

Parent and Student Handbook

2011 - 2012



Explore, Create, Achieve

Parent and Student Handbook

Table of Contents

Our Vision	4
Our Mission	4
The Four Pillars	4
Board of Directors	5
General Information	7
2011 – 2012 School Calendar	8
Faculty & Staff Directory	10
Our Education Philosophy	11
ArtSpace Charter School (ACS) Policies	12
ARTWORK & CULTURAL TRADITIONS	12
ASBESTOS NOTIFICATION	12
ATTENDANCE POLICIES	12
Tardies.....	12
Early Leave/Late Arrival.....	13
Absences	13
Guidelines Regarding Sick Children.....	14
Excused Educational Absences.....	15
BEHAVIOR AND DISCIPLINE POLICIES AND EXPECTATIONS	15
Discrimination, Harassment, and Bullying	16
Sexual Harassment.....	17
Contraband	18
Vandalism	18
Firearms, Weapons, and Explosives	19
Zero Tolerance	19
Discipline Due Process	19
Administrative Referrals	20
BIRTHDAYS	20
CARLINE PROCEDURES	21
Morning Drop-Off Procedures	21
Afternoon Pick-Up Procedures	21
Late Pick-Up	22
Early Pick-Up.....	22
CLASSROOM PLACEMENT	22
COMMUNICATION WITH TEACHERS AND ADMINISTRATION	22
CONFIDENTIALITY STATEMENT	23
COUNSELING PROGRAM	23
DANCE CLASS	24
DRESS CODE	24
EDUCATIONAL RIGHTS OF STUDENTS EXPERIENCING HOMELESSNESS	25
EXCEPTIONAL CHILDREN PROGRAM	26
Student Nurturing Team.....	26
EXTENDED DAY PROGRAMS	27
Before Care	27
After Care.....	27
Registration	27
Hours	28

Pick-Up Procedure	28
Billing & Fees	28
Tardy Pick-up Fees	28
Outstanding Balances:.....	28
Extracurricular Classes.....	29
Mini-Camps	30
FIELD TRIPS.....	30
Chaperones.....	31
Drivers.....	31
HOMEWORK POLICIES.....	31
GRADE ACCELERATION/DOUBLE PROMOTION POLICY	32
GRIEVANCE ISSUES AND DUE PROCESS.....	32
INCLEMENT WEATHER PROCEDURES.....	33
Before School.....	33
Delayed Opening.....	33
Closing During the School Day	34
LIBRARY POLICIES	34
General Information:.....	34
Borrowing Guidelines	34
Rules of behavior	35
Recommendations	35
Donations	35
Volunteers	36
LUNCHESS AND SNACKS	36
MEDIA POLICY.....	36
NO CHILD LEFT BEHIND -TITLE I.....	36
PERFORMANCES.....	37
PERMANENT RECORDS.....	37
PHYSICAL ACTIVITY (RECESS)	39
PUBLIC DISPLAYS OF AFFECTION.....	40
RETENTIONS	40
RETURNED CHECK POLICY.....	40
SECTION 504	40
SMOKING	41
STUDENT COUNCIL	41
STUDENT MEDICATIONS.....	41
Prescription Medications.....	41
Nonprescription Medications.....	42
STUDENT SEARCH/PROPERTY SEIZURE	42
Student Searches	42
Property Seizures	42
TECHNOLOGY USE POLICY.....	43
TEXTBOOKS	44
TITLE IX: EDUCATIONAL AMENDMENTS	44
VISITATION & DELIVERIES.....	44
VOLUNTEERS.....	45
APPENDIX A: COMMUNITY CONTRACT.....	45

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 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 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.

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., Inc), 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 held in June, and terms are one year in length, from July 1 - June 30. Meetings are the 3rd Tuesday of every month at 6:30pm and are open to the public.

Contact any board member via email at their address listed below. We have a mailbox in the front office at the school. Members of the board are available throughout the school year by these means of communication. You are encouraged to contact any board member with any comments or concerns.

Board Member Profiles, listed by order of seniority (Executive Committee Members first; then in order by election date):

Becky Herdt - Chair, Treasurer

Becky Herdt works for Spotless Enterprises, Inc, a publicly-traded, Australian-owned global company. She has a strong passion for educational issues and is a supporter of the arts (both for the sake of art and also as a key component of a strong education model). Becky has been involved with ACS (on the board, the advisory board, and through committee work) since 2004 and was re-elected to the board in April, 2011.

E-mail: blherdt@aol.com

Ray Fisher – Vice Chair

Ray is a Certified Natural Health Professional (CNHP) and President of the Carolinians for Health Care Access, which represents Integrative Physicians in North Carolina. Ray and Lydia have three children who attend ArtSpace.

Email: fishers.fisher1@gmail.com

Greg Ogden - Secretary

Greg is the president and a contributing artist at greengirlstudios.com. His work can be seen in numerous projects throughout ArtSpace where his daughter attends second grade.

Email: greengirlstudios@gmail.com

Karen Stobbe

Karen has a 7th grader at ArtSpace. Karen presents across the country on the topic of Alzheimer's Disease/dementia, Creativity & Aging and Changing the Culture of Aging and Care Services. Karen is also a local improvisational actor and owns SoulShine, a beeswax candle company.

Email: kstobbe1@gmail.com

Aaron Johnson

Aaron Johnson is an entrepreneur and independent business owner of Blue Depth. He has a profound interest in the arts and serves on several community boards.

Email: ajohnson@bluedepth.com

Lori Cozzi

Lori Cozzi has been in education for twenty-four years working as an art teacher, elementary teacher, consultant and administrator. She is a Nationally Board Certified teacher and has worked at ArtSpace Charter School for nine years. Lori's passion is integrated and arts-based education. She has a 7th grader at ArtSpace and a four-year-old who can't wait to be here!

E-mail: lori.cozzi@artspacecharter.org

Chuck Brown

Chuck is a civil servant with two ACS-educated sons and a wife who taught at ACS for six years. He is also a central defender on the ACS adult indoor soccer team who makes up for his lack of speed and skills with a winning smile.

Email: cmbiii@gmail.com

Steve Lipe - Faculty Board Representative

Steve Lipe has been in education for over twenty years, as a 4th and 5th grade teacher, Magnet Grant Coordinator, a technology specialist, and school librarian. His wife is a co-founder of ArtSpace, and Steve has been involved with ArtSpace Charter School since before it began. He has seen the growth of technology as a tool for integrated educational experiences, and is excited to be a part of a school where integration is such a crucial part of instructional delivery.

Email: steve.lipe@artspacecharter.org

Brian Henderson - Serves on the Executive Committee as Past President

Brian has been a practicing Public Accountant since 1989. He owns an accounting practice in Asheville.

