout the school day.
- Soda and caffeinated drinks are not permitted at snack or lunchtime.
- Candy is not permitted at snack time.
- Snack time during the school day is not required, but the teachers of ACS may opt to provide this time for students. Snacks must be nutritious. Each classroom teacher will work with students to develop a list of appropriate and inappropriate snack foods. Please support your child and his or her teacher by only sending these approved nutritious snacks with your child.
- We are not able to provide students with a snack. Students may not request snacks because they do not like what's in their lunch or because their lunch is not adequate.
- There is no school-wide ban on gum chewing. Each teacher will share his/her expectations with students.
- Please make sure your child brings a nutritious lunch to school each day. Please do not deliver lunch to your child during the school day, as this is disruptive to the learning environment.
- If your child does not have a lunch or forgot to bring it, we will attempt to contact the parent/guardian to request that you bring their lunch. If that is not possible, a limited number of snacks are available so that the child does not go hungry. However, we cannot provide a complete, balanced lunch.

***Food Allergies***

Often there are students and community members at ArtSpace who have life-threatening allergies to peanuts, tree nuts, and other foods. In an effort to keep all community members safe, ArtSpace will sometimes designate classrooms, grade levels, or wings areas of the school as “nut free.” Parents and students will be notified if specific zones of the school are “nut free” and throughout the school year we will remind families that they may not include food containing peanuts or tree nuts in their child's lunches or snacks (including overnight trip meals and snacks). Additionally, in the designated zones, food containing nuts may not be brought in for special celebrations such as birthdays, potlucks, or holidays, and may not be used in classroom projects that involve food.

ArtSpace will work closely with the parents of students with dietary restrictions and food allergies. It is always our intention to honor the requests of parents and follow directives given by the student's physician. To do this we ask the following:

- Please provide the office with documentation from a physician regarding your child's allergies.
- Parents of children needing specific allergen-free foods will be asked to keep a supply of allergen-safe food in the classroom to be given to their child when unplanned treats are brought to the class.
- Parents should educate their child about their food allergies and what they can and cannot eat. Parents should talk to their child often about their expectations and hold their child responsible for making appropriate decisions about food at school.
- Parents are responsible for communicating information about their child's allergies to the adults working with their child outside of normal school hours. This includes AfterCare, sports, clubs etc...

### ***Allergy Alert - Peanut Restriction in grades 5-8***

Due to the presence of a nut allergy that is presenting serious health risks to a member of our school community, there is a restriction on peanuts in the "north wing" which affects students in grades 5-8. Students in these grades may not bring peanuts or peanut butter to school for student lunches or snacks for the 2016-17 school year. We realize that peanuts and peanut butter are convenient and healthy staple foods and we regret this inconvenience. This restriction only applies to peanut butter, peanuts, and trail or whole nut mixes that contain peanuts. At this time granola bars that contain peanuts are allowed as are other nut butters such as almond butter. We hope that reducing the exposure to peanut oils will allow the condition to stabilize. If it does not, we may have to move to greater restrictions. We value the health and well-being of every member of our community and we appreciate your support. You can direct any questions or concerns to Lucy Sawyer at [lucy.sawyer@artspacecharter.org](mailto:lucy.sawyer@artspacecharter.org).

### ***Media Policy***

Throughout the year, it is important to share the amazing things our teachers and students are doing at school with our community. Often this includes photos, articles, and multi-media (television, internet, etc.) coverage. Upon enrollment, parents are asked to grant permission allowing their child to be photographed and named in the media. If permission is not granted, ArtSpace will make every effort to identify and remove the child from the photo and/or video but please keep in mind this does take significant time. Any changes or questions should be made in writing to the Student Data Coordinator.

### ***Off-Campus School Events***

Occasionally, ArtSpace will organize or participate in events off school campus outside of regular school hours. Examples of these activities include the Lake Eden Arts Festival, and the county Youth Poetry Slam. These events typically happen after school hours. **Students attending these events must be supervised by a parent or other designated guardian.** ACS is not responsible for students left unattended. Parents may be called to pick up unsupervised ACS students. Students left unsupervised may also be prohibited from attending future off-campus events.

### ***Performances***

Arts Integration is our driving instructional methodology at ACS. The arts are viewed as a critical part of the learning process and a participating student's attendance is mandatory at all performances. Therefore, performances or presentations are part of the criteria used to determine your child's grade in core academic subjects. Each teacher will determine how an unexcused absence will affect the student's final grade.

Students attending performances or other school events as audience members must be accompanied by a parent or designated guardian and are not to be left unattended. Students are not the responsibility of staff after school hours, unless they are involved in the activity/rehearsal as a participant, not an observer or audience member. Students are at no time allowed in any of the classrooms, on the playground, or any other areas of the school (except the designated performance, practice or activity space, hallways, and restroom, dressing room, green room areas) unless they are specifically directed and/or accompanied by a staff member. ArtSpace will not be held liable for any activities or actions in violation of this policy.

### ***Permanent Records***

ArtSpace follows the rules and regulations of Permanent Student Records retention as outlined in the “North Carolina Department of Cultural Resources – Local Education Agencies”. Among other issues, it requires schools to keep certain school records permanently.

Occasionally, a parent, a legal guardian, or a student over 18 years of age (“eligible student”) may wish to review educational records. To do so, the individual must make the request in writing to the Executive Director. The records will be made available to the individual within 45 days of the written request with the Executive Director or designee present. The record may not be removed from the school. The school will provide ten free pages of the record to the appropriate adult. A cost of 10 cents will be charged per page beyond the initial ten.