Email: brian@bhendersoncpa.com

General Information

Address 2030 US Highway 70, Swannanoa, NC 28778
Phone Number 828.298.2787 (see Faculty & Staff Directory)
Fax 828.298.6221
Web-Site www.artspacecharter.org
E-mail Addresses first name.last name@artspacecharter.org
Example: Lori Cozzi = lori.cozzi@artspacecharter.org



2011-2012 School Calendar

Revised June 29, 2011

August 2011

August 9	Tuesday	Staff Workday
August 10	Wednesday	Staff Workday
August 11	Thursday	Staff Workday
August 12	Friday	Staff Workday
August 15	Monday	Staff Workday & Meet The Teacher
August 16	Tuesday	First day students

September 2011

September 5	Monday	No School	Labor Day
September 14	Wednesday	Noon-Dismissal	Professional Development
September 21	Wednesday	No School	Staff Workday

October 2011

October 5	Wednesday	Noon-Dismissal	Professional Development
October 19	Wednesday	Last Day of 1 st quarter	
October 19	Wednesday	Noon-Dismissal	Start Fall Break
October 20	Thursday	No School	Fall Break
October 21	Friday	No School	Fall Break
October 24	Monday	No School	Staff Workday
October 25	Tuesday	First day of 2 nd quarter	
October 28	Friday	Report Cards Distributed	

November 2011

November 2	Wednesday	Noon-Dismissal	Professional Development
November 9	Wednesday		Parent Conferences 4:00-7:00
November 10	Thursday	No School	Parent Conferences 8:00-4:00
November 16	Wednesday	Noon-Dismissal	Professional Development
November 23	Wednesday	No School	Thanksgiving Break
November 24	Thursday	No School	Thanksgiving Break
November 25	Friday	No School	Thanksgiving Break

December 2011

December 7	Wednesday	Noon-Dismissal	Professional Development
December 21	Wednesday	Noon-Dismissal	Start Winter Break-NoAftercare
December 22	Thursday	No School	Winter Break (possible snow-makeup)
December 23	Friday	No School	Winter Break (possible snow makeup)
December 26-30		No School	Winter Break

January 2012

January 2	Monday	No School	Winter Break (possible snow make-up)
January 3	Tuesday	No School	Staff Workday (possible snow make-up)
January 12	Thursday	Last day of 2 nd quarter	
January 13	Friday	First day of 3 rd quarter	
January 16	Monday	No School	MLK Holiday (possible snow make-up)
January 19	Thursday	Report Cards Distributed	
January 25	Wednesday	Noon-Dismissal	Professional Development

February 2012

February 8	Wednesday	Noon-Dismissal	Professional Development
February 20	Monday	No School	Professional Development (possible snow make-up)
February 21	Tuesday	Parent Conferences	4:00-7:00
February 29	Wednesday	Noon-Dismissal	Professional Development

March 2012

March 7	Wednesday	Noon-Dismissal	Start Spring Mini-Break
March 8	Thursday	No School	Mini-Break (possible snow make-up)
March 9	Friday	No School	Mini-Break (possible snow make-up)
March 21	Wednesday	last day of 3 rd quarter	
March 21	Wednesday	Noon-Dismissal	Professional Development
March 22	Thursday	first day of 4 th quarter	
March 28	Wednesday	Report Cards Distributed	
March 30	Friday	Noon-Dismissal	Start Spring Break-No Aftercare

April 2012

April 2-6	M-F	No School	Spring Break
April 18	Wednesday	Noon-Dismissal	Professional Development

May 2012

May 2	Wednesday	Noon-Dismissal	Professional Development
May 28	Monday	No School	Memorial Day (possible snow make-up)
May 31	Thursday	Noon-Dismissal	Tentative last day for Students (No Aftercare)

June 2012

June 7	Thursday		Tentative last day for Teachers
--------	----------	--	---------------------------------

IMPORTANT: WINTER BREAK and the LAST DAY OF SCHOOL (before Summer Break) may change depending on the number of inclement weather days utilized. Families should be patient and not make travel plans until the official last day before Break has been determined.

Faculty & Staff Directory

		Ext #	Email Address
Lori Cozzi	Executive Director	303	lori.cozzi@artspacecharter.org
Cande Honeycutt	Assistant Director	308	cande.honeycutt@artspacecharter.org
Elizabeth Russell	Business Manager	307	elizabeth.russell@artspacecharter.org
Jane Horning	Office Manager	322	jane.horning@artspacecharter.org
Juliana Caldwell	Student Information Coordinator	321	juliana.caldwell@artspacecharter.org
Darlene Dimenna	Administrative Assistant	301	darlene.dimenna@artspacecharter.org
Hal Smith	Building Manager & EC Assistant	618	hal.smith@artspacecharter.org
Francisco Rivera	Custodian	615	francisco.rivera@artspacecharter.org
Thomas Solesby	Custodian	644	thomas.solesby@artspacecharter.org
Stephanie Wallace	Community Partnerships Coordinator	309	stephanie.wallace@artspacecharter.org
Tami Magidson	After Care Coordinator	646	tami.magidson@artspacecharter.org
After Care Staff	After Care Program	646	
Dede Keasler	Elementary EC Teacher	306	dede.keasler@artspacecharter.org
Doug Ward	Behavioral Specialist	648	doug.ward@artspacecharter.org
Lucy Sawyer	MS EC Teacher/Program Coordinator	305	lucy.sawyer@artspacecharter.org
Joie West	EC Assistant	630	joie.west@artspacecharter.org
Connie Olson	EC Assistant	627	connie.olson@artspacecharter.org
Holly deSaillan	EC Assistant	624	holly.desaillan@artspacecharter.org
Jack Anderson	EC Assistant	608	jack.anderson@artspacecharter.org
Gail Forsyth	Speech Therapist	629	gail.forsyth@artspacecharter.org
Glenda Brouwer	Title I Teacher	621	glenda.brouwer@artspacecharter.org
Felicia Buske	Title I Tutor	616	felicia.buske@artspacecharter.org
Carol Davis	Media/System Administrator	313	carol.davis@artspacecharter.org
Steve Lipe	Instructional Technology Coordinator	610	steve.lipe@artspacecharter.org
Rebekah Richards	Kindergarten Teacher	602	rebekah.richards@artspacecharter.org
Chris Larson	Kindergarten Teacher	603	chris.larson@artspacecharter.org
Tara Reese	Kindergarten Teaching Assistant	633	tara.reese@artspacecharter.org
Darlene Turner	1 st Grade Teacher	604	darlene.turner@artspacecharter.org
Cindy Hunt	1 st Grade Teacher	601	cindy.hunt@artspacecharter.org
Jill Fine	1 st Grade Teaching Assistant	613	jill.fine@artspacecharter.org
Ali Mellander	2 nd Grade Teacher	606	ali.mellander@artspacecharter.org
Annabell Lisa	2 nd Grade Teacher	605	annabell.lisa@artspacecharter.org
Carrie Koppe	2 nd Grade Teaching Assistant	650	carrie.koppe@artspacecharter.org
Hollis Brown	3 rd Grade Teacher	645	hollis.brown@artspacecharter.org
Lyn VanOver	3 rd Grade Teacher	609	lyn.vanover@artspacecharter.org
Amy Strickland	3 rd Grade Teacher	625	amy.strickland@artspacecharter.org
Vicki Duchac	4 th Grade Teacher	643	vicki.duchac@artspacecharter.org
Erin Carr	4 th Grade Teacher	607	erin.carr@artspacecharter.org
Bart Murray	5 th Grade Teacher	632	bart.murray@artspacecharter.org
Marni Rubin-Flanigan	5 th Grade Teacher	637	marni.flanigan@artspacecharter.org
John Hall	6 th Grade L.A. & S.S. Teacher	611	john.hall@artspacecharter.org
Ben Richardson	6 th Grade Science and Math Teacher	612	ben.richardson@artspacecharter.org
Heather Burrows	7 th L. A. Teacher & 5 th T.A.	619	heather.burrows@artspacecharter.org
Eric Oaks	7 th / 8 th Social Studies Teacher	640	eric.oaks@artspacecharter.org
Beth Lexa	7 th /8 th Grade L.A.& K2 Theater Arts	631	beth.lexa@artspacecharter.org
Aja Wright	7 th / 8 th Grade Math Teacher	636	aja.wright@artspacecharter.org
Christa Woodlief	7 th /8 th Grade Science Teacher	614	christa.woodlief@artspacecharter.org
Sue Cummings	6 th /7 th /8 th Grade Teaching Assistant	620	sue.cummings@artspacecharter.org
Josh Batenhorst	Theater Arts & Development	623	josh.batenhorst@artspacecharter.org
Gwen Ottinger	Visual Arts Teacher	628	gwen.ottinger@artspacecharter.org
Kristina Shriver	4 th Grade T.A. & Visual Arts	626	kristina.shriver@artspacecharter.org
Cherie Holmes	Dance Arts	617	cherie.holmes@artspacecharter.org
Katie Oaks	Music Arts	641	katie.oaks@artspacecharter.org
Adina Arden-Cooper	School Counselor	323	adina.cooper@artspacecharter.org
Taylor Maxson	Academically Gifted Teacher	613	taylor.maxson@artspacecharter.org

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 Standard Course 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 Charter School (ACS) Policies

ARTWORK & CULTURAL TRADITIONS

Because we are an arts-integrated school, our students will be introduced to many kinds of artists and many works of art, from classical to avant-garde. There is a possibility that students will be introduced to paintings and sculptures of nudes during their years at ACS. Since some of the greatest works of art in the world deal with the human body, there are times when students will see or view these. However, none of these great works of art could or would be classified as lewd or pornographic.

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 periodically and additional measures will be taken if needed to protect the health of building occupants.

ATTENDANCE POLICIES

We believe in the potential of all our children. To realize that potential, your child must be present for the entire day, every day. Your support of this will make a *real* difference in the success of your child’s educational experience at ACS.

Tardies

The elementary (K-5) school day begins at 8:20 a.m. Students arriving after 8:30 a.m. are tardy. This ten-minute interval is used by students to prepare for the day. This preparation time is very important because it can set the tone for a student for the rest of the day. 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.

The middle (6-8) school day begins at 8:10 a.m. Students arriving after 8:15 a.m. are tardy. This five-minute interval is used by students to prepare for the day. This preparation time is very important because it can set the tone for a student for the rest of the day. At 8:15 a.m., a sign indicating that middle school students are tardy will be posted at the drop-off area. 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 the child who is late. Please support ACS in our goal to teach children the importance of responsibility and punctuality.

Only medical appointments for the student will be considered as 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:

- **6 unexcused tardies** may require a meeting with the student's teacher to discuss the situation and possible solutions.
- **12 unexcused tardies** may require a meeting with the Attendance Committee to develop a Tardy Prevention Plan.
- **18 unexcused tardies** may require a meeting with the administration.

Students who are tardy more than 18 times during the year may be subject to other disciplinary measures at the discretion of the administration, which may include mandatory attendance to summer school.

Early Leave/Late Arrival

Students who are signed out prior to 12:00 p.m. or those signed in at or after 12:00 p.m. will be counted absent for that day per North Carolina Statute.

Absences

We trust that your child's daily experience will have them 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. We must also adhere to the state-mandated policy which states that all families must comply with the compulsory attendance laws. Families that don't comply with the law will be referred to the District Attorney's office per state mandate.

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

In order for your child's absence to be excused, the classroom teacher must receive a note within three (3) school days outlining the reason(s) for your child's absence. The State of North Carolina recognizes the following "excusable" absences:

1. Illness or Injury
2. Death in the Immediate Family
3. Quarantine
4. Medical or Dental Appointment
5. Court or Administrative Proceedings
6. Religious Observance
7. Educational Opportunity Pre-Approved by administration (See Excused Educational Absences)
8. Board Policy (Director's Discretion)
9. Deployment Activities

After 10 absences, a note from a medical provider or the 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.

Guidelines Regarding Sick Children

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

- Vomiting and/or diarrhea in previous 24 hours.
- Temperature 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 your child from participating comfortably in classroom or program activities.
- Pink Eye with discharge, until seen by medical doctor. A note must be provided stating when the child may return to school.
- Strep Throat, until 24 hours after medication has been started.
- Head lice, until morning after first treatment and lice/nit free.
- Scabies, until after treatment completed.
- Chicken Pox, after the sixth day of onset of rash or sooner if all sores are dried and crusted.
- Child displays any of the following:
 - Lethargy (lifelessness)
 - Irritability
 - Persistent crying, difficulty breathing or other signs of severe illness.
- Any communicable disease deemed by the Executive Director to require doctor approval to return to school.

Excused Educational Absences

We strongly encourage families 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. If you are planning an absence for educational reasons, please follow the guidelines below for prior approval. Absences will only be approved as educational if the guidelines below have been followed.

We will not approve educational absences during the first three weeks of school and the last three weeks of school. Attendance during these times is critical to student acclimation and success, state funding and state testing.

- Students will only be allowed five (5) excused educational absences, i.e., days, during a school year.
- **The absences will only 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.**
- Your child’s teacher must be consulted when developing the activities for sharing knowledge and make-up work portions of the form.
- Approval or denial for the trip will be given within one (1) week of submitting a completed form.
- If the absence has been approved, they will only be coded as “excused” once the student has satisfactorily completed all the agreed upon assignments for the teacher.
- Assignments must be turned in within one (1) week of the student’s return to school.
- Teachers are not expected to provide tutoring for work missed or make-up assignments for educational absences.
- Tests, quizzes, and projects missed during the absence must be made up within one (1) week of the student’s return.
- Educational Leave will not be approved for 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.