The Family Educational Rights and Privacy Act (FERPA), a federal law, outlines certain rights in respect to the student’s educational records. These rights are:

- 1) The right to inspect and review your child’s educational records within 45 days of the day the school receives a written request for access.
- 2) The right to request in writing to the Executive Director the amendment of your child’s education record that you believe is inaccurate or misleading. If the data to be amended was included by another school, the parent must appeal to that school or school system for amendment. ArtSpace will notify the parent/legal guardian in writing of the decision to amend or not to amend within two weeks. The parent, legal guardian, or eligible student has the right to place a statement with the record setting forth his or her view about the contested material.
  - a) The right to consent to disclosures of personally identifiable information contained in your child’s education records. FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions:
  - b) Disclosure to a school official who needs to review an education record in order to fulfill his or her professional responsibility.
  - c) Disclosure of education records, including disciplinary records of long-term suspension or expulsion, upon request, to officials of other school districts in which a student seeks or intends to enroll.
  - d) Disclosure of “directory information” about a student, unless you have advised the school to the contrary. ArtSpace has designated the following information as directory information:
    - i) Student’s name
    - ii) Address
    - iii) Telephone listing
    - iv) Electronic mail address
    - v) Photograph
    - vi) Participation in officially recognized activities or sports

- vii) Grade level
  - viii) Enrollment status
  - ix) Date and place of birth
  - x) Dates of attendance
- 3) The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.
- 4) If you do not want the school to disclose some or all of the directory information described above from your child's education records to all or certain recipients without your prior written consent, ArtSpace must be notified within 20 days of the beginning of the school year or within 20 days of your enrollment.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures of ArtSpace Charter School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue SW, Washington, DC, 20202-5901

The Permanent Record will include the following information:

- **ADMINISTRATIVE:** full name, gender, ethnic information, date of birth (birth certificate), name(s) of parents or legal guardians, social security number, health record and immunization record, address, emergency information, photograph, legal documents (adoption papers, court orders, custody papers, etc), Kindergarten Health Assessment.
- **EDUCATIONAL:** attendance, standardized test scores, progress reports, withdrawal and reentry, records of courses and activities, significant correspondence with parents/legal guardians, educational records, transfer and follow-up records.

Exceptional Children records will be stored separately, and will accompany the Permanent Record when a student transfers to another school.

### ***Physical Education***

Movement is critical to all aspects of a child's growth and development and an integral component of the education process. Physical education provides unique learning opportunities for students in kindergarten through 8<sup>th</sup> grade and beyond in order to acquire knowledge, skills, fitness, and attitudes to enhance their quality of life.

Research shows that students who participate in regular physical education will enjoy enhanced memory and learning, better concentration, and increased problem-solving abilities. Regular physical education encourages a positive attitude towards self and others, which is an important factor in creating a healthy learning environment.

ArtSpace expectations for participation in PE include the following:

- Students **MUST** wear athletic (tennis, running...) shoes during all Physical Education classes for safety reasons. Ensure that your child wears comfortable clothing that will not cause accidents. Sandals, flip flops, or any platform- type shoe should not be worn on physical education days.
- PE class will almost always be held outside and will still take place unless it is raining hard or

is extremely cold. Appropriate outdoor garments should be worn when necessary for weather conditions.

- Students are expected to bring water bottles to class.
- All students are expected to run/walk a certain number of laps given to them at the beginning of the class. If they are unable to or choose not to run/walk these laps, they will not be permitted to participate in the PE class activities, recess, and/or dance on that day.
- Students are expected to participate in all class activities unless they have a doctor's note detailing the restrictions and how long they will not be able to participate.

### ***Physical Activity (Recess)***

Physical activity is scheduled for every grade each day. Students are expected to participate in all other classes that include physical activity in order to participate in recess. This activity may be achieved through dance, recess, walking, running, organized games, sports, and free-play time. If weather does not permit outdoor play, students will have an opportunity to stretch and move to some degree in the classroom.

Because physical activity is such an important part of health and well-being, all ArtSpace students are required to participate in the activities designated by their teacher(s). **A written excuse from a medical provider will be required to excuse students from these activities. The excuse must include the designated number of days that the student is unable to participate in physical activity.**

### ***Public Displays of Affection (PDA)***

We recognize that determining appropriateness of PDA is often a challenging issue, especially as students enter the middle school grades. Guidelines and expectations for PDA will be determined by specific grade levels and communicated with parents through classroom newsletters. Administration will enforce these expectations as outlined for each grade and appropriate consequences will be assigned according to our school discipline policies.

### ***Retention***

The decision to retain a student cannot be made without careful consideration of many factors. When deciding if retention is a positive option for a student, the grade appropriate Assistant Director will work with the student's teacher(s) and parent(s)/guardians to collect information to determine if retention is likely to be successful. Standardized test scores, classroom assessments, attendance, Light's Retention Scale, and social maturity will be some of the many factors considered.

ACS will follow the process listed below when making the decision to retain a student:

1. The teacher notifies the Assistant Director in writing of possible retention.
2. The parent is notified of the possibility of retention as soon as possible.
3. A retention screening is conducted and other pertinent data is collected.
4. The Assistant Director reviews the data and discusses the student with the classroom teacher(s).
5. The student's teacher and an administrator will meet with the parents, discuss the data, and gather parent input.
6. Administration will make the final decision regarding the retention.
7. The parents will be notified as soon as possible after the final decision.



### ***Returned Check Policy***

We offer the convenience of *CheckTrack* services through the school's bank. If a deposited check is returned to ArtSpace for insufficient funds (NSF) or uncollected funds (UCF), *CheckTrack* will re-present the item up to two times through the Automated Clearing House (ACH) network. The payor's account is debited for the face amount of the check plus the returned-check fee (currently \$25). Once funds are collected, the full face amount of the original check is electronically credited to ArtSpace's checking account.