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** towards 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. We will use logical and natural consequences when students are unable to follow the pillars and problems arise.

Teachers at ACS develop their own 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 policies 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.

Discrimination, Harassment, and Bullying

ArtSpace Charter School strives to provide a nurturing environment where all students can learn. Incidents involving discrimination, harassment, and bullying (P.A.C.E., Inc. Board Policy 4.06) will be addressed immediately in accordance with the NC School Violence Prevention Act of 2009.

Students who experience or witness discrimination, harassment, or bullying should report the incident to his/her classroom teacher, the school counselor, the Executive Director, or the Assistant Director within 30 days of the incident. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints. Reports can be made anonymously and are confidential. Documentation of the report, the investigation, and outcome will be maintained by school officials. 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 discrimination, harassment or bullying and prevent it from recurring. The school will take all necessary steps to protect a student who reports discrimination, harassment, and bullying 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.

Sexting

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.

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. At no time are students to bring any type of weapon, toy weapon (water pistol, cap gun), tobacco, alcohol, pornography or explosive product/device/ingredient to school property or any school-sponsored events.

Administrative action will be taken if a student is in possession of contraband items and in such circumstance device or materials may be confiscated. In such cases parents may pick up the item(s) from the Administration. Students who repeatedly disregard this policy could be suspended and/or the device may be retained for a period of time as determined by the administration.

Parents are encouraged not to allow their children to bring cell phones to school. We do, however, permit cell phones as long as they remain turned off and in the child’s backpack (or locker in grades 6-8) 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. Cell phones may not be kept in students’ purses, pockets or desks or anywhere except their backpack and/or locker.

Hand-held electronic games, CD players, I-pods and other types of electronic devices brought to school must be kept in the student’s backpack (or lockers in grade 6-8) and turned off. They should not be taken out of the backpack unless the teacher gives explicit directions to do so. Students who take out electronic devices without permission will face disciplinary consequences and the device may be confiscated. Parents may pick the device up from an administrator.

Electronic devices may be used during After Care only during designated times.

ACS discourages bringing electronic devices to school, as they can be lost, broken or stolen. The school is not responsible for damage to or loss of these devices.

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. For student violations of this rule, please refer to the Discipline Policy's section on Zero Tolerance. 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.

Zero Tolerance

The following behaviors on school grounds or at school-sponsored events will lead to immediate 10-day suspension, report to law enforcement and 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

Discipline Due Process

Step #1- Teacher employs behavior plan within the classroom: The teacher will attempt to warn the child using the class-created list of expectations and consequences.

Step #2- Administrative Referral: When a student is unable to comply with classroom norms and expectations, an Administrative Referral may be written. The student will be sent to the Executive Director or the Assistant Director.

Administrative Referrals

Administrative Referrals (AR) are given for disrupting the learning environment, non-compliance with classroom/school behavioral expectations, discrimination, harassment, bullying, possession of contraband, vandalism, possession of a weapon(s), Zero Tolerance offenses, or any act or behavior that the teacher and/or the administration deems worthy of an AR. Any student **failing to report any of the above behaviors may also face a consequence.** 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. Consequence may include, but are not limited to:

- One hour detention with restitution*
- Two hours of detention with restitution*
- In-school suspension with restitution (number of days to be determined)
- Out-of-school suspension (number of days to be determined) and possible restitution
- Five (5) days or more out-of-school suspension or possible expulsion. Parents/guardians meet with the Executive Director or Assistant Director to discuss options prior to student's return to school. Restitution may also be required.

Severity Clause - The administration reserves the right to immediately call a parent to take a student home for the day, 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. This will be at the discretion of the administration.

*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.

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

BIRTHDAYS

Students may enjoy a classroom birthday party if prior arrangements have been made with the teacher. If your child is having a party outside of school, we respectfully ask that they mail or pass out invitations off of school property unless all of the boys and/or girls from the class have been invited.

CARLINE PROCEDURES

Morning Drop-Off Procedures

- 1) All students (all grades) are dropped in front of the school in the morning.
- 2) **Circle around the school using Reger Avenue.** Approach the school coming up Sherwood Road, the same as afternoon pick-up.
- 3) **DO NOT TURN IN ON 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 from Highway 70. For the safety of our community, please do not turn down Sherwood Road.
- 4) **DO NOT DROP STUDENTS OFF ANYWHERE EXCEPT THE FRONT OF THE SCHOOL.**
- 5) **STUDENTS MUST BE ESCORTED ACROSS SHERWOOD ROAD BY AN ADULT.**
- 6) Do not drop students off before 7:30 a.m.
- 7) If you arrive after 8:15 a.m. with a student in grades 6 - 8 or after 8:30 a.m. with a student in grades K – 5, you must come into the office and sign in the students you are dropping off. **Do not send tardy students into the school without an adult.**
- 8) From the school parking lot, you may only turn right when exiting onto Highway 70.

Afternoon Pick-Up Procedures

- 1) All cars that enter the car line during dismissal time must travel around the block to get in line.
- 2) **DO NOT** attempt to enter the car line from Sherwood Road. Turn on Reger Avenue and circle behind the school.
- 3) When sitting in the car line, please **DO NOT BLOCK PRIVATE DRIVEWAYS**
- 4) **DO NOT CUT AROUND CARS IN THE LINE BY CROSSING INTO THE LANE FOR ONCOMING TRAFFIC.**
- 5) Students are dismissed from two locations:
 - a. Stay in one line until you pass the last private driveway. **5th through 8th** grades will exit from the **side** of the building (off Sherwood Road). An adult will be posted on the side of the road. Please pull off the road slightly (location indicated by signs). Once you have picked up your children, carefully pull back onto Sherwood and go straight to the corner. You do not need to pull around to the front of the school.
 - b. **Kindergarten through 4th** grades will exit from the **front** of the school. Pull forward as instructed by the adults working the car line.
 - c. Drivers picking up from **both grade spans** will pick up **all** of their riders in the **front** of the school. In this case, the older students will be sent to the front of the school.
- 6) Do not cut ahead of people in the car line because you think you see an opening. Do not cross over the double yellow line.
- 7) Stay in a single-file line as you wait in the car line.
- 8) Please **do not talk on your cell phone** while waiting in the car line. Your complete attention to the process is needed.
- 9) Please don't come too early. The car line moves more smoothly when our families spread out pick-up time (3:00 – 3:30 for grades K – 5 or 3:15 – 3:30 for grades 6 - 8) rather than numerous cars sitting in the street at 2:40. **Middle school parents who arrive early will be asked to circle the building until 3:15.**
- 10) You may only turn right when exiting onto Highway 70 from the school parking lot.
- 11) Cars exiting from Sherwood Road may turn left or right.

Late Pick-Up

- 1) At 3:30 p.m., all students who have not been picked up will be sent to the After Care program. Students must go to After Care. They may not wait in another location.
- 2) Parents picking up students from After Care must come into the building and sign them out.

Early Pick-Up

- 1) All students being picked up before dismissal must be signed out in the front office. It may be necessary to park in the gravel lot if you are close to pick-up time and a line has already formed.

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 school's administration is available to answer questions from families and students or offer assistance should it be required. Families should always feel free to set an appointment to meet with the Executive Director or Assistant Director if necessary, though severe situations will be handled immediately.

With or without an appointment, parents/guardians should be advised that the **Executive Director and Assistant Director 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 also cuts back on the time it takes to bring closure to issues. If after discussing the issue with the classroom teacher a parent still feels there is a need to speak to an administrator, they may schedule an appointment to meet with the Executive Director or Assistant Director as well as the teacher.

Also, please understand that the Executive Director and Assistant Director are very busy with responsibilities associated with students, teachers and the running of ACS. Therefore, the front office is expected to gain as much information about a particular issue in order to determine if a message should be taken or if the request requires immediate attention based on school processes. Typically, the person making the request views it as something that must be handled immediately. Our office staff has a wealth of understanding and experience and is charged with helping you follow our process, rather than immediately passing you on to the administration.

There are many ways to communicate with your child's teacher(s). The best way is through email. You can also call the school's phone number and leave a message on the teacher's extension. 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 should be placed in your child's communication folder. You are encouraged to set a meeting with your child's

teacher if you feel an issue or concern would best be discussed in person . We respectfully request that you do not drop in on your child's teacher before, during or after school. If you have an emergency that needs to be communicated, please call the front office.

Please see the Grievance Process for more information on problem resolution and filing a grievance.

CONFIDENTIALITY STATEMENT

It must be understood that information concerning students, families and staff is confidential and cannot be shared at any time. Teachers will not discuss student issues with anyone but that student's own parents/guardians. Please do not expect faculty, office staff or the administration to share information concerning student behavior, performance or disciplinary action for any student other than your child. The board and administration retain the authority to designate individuals to work with confidential information on behalf of the school. Volunteers in our school are expected to follow rules of confidentiality as well.

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-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. They bill families directly for their services but 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.

Questions or concerns may be addressed to Adina Arden-Cooper, MA.Ed, LPC:
adina.cooper@artspacecharterschool.org

DANCE CLASS

Students will be expected to remove their shoes or wear their personal dance shoes during all dance classes. At no time are street shoes allowed on the dance floor in the dance room or the theatre dance floor without permission. No hats, hoods, gum, candy or drinks, except water, are allowed on the dance floors. 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. If students are not able to participate in dance because of a physical injury or limitation they will not be allowed to participate in recess/P.E. for the same day to prevent further injury.

DRESS CODE

We understand that students will explore unique and creative ways to express themselves. We appreciate the unique gifts that each student brings to ArtSpace, and we want to allow them the latitude to express that uniqueness throughout the school year. However, we must work to ensure that the learning environment does not suffer at the hands of this expression. 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 shoes that slide on and off

- Mesh tops without a shirt underneath
 - Half-shirts, strapless shirts and dresses or straps under one inch
 - “Heelies” or other brands of skate/wheeled shoes
 - Shirts that expose the torso (have your child raise his/her hands over their head. If their stomach shows, the shirt is too short)
 - Short skirts and shorts (length needs to be at least to the tips of fingers when arms are held down at side. Wearing leggings or tights does not allow students to wear shorter skirts or shirts. The fingertip guideline must still be followed)
 - Hoods up during instructional time
 - Clothing that exposes undergarments. All undergarments must be covered.
- Students who are inappropriately dressed may be asked to change their clothing. In some cases the school will contact parents to bring a change of clothing.

Students are permitted to wear:

- Hats

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. 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 that entitle 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 Assistant Director, who assists 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. You may also find information on the following websites:

- National Center for Homeless Education at SERVE, www.serve.org/nche or contact them directly 1-800-308-2145 (toll-free).
- National Association for the Education of Homeless Children and Youth, www.naehcy.org
- National Law Center on Homelessness and Poverty, www.nlchp.org
- National Coalition for the Homeless, www.nationalhomeless.org, or call 202-462-4822
- In North Carolina, Lisa Phillips is the State Coordinator of Homeless Children and Youth. Her number is 336-315-7491.

EXCEPTIONAL CHILDREN PROGRAM

ACS offers an Exceptional Children Program, designed to meet the needs of our students with identified learning and/or behavioral issues. If your child is enrolled in the EC program, please contact your child's EC teacher for more information. If you have concerns about your child's academic progress, please speak directly to your child's teacher(s) about your concerns. ACS adheres to state and federal protocol for identification and placement into the program.

Student Nurturing Team

The Student Nurturing Team (SNT) is a group of individuals who meet to address the particular needs of a student. The team typically includes an EC teacher, the student's classroom teacher and the parent(s). It may also include other 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 the student achieve their full potential in school. It is up to this team to develop a plan for helping the student and set a time line for revisiting the plan and making changes as needed.

If a teacher or parent feels that a child is having difficulty with learning, behavior, and/or academic achievement, they may follow the steps below to refer that child to the SNT.

- 1) Put their concern in writing and email or mail it to the Executive Director:
lori.cozzi@artspacecharter.org

The letter should include:

- a. The needs of the student with specific examples
- b. The strengths and interests of the student
- c. Strategies that have been tried so far to help the student
- d. Any history of testing and scores
- e. Grades and absences/tardies

- f. Results of most recent vision and hearing screening
 - g. Any relevant health information
 - h. Any relevant behavior information
- 2) The Executive Director will contact the chair of the committee who will set a date to meet. The classroom teacher will invite the parents to this meeting and submit required paperwork for referral.
 - 3) The SNT will meet and discuss the information provided by the teacher and parents. Using this information the team will devise strategies to improve the achievement of the student. The team will agree on a time-line and a way to assess the effectiveness of the strategies. The team will agree on a date (no less than 4 weeks) to revisit the plan.
 - 4) At a second meeting, the teacher will present information regarding the success of the plan. The team may decide to make changes and set a new time-line for evaluating the revised plan. A date will be set to meet again.

If the SNT feels that everything possible has been tried and progress has not been made, the team may refer the student to the Exceptional Children's (EC) Department for further evaluation.

EXTENDED DAY PROGRAMS

As a courtesy to our families we offer extended day programs at ACS. These include: Before Care, After Care, Extracurricular Classes and Mini-Camps during some breaks on our campus. These programs run throughout the school year and are open to all students in K-8th grades.

Before Care

Before Care 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. Middle school homeroom teachers pick up students by 8:10 a.m. from before care and elementary homeroom teachers pick up students by 8:15 from before care.

On days when Mini-Camps are held there will be no Before Care offered. Students may be dropped off for camp at 8:00 a.m., but not before.