In the event that the school's bank is unable to collect funds, ArtSpace will charge an additional \$25 and request payment in the form of credit/debit or cash.

### ***Safety and Emergency Plans***

The wellbeing and safety of the students and community members of ArtSpace is of utmost importance. The ArtSpace staff and the PACE Board are committed to ensuring that everyone is safe on our campus. Below we have listed some of the most important practices that we have established for the on-going safety of the entire ArtSpace community.

- A Safety Committee is always in place and meets regularly. This team is comprised of administration, staff, and parent representatives.
- A Safety and Emergency plan is in place and is continuously evaluated, updated, and implemented.
- The PACE Board of Directors reviews the Safety and Emergency plan each year.
- The Safety and Emergency plan is reviewed with staff throughout the school year.
- Emergency drills (see explanation below) are practiced throughout the school year. Students are taught appropriate procedures before the drills.
- The Staff reviews each drill and makes suggestions for improvement to the Safety Committee.
- The Safety Committee works directly with the Buncombe County Sheriff's Department (BCSD). The BCSD visits our campus to become familiar with its layout and regularly reviews our Safety and Emergency plans.
- A state-level grant allows ArtSpace to employ a full-time School Resource Office through the BCSD.
- Parents are invited to share their observations and safety concerns with the school's administration. Issues are also regularly discussed at monthly "Directors and Donuts" meetings.
- Our School Improvement Team regularly discusses school safety and a safety goal is a part of our School Improvement Plan.

### ***Emergency Drills***

Emergency drills are practiced throughout the school year to ensure that our students and staff are well prepared in the event of an emergency. ArtSpace parents will be notified when we run full lockdown drills. These are the types of drills that we practice:

- Evacuation (once a month): also referred to as "fire drills," these drills allow students an opportunity to practice getting out of the building quickly.
- Tornado (at least once a year): students practice getting into the safest areas of the building and assuming the "duck and cover" position.
- Full Lockdown (at least once per year): this type of lockdown is our maximum level of school-wide security. Beyond those actions taken during a perimeter lockdown, a Full Lockdown additionally requires that all staff and students seek as much safety as possible by using barriers to sight as well as other safety measures.

## ***Real Emergencies***

In the event that there is a real or a perceived emergency, ArtSpace will always err on the side of safety. For example, this might mean that we go into a Perimeter Lockdown if there is a bear sighted in the neighborhood. ArtSpace parents will be notified by email when we go into a Perimeter or Full Lockdown. We will send this email as soon as we are able after the emergency and will include relevant information about the event. Please understand that we must comply with confidentiality laws and we will not always be able to completely divulge all the details of the event.

## ***How you can help?***

ArtSpace parents are a critical component of our school's safety. Please follow the items outlined below to ensure you are a part of our efforts to keep everyone safe.

- **Always** follow our drop off, pick up and parking lot procedures.
- Talk to your child about safety at school. Process drills and real emergencies with them.
- **Do not attempt to pick-up your child during a drill or during a real emergency.** We cannot pull students out of classrooms during lockdowns. This compromises the safety of everyone at ArtSpace. If students need to be picked up early from school due to an emergency, you will be notified through our school messenger system.
- Report suspicious looking individuals or behaviors to a staff member immediately.
- Share your concerns and suggestions regarding school safety with a member of the administrative team.
- **If you are in the building during a Lockdown**, you must follow Lockdown procedures as well as instructions given by staff.
- **Always** sign in and out at the front office, and wear a visitor's badge when in the building.

## ***Section 504***

The Section 504 part of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financing. A person with a disability is defined as anyone who:

- Has mental or physical impairment which substantially limits one or more major life activities (major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working)
- Has record of such impairment; or
- Is regarded as having such impairment.
- In order to fulfill its obligation under Section 504, ArtSpace recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in our school. Parents who believe their child qualifies for a 504 plan should contact their child's classroom teacher.

## ***Smoking & Tobacco Products***

In compliance with the State Board of Education's "Act to Protect Children in the Public Schools from Exposure to Tobacco Products" (SB-1086), smoking and the use of tobacco products is not permitted in school buildings, on school property, in vehicles on school property, or at school-related and school-sponsored events. Drivers on field trips are not allowed to smoke with students in the car.

## ***Surveillance***

ArtSpace is monitored by a closed circuit security system that records both video and audio.

## ***Student Council***

ACS is proud to offer our students leadership opportunities through our Student Council. Students in grades 2-8 are eligible to participate in Student Council as class representatives. Students in grades 7-8 are eligible to hold seats as officers. During the campaign and election process, we ask parents to remain uninvolved in their child's efforts. Our goal is to keep the election process as student-centered and equitable as possible. Posters, buttons, pins, and other campaign items should be student generated. Students are not permitted to distribute candy, ice cream, and other items in an effort to solicit votes.

## ***Student Directory***

Each year ArtSpace releases a student directory per grade level so students can contact their classmates outside of school times for play dates, birthday parties, etc. If you do not want your contact information shared in the student directory please contact our student information coordinator [michelle.migyanka@artspacecharter.org](mailto:michelle.migyanka@artspacecharter.org). Student Directory information is shared with ArtSpace families in order to facilitate classroom communication and gatherings, and is not to be used under any circumstances for personal gain or businesses. Families are not to share or distribute Student Directory information outside the ArtSpace community.

## ***Student Medications***

It is best to give your child's medicine at home. You may want to talk to your child's doctor and ask if medicine can be taken at times other than during the school day. Any parent/guardian is free to come to school to administer medication to their child.