After Care

Students participating in the After Care program will be given the opportunity to complete daily homework, play games outside and have creative free time. Students should be dressed appropriately each day for outside activity. Snacks are provided daily at 4:30 p.m.

Registration

The blue emergency form you filled out for your child is your registration for the Extended Day Program.

A \$15.00 registration fee will be charged the first time you use the program. It will automatically be added to your first invoice.

Hours

After Care runs from 3:30 p.m. to 6:00 p.m. during full 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 from school by 3:30 p.m. or 12:30 p.m., respectfully, will be sent to the After Care program. After 3:30 p.m., students must be either in After Care or with a staff member/guardian if they are on school property.

In an effort to support our families, ACS provides After Care on half-days, except those prior to the Thanksgiving, Winter and Spring breaks. The current cost for this 12:30 p.m. to 6:00 p.m. time period is \$15 for the first child in a family and \$10 for each additional child.

Pick-Up Procedure

Every child MUST be signed out with the After Care staff prior to leaving school property. Only those people identified by the child's parent or legal guardian as having permission to pick up the child will be allowed to sign the child out. Students will not be sent to cars idling in the parking lot – an adult from the child's approved list MUST sign them out. Please be prepared to show a government issued photo ID.

Billing & Fees

Parents are sent a monthly bill for After Care. It is expected the bill will be paid in full within two (2) weeks. If a parent would like to pay more frequently, a receipt is provided for payment and the amount is credited to the monthly bill.

The parents of any child who is not picked up from school by 3:30 p.m. will be charged the daily rate of \$10.00 (plus \$5.00 for an additional child). If a child is not picked up by 12:30 p.m. on a half-day, a charge of \$15.00 (plus \$10.00 for an additional child) will appear on the monthly bill.

Tardy Pick-up Fees: There is a courtesy 15-minute window of time for parents who may occasionally run late. Parents who repeatedly pick up their children between 3:30 p.m. – 3:45 p.m. on full days and 12:30 p.m. – 12:45 p.m. on half-days are abusing this courtesy. The first five (5) times during the year, parents will not be charged for tardy pick-up. However, on the sixth and each subsequent time thereafter, they will be charged the full amount; \$10.00 (\$5.00 for an additional child)/\$15.00 (\$10.00 for each additional child).

After 6:00 p.m. Pick-up Late Fees: An additional charge will be added to your bill (see chart below) if you pick your children up later than 6:00 p.m. Please call 298-2787, ext. 0 if you know you are running late.

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: The After Care program is run for the benefit of our students and families, not to make money. At this time, we do not have the luxury of

providing scholarships or voucher support, so we ask that bills be paid within two weeks of receipt.

Children of families that do not pay their bill within the two week period will not be allowed to attend After Care or participate in Extracurricular classes until the bill is paid in full. A deposit may be required against future charges and will be used to pay the last month's bill for the school year. In a case where the child is not allowed to participate, After Care staff will call the primary parent(s)/guardians to pick the child up. If they are not available, others on the approved pick-up list will be called. Balances for the After Care program will not be carried forward into the next school year. Unpaid balances at the end of the school year may result in the after-school service not being available for the family during the following school year.

Payment Issues: If there is an outstanding balance issue, the Extended Day coordinator will be the point of contact for payment, *not* the After Care staff.

Extracurricular Classes

Throughout the year we offer a variety of exciting and fun after school classes. These classes are taught by community members and staff. Classes may include private music lessons, dance, art, drama and sports. A brochure of upcoming classes is sent home periodically 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 that have a balance on their After Care bills are not allowed to enroll or participate in any Extracurricular Classes. If money is received for the class, it will be put towards the After Care bill.**

Dismissal Process: Students registered for Extracurricular Classes are to remain in their classroom at dismissal. An announcement will be made between 3:20-3:30 p.m. calling them to their activity. Students that have private music lessons that day are sent to After Care at dismissal and will be called to their lesson at the appropriate time.

After Care & Extracurricular: Extracurricular Classes are separate from After Care, but on a day where the student attends such a class, they are returned to After Care where they can remain until the 6:00 p.m. pick-up time for no extra fee. This ensures that families are charged only for Extracurricular Classes OR After Care services. Late fees do apply to students in extracurricular 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 After Care and the parent(s)/guardians will be called. *In this case, there will be no charge for After Care.* This information will be provided to the student via school announcements. Once a class is started, there will be no refunds 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.

Mini-Camps

ArtSpace will offer Mini-Camps during the mini-Fall and mini-Spring breaks to support our working parents. These themed camps, running from 8:00 a.m. to 6:00 p.m., will provide an exciting camp-like experience for the students. Pre-registration and full-payment is required to participate in mini-camps. A limited number of children will be permitted to attend and a minimum number of students must pre-register or the Mini-Camp will be canceled. Students attending Mini-Camp can be dropped off no earlier than 8:00 a.m. with pick-up no later than 6:00 p.m. Late pick-up After Care fees (outlined above) will apply to those children picked up after 6:00 p.m.

Cost for each two-day session will vary depending upon programming. Due to the staffing levels needed and activities, we will not offer a sibling discount. Also, please note, **refunds are not available for mini-camps**. Staffing decisions are based on the number of students enrolled. If your child is sick or is unable to attend for some other reason, you will not be issued a refund.

Behavior Expectations in Extended Day Programs

ArtSpace Charter School offers Extended Day Programs as a service to the families of our school. **Students who are unable to follow the behavior plan and expectations of the program will not be permitted to attend.** Expectations and rules of the program will be made clear by the staff and teachers. The Extended Day Programs staff will work with the school administration when making decisions regarding removal of a student from the program.

FIELD TRIPS

We consider field trips to be a vital 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 official permission slip in order to participate. Notes from parents will not be accepted in lieu of the official form. **Students who do not bring a signed permission slip in by the deadline date (as determined by the classroom teacher) will not be permitted to attend.** 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 out to P.A.C.E.). **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 arrangements at least two weeks before the field trip.

Chaperones

Opportunities exist for parents, guardians and family members to accompany a class on a field trip. Those of you wishing to chaperone on 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 that you will be accompanying a class as an "official" supervisor of a child or group of children. Parents who are chaperoning will not be permitted bring their own younger children, infants and/or newborns with them on the trip.

Drivers

Because ACS does not own school buses, we rely on the availability of 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 that you honor that 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. Smoking, inappropriate language, inappropriate music, and all digital media are not permitted while driving students. Cell phones should only be used while driving on field trips in emergencies. In compliance with North Carolina law no one should ever text while driving.

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. Teachers will communicate homework expectations to students and parents. Parents are expected to monitor and review homework assignments and are encouraged to communicate questions and concerns about homework directly to the classroom teacher. Students who chronically do not complete or turn in assigned homework may be required to attend homework help sessions during lunch or after school.

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 deciding if double promotion is a possible option for a student, the administration will work with the student's teacher(s), the Academically Intellectually Gifted (AIG) teacher and parents/guardians to collect information that will indicate if the promotion will be successful. Standardized test scores, classroom assessments, and social maturity will be among the many factors considered. ACS will follow the process listed below when determining whether to double-promote a student:

1. The teacher or parent refers the student to the AIG teacher. This referral should be in writing and should outline the reasons for considering double-promotion for the student. This referral should be made by February 1 to be considered for promotion the next school year.
2. The AIG teacher will conduct a screening at school. Parents may be asked to provide data from independent testing outside the school environment.
3. A Double Promotion checklist is completed and other pertinent data is collected.
4. The AIG teacher and an administrator will review the data and discuss the student with the classroom teachers(s).
5. The student's teacher, the AIG teacher and an administrator will meet with the parents to discuss the data and gather parent input.
6. The Executive Director will make the final decision regarding the promotion.

GRIEVANCE ISSUES AND DUE PROCESS

Anyone with an issue that needs to be resolved should attempt to resolve the issue following the appropriate chain of responsibility as outlined in the Problem Resolution Policy:

1. Issues with a classroom teacher, program coordinator, administrator or teaching assistant should first be brought to that person's attention.
2. If the issue is not satisfactorily resolved through discussion with the individual, it should be brought to the attention of the Executive Director in writing.
3. If the issue is not satisfactorily resolved with the Executive Director it may be brought to the Board of Directors through the Executive Committee. Issues must be brought in writing and signed by the person bringing the grievance with documentation showing that the chain of responsibility has been followed.

The Problem Resolution and Grievance policies are available by request from the front office staff or from any member of the Board.

INCLEMENT WEATHER PROCEDURES

One of the processes below will be employed if our area experiences inclement weather which makes travel to or from school hazardous. The administration of ACS will consider multiple factors when making determinations regarding school closings. We will always attempt 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.

Before School

If you question 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.
- Do not follow “Buncombe County” or “Asheville City” information. You must look/listen for the “ArtSpace Charter School” information
- Information about our status will be reported to the following media:
 - WLOS, WCQS (88.1), Asheville Citizen-Times, WWNC (570 am)
- Listen for a phone call message from our school messenger system.

*** **We highly recommend that you sign up (www.wlos.com) for text alerts from WLOS.**

Delayed Opening

If there is a delayed opening, the ArtSpace school messenger system will call you. You should always confirm school is actually open before you leave. A late opening is based upon the assumption that the weather will clear or the ice will be sufficiently melted in a couple of hours. However, there are no guarantees the weather will cooperate with our plans. If the school is closed, you will receive a second call from the school messenger system, but you can also check by calling 298-2787 before heading out.

ONE HOUR DELAY

- Students should arrive between 9:00-9:30
- Do not drop students off before 9:00
- Classes will begin at 9:30
- No morning care

TWO HOUR DELAY

- Students should arrive between 10:00-10:30
- Do not drop students off before 10:00
- Classes will begin at 10:30
- No morning care

THREE HOUR DELAY

- Students should arrive between 11:00-11:30

- Do not drop students off before 11:00
- Classes will begin at 11:30
- 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, WWNC (570 am.), WCQS (88.1), and Asheville Citizen Times
- 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 that a parent or guardian feels the need to pick up their child/children due to the weather, they are free to do so.
- Cancel all after school activities (including After Care and Extracurricular Classes)

IT IS IMPERATIVE YOUR EMERGENCY CONTACT INFORMATION IS CORRECT IN THE SCHOOL OFFICE SO NEITHER YOUR CHILD NOR ANY OF OUR STAFF WILL BE TRAPPED AT SCHOOL DUE TO AN INABILITY TO CONTACT YOU. ALL AFTER SCHOOL ACTIVITIES (INCLUDING AFTER CARE) WILL BE CANCELLED IN THE EVENT OF AN EARLY OR ALL DAY CLOSING.

LIBRARY POLICIES

General Information:

- 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 three weeks.

Renewals

- Books and compact discs may be renewed once if they are not on reserve.

Returns

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

Fines

- Fines are 10 cents per item, per day.
- Fines will be assessed on a per item, per day basis.
- Students will be given a 5 day grace period from the time the item was due before fines will be applied.
- Fines are calculated for each school calendar day.
- Overdue fines must be paid in order to maintain borrowing privileges.

Overdue

- Overdue notices are sent to students as a courtesy.
- Students having materials that are “assumed lost” (40 days or more overdue) will have check out privileges suspended.
- Items must be returned and fines paid before checkout privileges will be reinstated.

Replacement of Items

- Parents are responsible for paying the replacement costs for any lost, stolen, or damaged library books that have been checked out by their child. Charges may include replacement cost of the library book plus shipping and handling. Student records including report cards and cumulative files may be held until replacement costs are paid.
- The cardholder is responsible for paying replacement costs for any lost, stolen, or damaged items that have been checked out to their 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

- All students must be quiet in the media center.
- Students are expected to remain focused and calm in the media center.
- 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 2000 or more recent can be accepted.
- We also accept CD donations.

- All items will be considered for possible inclusion in the library collection.
- 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 happen twice each school year.

LUNCHES AND SNACKS

The importance of nutritional food and drink to 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 citizens.

- 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 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.
- There is no school-wide ban on gum chewing. Each teacher will share their 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.**

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. Parents are asked to grant permission allowing their child to be photographed and named in the media. If you have any questions, please contact the Business Director. If you do not grant permission, we will make every effort to honor your request, but please keep in mind this does take significant time to identify and remove the child from the photo and/or video.

NO CHILD LEFT BEHIND -TITLE I

ArtSpace is a Title I school, a program included in the No Child Left Behind (NCLB) Act of 2001. This means that we receive federal funds based on the number of economically disadvantaged families in our community. This money, however, is provided to help identified students – both those economically disadvantaged and

those not economically disadvantaged – meet state standards in reading. If your student is eligible under the Title I program, ArtSpace’s Title I Teacher will contact you. Parental involvement is very important for the success of the students in the program.

The NCLB Act also requires that schools report the results of state and federal accountability measures to parents. ACS is committed to meeting new guidelines for Annual Yearly Progress and insuring that all teachers are highly qualified in the areas that they teach. All teachers at ACS are highly qualified as outlined by the NCLB Act. Parents will be notified if any exceptions arise. If you would like information about the credentials of your child’s teacher(s), please contact the Executive Director.

OFF CAMPUS ACTIVITIES

Occasionally, ACS will organize or participate in events off school campus. Examples of these activities include Skate Night, The Lake Eden Arts Festival, The County Poetry Slam, etc. These events typically happen after school hours. **Students attending 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.

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 graded criteria used to determine your child’s grade in a particular subject or subjects. Each teacher will determine how an unexcused absence will affect the student’s final grade.