## **Prescription Medications**

For each prescription medication to be given, a copy of a Request for Medication Form must be completed and signed by your child's licensed healthcare provider and parent/guardian. A Request for Medication Form may be obtained from the school office and must be completed in its entirety.

- Medicine must be brought to school by a responsible adult and signed in to the medication logbook.
- Medicine must be brought to school in a container that is current and clearly labeled stating when and how it should be administered.
- A new Request for Medication Form must be completed each school year and anytime dosage or directions change. Students may not carry medication with them to class without permission from the administration.
- Students will NOT receive lunchtime (or later) medication on early release days without a note from his/her parent or guardian.

## **Nonprescription Medications**

A Request for Medication Form must be completed and signed by a parent/guardian, and your healthcare provider for nonprescription medications such as vitamins/supplements, or any other over-the-counter medicine. These must be brought to school in the original container. The date, dose and time(s) for nonprescription medication(s) to be given at school must be indicated. No medicine will be given unless the above steps have been completed. To make sure your child receives his/her medicine safely, NO EXCEPTIONS can be made. If a Request for Nonprescription Medication Form is NOT completed, the parent/guardian will have to come to

school to administer the medication personally.

## ***Student Search/Property Seizure***

### **Student Search**

The administration retains the right to search desks, backpacks, purses, lunches, bags, and lockers at any time. Individual students and/or personal possessions will be searched when reasonable suspicion arises. Students will not be randomly searched. When a search is required, the Assistant Director or designee will conduct the search away from classmates and in the presence of an adult witness. Parents/guardians will always be notified if their child is searched. In the event that a student refuses to cooperate, the parents/guardians and law enforcement, if appropriate, will be contacted. Further disciplinary action may also occur.

### **Property Seizures**

The administration reserves the right to seize inappropriate items including, but not limited to, contraband items and electronic devices. Return of the items is at the discretion of the Administrator.

## ***Student Nurturing Team (SNT)***

The Student Nurturing Team (SNT) is a group of individuals who meet to address the particular needs of a student who is struggling academically and/or behaviorally. The SNT is typically composed of the SNT chair, the student's classroom teacher, parent(s), and the Assistant Director for that grade level. The team may also include other teachers and individuals who are involved in the education and social well-being of the child.

The SNT's goal is to develop specific strategies to help struggling students succeed. The team gathers information on a student's needs and strengths, develops an intervention plan designed to support the student, and sets a date to revisit the plan to ensure the student is experiencing success. Parents who feel their child is having difficulty with learning, behavior, and/or academic achievement should contact their child's classroom teacher.

## ***Technology***

It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

## ***Cell Phones and Electronic devices***

ArtSpace permits student cell phones as long as they remain turned off during school hours. Cell phones and/or pagers are considered contraband when they are turned on and used on campus during the school day or on field trips without teacher permission.

Students are not permitted to check their phones for messages and/or texts during the school day. **Parents should contact the front office if there is a message they must relay to their child.** Hand-held electronic games, CD players, iPods, and other types of electronic devices brought to school must remain turned off unless the teacher gives explicit permission for the student to use the device. Electronic devices may be used in AfterCare only during designated times.

Students who use electronic devices without permission will face disciplinary consequences and the device may be confiscated. Parents will be required to retrieve confiscated devices from an administrator or the front office.

ArtSpace teachers and staff are not liable for any device stolen or damaged while on campus or

off campus at an ACS sponsored event. **Use of a personal device that has full wireless access from a 3rd party carrier requires the users' adherence to ACS Technology Acceptable Use and Internet Policy (6.04) in Appendix A.**

**Note: Students in possession of electronic devices containing sexually explicit materials, images, pictures, videos, or text will be immediately referred to the school's administration.** Depending on the nature of the material disseminated through texting, a number of state and federal laws may be implicated. The administration will comply with all applicable state and federal laws when investigating the situation. This may include confiscating and searching the electronic device. It may also include contacting law enforcement. School discipline consequences will vary according to the severity of the situation.

### ***Textbooks***

Parents are responsible for paying the replacement costs for any lost, stolen, or damaged textbooks that have been checked out to their child by their classroom teachers. Charges include replacement cost of the textbook plus shipping and handling.

### ***Title I Program***

ArtSpace receives federal funds for our Title I program. ArtSpace uses these funds to provide targeted reading interventions to students identified as needing extra support to meet state standards in reading. ArtSpace's Title I Teacher, Glenda Brouwer, will contact parents of students who are eligible for this assistance. Parental involvement is very important for the success of the students in the program.

The amount of Title I funds ArtSpace receives annually is based on the economic data we gather from our families each year on the income survey. Title I reading support is offered school wide to any student identified as "in need" regardless of income. It is imperative that we receive economic data from every family every year to ensure that ArtSpace receives maximum funding.

ArtSpace is required to report the results of state and federal accountability measures to parents. We are committed to meeting state accountability targets and insuring that all teachers are highly qualified in the areas they teach. All teachers at ACS are highly qualified as outlined by federal guidelines. Parents will be notified if any exceptions arise. For information about teacher credentials, please contact Assistant Director Hollis McKeown.

### ***Title IX: Educational Amendments***

ArtSpace follows the Title IX Education Amendments of 1972, which deals directly with the prohibition against discrimination. The law states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. There are exceptions to this law. For a complete list of the exceptions and for more information on Title IX, please refer to: <http://www.dol.gov/oasam/regs/statutes/titleix.htm>.

### ***Visitation & Deliveries***

We are pleased to have parents, guardians, and extended family visit the school. If you intend to visit your child's classroom, you must follow the steps listed below before doing so:

- **Prearrange your visit with your child's teacher** - The classroom environment is a

dynamic and sometimes fragile one. It is imperative that we avoid distractions when possible.

- **Always sign in and out at the front office - We expect each and every visitor to our school to register in the front lobby and to wear a name tag.** If none are available, please ask in the front office. You must sign out before leaving the building.
- **Let us do the delivering -** Once again, to avoid distractions we will deliver lunches and other items during a teacher's break so as to not interrupt the instructional flow. **Please take a moment each morning to make sure your child has his/her work, lunch, etc. Lunches should be dropped off for students only on rare occasions.** All other deliveries will be held until the end of the day.

### ***Volunteers***

ArtSpace welcomes volunteers with open arms. The volunteer contribution to life at ArtSpace is immeasurable, and we want to be welcoming at all times. As part of the Community Contract, all families of ArtSpace are asked to donate a minimum of twenty hours per school year. Please coordinate volunteer hours through the classroom teacher or the volunteer coordinator.

Here are some guidelines to help make volunteering rewarding and enjoyable for everyone:

- Volunteers are often needed to assist teachers with planned activities.
- Volunteers must attempt to remain as unobtrusive as possible.
- It is probable that parents will not be working with their own child.
- Please call the teacher when it is necessary to cancel a volunteer commitment.
- Volunteers are bound at all times by the school's Confidentiality Statement.
- Volunteers must sign in at the office upon arrival and wear a name tag at all times.

## Appendix A: Electronic Media Policy

P.A.C.E., Inc. Board - Policies and Procedures Manual  
**6.01 Electronic Media Policy**

**The following guidelines are in addition to and in accordance with the Acceptable Use Policy (6.04)**

### **Movies**

#### **During School Hours**

- Movies may only be shown if directly connected to specific curricula goals and objectives and if the guidelines below are met
- Under special circumstances (rewards, recess during inclement weather...) non-curricula related electronic media may be shown if the guidelines below are met
- PG and PG-13 movies checked out from the library must still adhere to the guidelines below
- **Grades K-8**
- Movies with a “G” rating may be shown without administrative pre-approval or parent notification
- Movies with a “PG” rating may be shown without administrative pre-approval but require advanced parent notification (email, newsletters.....)
- Movies with a “PG-13” or “R” rating may only be shown with administrative pre-approval and signed parent permission (either on paper or via email reply).
- Movies without a rating or any other rating must be pre-approved by administration (AD K-8, ED AIT) and parent notification must be documented if the video is deemed to be above a “G” rating.

#### **After School Hours**

- **AfterCare Program** follows grade level guidelines listed above except “PG” rated movies are permissible without prior parental notification
- **After school clubs, activities, special events, etc...** follow grade level guidelines listed above
- **Other Electronic Formats**
  - Videos such as television programs, YouTube, music videos, documentaries and other media must be carefully previewed by the staff member **before** student viewing and must meet the grade level requirements listed above
  - Students may only access video streaming sites such as YouTube as a part of a teacher guided activity
  - Access to social media sites such as Facebook or Twitter is not allowed at school.
  - Non-curricular video games, whether owned by the student or the staff member, should be used rarely and only as part of a specific activity or reward plan that has been approved by the grade level AD. Students may not bring video games or gaming devices without teacher permission

#### **Student Devices**

- Students who bring personal devices from home such as computers, cell phones or MP3 players, must follow the ArtSpace acceptable use policy and may only use these devices with teacher permission.

Revised July 2015

## ArtSpace Charter School

### Appendix B Clear Communication Q & A

**Q: I need to tell my child's teacher (or staff member) something. What is the BEST way to communicate with my child's teacher?**

A: The best way to communicate with your child's teacher (or staff member) is through email. Please allow your teacher at least two business days to respond. If email is not an option you may leave a voice message or send a written note.

**Q: I need to communicate with my child's teacher in person to discuss something. Do I make an appointment?**

A: Yes. Parents who desire a meeting with a teacher may request one via email, phone message, or note. Your child's teacher will be in touch with you to arrange a meeting as soon as possible.

**Q: Should I go to my child's classroom without an appointment?**

A: Parents are respectfully asked not to "drop in" to communicate with teachers before, during, or after school. Teachers have many responsibilities and students to attend to at all times of the day. Impromptu conversations with parents can be very disruptive to learning.

**Q: I need to communicate with my child's teacher in person to discuss something. Can the Executive Director and/or Assistant Directors be at the meeting?**

A: ArtSpace policy states that the first meeting occurs with the parent and teacher(s). This process honors the teacher as a professional and gives parents and teachers an opportunity to speak directly in an attempt to resolve issues efficiently and productively.

**Q: I have talked with my child's teacher in person to discuss an issue/concern. After meeting, I still feel there is a need to speak to an administrator. Can the Executive Director and/or Assistant Directors be at the next meeting?**

A: If you feel your issue/concern was not satisfactorily resolved in your meeting with the teacher you may contact the Assistant Director for your child's grade level. Your concern must be sent to the AD in writing via email (or a handwritten note if you do not have access to email). The Assistant Director will contact you (via email or phone) to discuss your concerns or set up a time to meet in person. The AD will determine if the teacher will be invited to this meeting.

**Q: I have talked with my child's teacher and the Assistant Director but I still feel we cannot reach an understanding or agreement. Who can I talk to now?**

A: An appointment may be scheduled to meet with the Executive Director only if you have discussed the issue with the Assistant Director and the teacher. Your concern must be sent to the ED in writing via email (or a handwritten note if you do not have access to email). The Executive Director will contact you (via email or phone) to discuss your concerns or set up a time to meet in person. The ED will determine who else will attend this meeting.