Students attending performances or other school events 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 that are 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 schools 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 with 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.
3. 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:
 - a. Disclosure to a school official who needs to review an education record in order to fulfill his or her professional responsibility.
 - b. 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.
 - c. 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:
 - Student's name
 - Address
 - Telephone listing
 - Electronic mail address
 - Photograph
 - Participation in officially recognized activities or sports
 - Grade level
 - Enrollment status
 - Date and place of birth
 - Dates of attendance

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.

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.

4. 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 ACTIVITY (RECESS)

Teachers at ACS will make every effort to provide students with at least 30 minutes of physical activity 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. Students are expected to participate in all other classes that include physical activity in order to participate in recess. 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.

Students will not be denied their entire recess time as a behavioral consequence except in extreme circumstances. Students who have in-school suspension, who have been removed from the classroom for disruptive behavior or who are

physically endangering themselves or others during recess will lose the privilege of this time.

PUBLIC DISPLAYS OF AFFECTION

We recognize that determining appropriateness of PDAs is often a challenging issue, especially as students enter the middle school grades. Guidelines and expectations for PDAs 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.

RETENTIONS

The decision to retain a student is one that cannot be made without careful consideration of many factors. When deciding if retention is a positive option for a student, the Executive Director or Assistant Director will work with the student's teacher(s), and parents/guardians to collect information that will indicate if the 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 Executive 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 Executive 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. **The Executive Director 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

ArtSpace families will be charged \$25.00 for returned checks to cover the costs of bank charges and processing fees. This applies to any situation for which a check is written including but not limited to: Extended Day Programs, fundraisers, library and textbook fines.

SECTION 504

Parent/Student Rights in Identification, Evaluation, and Placement Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act

Section 504 is part of an Act that prohibits discrimination against persons with a disability in any program receiving federal financing. The Act defines a person with a disability as anyone who:

1. 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)
2. Has record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, ACS 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.

If you feel your child qualifies for a 504 plan, please contact your child's classroom teacher. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights regarding these decisions

SMOKING

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 is not permitted in school buildings, on school property, or at school-related and school-sponsored events. Parent drivers on field trips are also not allowed to smoke with children in the car.** We thank you in advance for your cooperation with this policy.

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 campaigning and election process we ask that parents 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 MEDICATIONS

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 health care 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 (including cough drops) 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

Nonprescription medications, vitamins/supplements, cough drops, or any other over-the-counter medicine must be brought to school in the original container. A Request for Medication Form must be completed and signed by a parent/guardian, and your health care provider. The date, dose and time(s) for 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 Medication Form is NOT completed the parent/guardian will have to come to school to administer the medication personally.

If possible, 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.

STUDENT SEARCH/PROPERTY SEIZURE

Student Searches

The administration possesses the right to search desks, backpacks, purses, lunches, bags and lockers at any time. These spaces are considered school property and are not considered private. 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 Executive 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 might 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 Executive Director's discretion.

TECHNOLOGY USE POLICY

ACS provides students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the curriculum. All technology and network usage must be consistent with these purposes and follow the guidelines set down below.

While use of the Internet in school will be subject to supervision, it is possible that students may occasionally access inappropriate material either deliberately or by accident. ACS guidelines for Internet use prohibit access to material that is inappropriate in the school environment. We encourage parents to have a discussion with their children about values and responsible behavior while using the Internet.

All students who use technology at the school must agree to this policy. Students and their parents must also agree to abide by all rules and regulations regarding the use of technology. Student and parental agreement of these policies is indicated by signing the Community Contract.

Students are expected to use technology equipment, software, and network services for projects assigned by their classroom teachers. At times, under teacher supervision, students may use special software and/or use the Internet to access or search for information to fulfill classroom assignments. Students are expected to be polite to their computer partner when they have one, by being patient as people work at different speeds.

Students **MAY NOT:**

- Use technology equipment, software, and network services without teacher supervision.
- Access inappropriate material or share information about inappropriate material with other students.
- Access personal email accounts (Hotmail, Yahoo, Gmail, etc.), chat rooms, YouTube, or forums over the network.
- Send or receive material that may be hurtful to another person or detrimental to the operation of a computer, software, or network.
- Send or post personal information about themselves or others.
- Tamper with, assemble, disassemble, connect or disconnect technology or network equipment.
- Install, download, copy or delete software or create/change computer or software configurations.
- Attempt to access, modify, copy or delete files created by another user.
- Attempt to access or use another's account or password, share a network account or password with another person or leave an open file unattended or unsupervised.
- Plagiarize or break copyright laws (example: unauthorized copying of software).
- Use technology or network services for personal, entertainment, political or commercial purposes.

- Deliberately waste computer resources.
- Install, copy or knowingly infect a computer with a virus.

Students who do not comply with the Technology Use Policy will be subject to discipline by the administration.

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. Student records including report cards and cumulative files may be held until replacement costs are paid.

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:

1. Prearrange your visit with your child’s teacher - The classroom environment is a dynamic and sometimes fragile one. Crafting a meaningful lesson takes skill and artistry. It is imperative that we avoid distractions when possible. If your teacher knows you are coming, he/she can plan accordingly.
2. 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.
3. Let us do the delivering - Once again, to avoid distractions we will deliver lunches, etc. 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

We welcome volunteers with open arms. Your contribution to life at ArtSpace is immeasurable, and we want you to feel welcome at all times. As part of your community contract all families of ArtSpace are asked to donate a minimum of twenty hours per school year. We do respectfully request, however, that you coordinate your availability through your child's teacher or the volunteer coordinator. Here are some guidelines to help make your visit rewarding and enjoyable for everyone:

- You are there to assist the teacher in the activity he or she has planned.
- You must attempt to remain as unobtrusive as possible.
- It is probable that you won't be working with your child.
- If you have to cancel, please call the teacher as soon as possible.
- You are bound by the school's Confidentiality Statement at all times.
- You must sign in at the office upon your arrival and wear a name tag at all times.

APPENDIX A: COMMUNITY CONTRACT

Community Contract 2011 - 2012

Student: _____

Teacher: _____

Our 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 Use Policy.**
- Insure 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 your child's teacher.
- Actively communicate to school personnel issues concerning your 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 your child.
- **Complete 20 hours of volunteer time per family each year (2 hours per month).**

I have received a copy (electronic or hard copy) of the 2011-2012 Parent/Student Handbook and I agree to abide by all school policies therein.

Parent/Guardian Initial: _____

STUDENT ACCOUNTABILITY

Students will:

- 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

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.

1. 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.
2. The individual will communicate back within five school days with their corrective action.
3. 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.
4. If a satisfactory resolution has still not occurred, please bring the issue to the attention of the Executive Director in writing. Ask for assistance in correcting the issue and agree on a time-frame for re-evaluation.
5. 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 writing, signed by the person bringing the grievance, outlining the process followed.

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 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