**Q: I have talked with my child's teacher, the Assistant Director, and the Executive Director but my concern/issue is still unresolved. What can I do now?**

A: You may email your concerns to the Board of Directors through the Executive Committee. You will need to provide documentation that you have discussed the issue with the teacher, the Assistant Director, and the Executive Director. The purpose of the Executive Committee is to accept, review, and determine the merits of the grievance. The Executive Committee then has a duty to request additional information, recommend the matter to the Board of Directors for action or to dismiss the grievance.

Please refer to PACE Board Policy 2.03 (Problem Resolution) and 2.04 (Grievance Policy) for more details. PACE Board Policies are available on the ArtSpace website or upon request.



## Appendix C: Acceptable Use Policy (AUP) for Technology and Network Access

### 6.04 Acceptable Use Policy (AUP) for Technology and Network Access

The purpose of this policy is to meet the requirements of state and federal law (i.e., Children’s Internet Protection Act, **CIPA**) and to provide guidelines for safe, legal, and ethical use of ArtSpace Technology. In order to comply with **CIPA**, this document will serve as ArtSpace Charter School’s Internet Safety Policy. Questions regarding this policy or technology use should be directed to the System Administrator.

*A PRIVILEGE, NOT A RIGHT:* Use of any or all ArtSpace technology, including the network, hardware, software (both locally installed and web-based), Internet access, the ArtSpace website, and e-mail is a privilege, not a right. All users must complete and return the appropriate “agreement acknowledgement” before use.

#### **USERS WILL**

- only access ArtSpace’s computers, network, Internet, applications and e-mail with the username(s) and password(s) assigned to them.
- keep private the username and password assigned to them.
- change their password(s) frequently and when requested.

*NO EXPECTATION OF PRIVACY:* ArtSpace reserves the right to monitor all computer use and reserves the right to access and examine all data stored on or accessed from ArtSpace computers or its network. Users are advised that they should have no expectation of privacy.

#### **USERS WILL**

- respect the privacy and confidentiality of others.

#### **USERS WILL NOT**

- access ArtSpace’s computers, network, Internet, applications, or e-mail with the user name(s) and password(s) of others.
- store their assigned username and password in a location where others may easily find it.
- use password(s) that can be easily guessed such as names and birthdates.

#### **USERS WILL NOT**

- attempt to access or delete the files of others.

*LIABILITY AND RESPONSIBILITY:* ArtSpace will not be liable for the actions of users; each user bears full legal and financial liability for their use of ArtSpace technology. ArtSpace takes no responsibility for any information or materials that are accessed or transmitted by users via the Internet. Student use of ArtSpace technology will only occur under the supervision of faculty or staff.

#### **USERS WILL**

- take full moral, legal, and financial responsibility for their actions while using ArtSpace technology.
- limit their use of ArtSpace technology to purposes deemed appropriate by ArtSpace.
- demonstrate appropriate etiquette when using ArtSpace technology.
- report receipt of threatening or inappropriate messages or files.

#### **USERS WILL NOT**

- use ArtSpace’s technology to engage in illegal activity, such as the purchase or sale of drugs, criminal gang activity or “hacking.”
- violate any local, state, or federal statute.
- create, copy, distribute material that is threatening or obscene.
- use inappropriate language or images.
- engage in any form of cyber bullying.

**CONTENT FILTERING AND SECURITY:** ArtSpace makes every effort to filter content deemed obscene or harmful to minors, including child pornography. Anti-virus software protects the network and computers. ArtSpace will monitor the activities of users for compliance with this policy.

**USERS WILL**

- only access websites that are not blocked by ArtSpace’s content filters.
- immediately close out of a website if the content displayed is inappropriate.
- immediately report to the supervising staff if they become aware of a possible security issue.

**USERS WILL NOT**

- attempt to subvert network security or to impair the functionality of any ArtSpace technology.
- attempt to bypass ArtSpace’s content filters and restrictions.
- post chain letters, distribute spam, create and/or intentionally infect ArtSpace technology or network with a virus.
- stream live video or audio without permission from the System Administrator.

**HARDWARE AND SOFTWARE:** ArtSpace provides users with hardware and software appropriate for use in an educational setting. Users will respect ArtSpace-owned technology and use personal technology devices with caution.

**USERS WILL**

- understand that computers and peripherals are the property of ArtSpace.
- only use software purchased by and licensed to ArtSpace on ArtSpace computers.

**USERS WILL NOT**

- take any action that impairs the operation of any piece of ArtSpace technology.
- place food or beverages in close proximity to ArtSpace technology.
- attempt to install software on ArtSpace computers, unless given written permission by System Administrator.
- copy ArtSpace owned software or use ArtSpace computers to copy software owned by others

**INTERNET ACCESS AND SAFETY:** ArtSpace provides Internet access to staff and students for the purpose of research, dissemination of information, collaboration, and access to curriculum/professional materials.

**USERS WILL**

- participate in Internet safety instruction provided by ArtSpace. Instruction will occur annually by assembly, guided lessons, or distributed materials.
- primarily use ArtSpace computers and Internet for educationally relevant purposes.
- be allowed to use the private blog and chat features provided through ArtSpace.

**USERS WILL NOT**

- post or share any personal information without written consent and permission from System Administrator
- access **public** social websites, chat rooms and instant messaging services during working hours unless it is a job requirement with written permission from System Administrator

**COPYRIGHT AND PLAGIARISM:** Users will obey all copyright laws and will not plagiarize.

**USERS WILL**

- agree to use copyrighted material only when permission has been granted.
- correctly cite all materials referenced in their work.
- follow Fair Use – section 107 of US copyright law.

**USERS WILL NOT**

- take the ideas or writings of others and present them as their own.
- “copy/cut and paste” from the Internet or other digital sources to a document which they will submit as their work without citing source

**WEBSITE:** ArtSpace strives to maintain an up-to-date website for the benefit of faculty, staff, students, parents, guardians and the community at large. All guidelines listed in this document apply to the use and design of ArtSpace’s website.

**USERS WILL**

- only post information that is educationally relevant and/or related to school business

**USERS WILL NOT**

- attempt to disable or impair the functionality of the ArtSpace website.

**CONSEQUENCES OF MISUSE:** Prohibited conduct may result in loss of computer/network privileges, disciplinary action and/or criminal or civil prosecution under State and Federal law.

- For students, violations of any of the above guidelines may result in the loss of access and/or additional disciplinary action.
- For staff, a violation of this policy may result in disciplinary action ranging from a verbal warning or suspension of system privileges up to and including termination of employment.
- When applicable, ArtSpace will advise appropriate law enforcement agencies of suspected illegal activities conducted through ArtSpace’s network.
- ArtSpace reserves the right to seek reimbursement and/or indemnification from the user, for any losses incurred or penalties paid as a result of a user’s disallowed activities. The Executive Director or designee will make the final determination as to what constitutes unacceptable use and their decision is final.

Revised – June 06, 2012

Revised – July 17, 2012 (To 6.04 From Former 4.01 Numbering Schematic)

Students who do not comply with the Acceptable Use Policy may be subject to Administrative Referral.

\*\*Approved as revised and to include the BYOD (Bring Your Own Device) by P.A.C.E. on May 20, 2014. See Appendix F for the BYOD Statement of Use.

## **Appendix D: BYOD (Bring Your Own Device) Statement of Use**

### **PURPOSE**

ArtSpace Charter School (ACS) is committed to moving students and staff forward in age-appropriate 21st century learning environments. As part of this plan, ArtSpace Charter School will allow students and staff to bring their own devices (BYOD) during any teaching and learning day. At and with classroom teacher's discretion/permission, students may use their own devices in the classroom only through the ACS-Guest access. Participants should only use personal devices during the instructional day to support their educational activities and maintain academic integrity in all their work at all times. Access for personal reasons must be approved by classroom teachers, as it is secondary and must not disrupt the learning of others. The current cell phone policy for students remains in effect and supersedes this statement of use.

### **PLAN**

ACS staff are not responsible for configuring personal devices to access this network. Users may not access the ArtSpace Charter School network via hardwired connection with any personal device. BYOD devices will not have access to the internal ACS network or resources provided by the internal ACS network, including shared drives and printers. Use of a device under the school's BYOD Statement of Use requires the users' adherence to the ACS Technology Acceptable Use and Internet Policy (6.04).

### **MAINTENANCE and REPAIR**

Responsibility for maintenance and repair of privately owned devices rests with the individual owner. ArtSpace Charter School (ACS), and its employees, are not responsible for the maintenance and repair of personal devices.

### **SECURITY and DAMAGES**

It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. Responsibility to keep privately owned devices safe and secure rests with the individual owner. BYOD participants are prohibited from sharing personal devices, creating "hot spots", and deliberately tampering with or altering school system property or property of others, including uploading and downloading illegal material or inappropriate content. Use of a personal device that has full wireless access from a 3rd party carrier requires the users' adherence to the School's BYOD Statement of Use and the ACS Technology Acceptable Use and Internet Policy (6.04). The AUP/CIPA laws remain in effect with BYOD and must be followed to the letter of the law.

ArtSpace Charter School (ACS), and its employees, are not liable for any device stolen or damaged while on campus or off-campus at an ACS sponsored event. If a device is stolen or damaged, such incidents will be handled through the administrative office in the same manner as other personal artifacts that are impacted in similar situations. Any device connecting to the district internal WiFi is subject to seizure under certain circumstances and must be picked up by student's parent or guardian. Administration and ArtSpace staff has the right to confiscate any student's personal device who is not following ArtSpace AUP (6.04) and code of conduct.

### **STUDENT FAQ**

**Q: I brought my personal device to school to use in the classroom, but my teacher said I couldn't use it in his/her classroom. Can I still use it?**

Answer: The teacher in the classroom has the final say on procedures in the classroom. If he or she instructs you not to use your device, then you must follow those directions. Bringing your own device is only an option, not guarantee for each classroom situation, and never without teacher permission.

**Q: I need to print something, is this allowed?**

Answer: No, students are not allowed to print items from any wireless device. Students that attempt to print from their wireless device may lose the privilege to bring their device to school.

**Q: My personal device was stolen when I brought it to school. Who should I contact about this?**

Answer: Bringing your own technology device to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number in case of theft. ArtSpace Charter School is not responsible for the theft of a device, nor are we responsible for any damage done to the device while at school. Theft or vandalism of any kind should be reported immediately to the school administration so he/she can take the appropriate steps. Damage or theft is still the responsibility of the owner. ArtSpace Charter School recommends families purchase homeowner's or other relevant insurance to cover items students bring to school under the BYOD policies/procedures.

**Q: Am I still held accountable for the Acceptable Use Policy ("AUP") I agreed to, even though this is my own personal device?**

Answer: Yes. The ACS Technology Acceptable Use and Internet Policy (6.04) remains in effect even when you are using your own device. Violating the terms of the AUP is a student code of conduct violation and will be dealt with on campus with a local school administrator.

**Q: Will there be a penalty to my grade if I do not have my own device?**

Answer: No. Devices are not required and therefore, a grade cannot be impacted by not bringing or owning such devices.

**TEACHER FAQ**

**Q: My classroom is not conducive to student owned technology. Am I required to allow my students to access their technology tools in the classroom?**

Answer: No, you are not required to allow student BYOD use. We encourage teachers to leverage student-owned technology tools in their classroom for the sake of learning. The design of the lesson should be used to determine the best use of student-provided technology and the rules that apply.

**Q: I have students who are accessing the internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their own devices, hence bypassing the filter. Is this allowable?**

Answer: Students are expected to follow the district acceptable use policy (AUP/CIPA) when accessing the internet through any device.

**Q: A student in my room may be misusing their personal device. Am I permitted to check the device?**

Answer: Yes, if at any time you suspect a violation of the ArtSpace Charter Schools' Statement of Use for Bringing Student Owned Devices or the ACS Technology Acceptable Use and Internet Policy (6.04), you may check the device and/or notify school administration.

BYOD Amended 11/19/2015

## Appendix E: Copy of Community Contract

(Signed original will be kept on file at school)

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

### **Mission Statement:**

ArtSpace Charter School offers a complete education, through an integrated curriculum centered around the visual and performing arts, utilizing an experiential approach. We believe in a family-centered, cooperative approach to education that encourages parental involvement and community service in order to nurture responsible citizenship.

### **The Four Pillars**

The Four Pillars provide structure and support for the ArtSpace Community. They are values that will be taught, discussed and nurtured in all our students. We believe that if the pillars are applied to personal development and interpersonal relationships the members of our community will flourish.

- Respect - Due regard for the feelings, wishes, rights or traditions of others, self and the learning environment
- Leadership - To show the way, to model, to empower, to be a principal player in your own life and the lives of others
- Effort - A determined attempt by an individual or a group of people with a common purpose
- Service - Helping or doing work for others; providing for others in need. A favor, kindness, or selfless act

### **FAMILY ACCOUNTABILITY**

Parents/Guardians will:

- Read and refer to the Parent/Student handbook and follow the procedures laid out therein, including Behavior and Discipline policies and the Technology - Acceptable Use Policy.
- Ensure their child is:
  - On time and in school for the entire day.
  - Well rested, nourished and healthy.
  - Provided a nutritious snack and lunch each day and a clean, filled water bottle.
- Supply appropriate time, space and encouragement for their child to complete homework.
- Review materials in the child's homework/communication folder as outlined by their child's teacher.
- Actively communicate to school personnel issues concerning their child's health, well-being and educational needs.
- Be available for conferences with classroom teachers, specialists, administrators or EC teachers when requested.
- Arrive on time for meetings with school staff and for school functions.
- Consult the school calendar prior to scheduling vacations and avoid taking off school days.
- Treat all members of the ACS community with respect.
- Provide home consequences for inappropriate school behavior when necessary.
- Read and review the student accountability section of the Community Contract with their child.
- Complete 20 hours of volunteer time per family each year (2 hours per month).

I have received a copy (electronic or paper) of the 2016-2017 Parent/Student Handbook and I agree to abide by all school policies therein.

Parent/Guardian Initial: \_\_\_\_\_

### **STUDENT ACCOUNTABILITY**

Students will:

- Read and refer to the Parent/Student handbook and follow the procedures laid out therein, including Behavior and Discipline policies and the Technology - Acceptable Use Policy.
- Treat themselves, peers, staff members, visitors, volunteers and their environment with respect.
- Model qualities of a good leader and strive to assume leadership roles.
- Complete homework assignments neatly and on time and turn them in.
- Put forth consistent effort in the areas of: academics, arts, personal growth, and interpersonal relationships.
- Participate in service learning projects.
- Arrive daily, ready to learn, with materials and homework completed.
- Attend class on time and regularly.
- Accept responsibility for actions, behaviors and belongings.

**Student Initial:** \_\_\_\_\_

### **STAFF ACCOUNTABILITY**

The ACS Faculty and Staff will:

- Maintain a safe and respectful school and class environment.
- Create various academic opportunities to challenge and motivate students.
- Provide service-learning opportunities to promote community and good citizenship.
- Provide clear and timely communication with families regarding classroom activities and student progress.
- Treat each student with respect and as an individual.

### **BREACH OF CONTRACT**

1. **Parent(s)/guardian(s) and student(s) who are concerned that the school has breached this contract may take the following actions in sequence, as needed.**
2. Communicate with the person with whom you are concerned. Express your concern clearly and honestly with specific suggestions that could correct the situation. Allow ample time for improvement.
3. The individual will communicate back within five school days with their corrective action.
4. If you feel the situation has not improved after significant time has passed to allow the plan to be implemented, communicate with that person again. Set up a new plan for improvement and a time frame for evaluation of its success.
5. If a satisfactory resolution has still not occurred, please bring the issue in writing to the grade-appropriate Assistant Director. Ask for assistance in correcting the issue and agree on a time-frame for re-evaluation.
6. Only if the AD and the parent cannot reach an understanding or agreement should the issue be brought in writing to the ED.
7. In extreme cases, and only after the previous steps have been completed, notify a member of the Executive Committee of the Board of Directors. Issues must be brought in accordance with the grievance policy (available upon request from the front office staff or from any member of the Board)

**If the school is** concerned a student or parent(s)/guardian(s) has breached this contract these steps may be followed:

1. The parent(s)/guardian(s) will be notified that the school feels there is a breach of contract. The school, student, and parent(s)/guardian(s) will attempt to agree upon a plan of action to resolve the issue as well as establish a time frame for evaluation.
2. If the action plan is not followed, parent(s)/guardian(s) will be sent notification of non-compliance with the ACS Community Contract and will be asked to attend a conference with an Administrator to discuss resolution of the issue.

**In order to support the mission statement of ACS, I commit to my role as a member of this community. I will, to the best of my abilities, carry out my responsibilities as an ACS Community Member, as well as support others in their efforts to do the same.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Teacher Signature