

ARTSPACE CHARTER SCHOOL

FAMILY HANDBOOK 2022-23



Still Life Plants, Batik Technique- 7th/8th grade



MESSAGE FROM THE EXECUTIVE DIRECTOR

Welcome to ArtSpace Charter School, a thriving learning community focused on innovative, integrated educational opportunities for all students. Our mission can only be realized when we first create a safe learning environment where all students feel welcome, valued, included, and encouraged to be their personal best.

It is with this intent that we publish this Family Handbook. Please read this handbook carefully and use it as a first resource with questions about programs, academic, or behavioral practices.

This handbook not only shares expectations, but the range of opportunities available to students and families. We encourage your involvement and feedback as partners in education. This handbook and referenced board policies can be found on our website. A Spanish copy is available online as well. Hard copies are available upon request.

We look forward to our collaborations and inevitable successes this year.

Yours in service,

DR. SARENA FULLER

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Our Vision

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

Our Mission

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

The Four Pillars

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

Respect

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

Leadership

The action of showing the way, modeling, empowering, and being a principle player in one's own life and in the life 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

Partnership for Art at the Core of Education (PACE)

BOARD OF DIRECTORS

As a North Carolina public school, funded by tax dollars, ArtSpace Charter School 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 (PACE), a 501(c)3. ArtSpace is governed by the PACE Board of Directors. The executive director of ArtSpace is hired by and directly reports to the PACE Board.

According to PACE Board by-laws, board terms are three years, with a possible extension by majority vote. Membership is comprised of parents, community members, and non-voting staff by designated roles (Executive Director and Faculty Rep). Meetings are held the 3rd Tuesday of every month and are open to the public. Public comments are open through sign-in with the board secretary during the designated public comment time.

For the most current list of board members and their contact information, please visit the website.

Foundation for the Arts at the Core of Education (FACE), Inc.

The Foundation was established in 2011 to support the mission and vision of ArtSpace Charter School through physical property management. FACE is the owning entity of the school's property and buildings, ensuring longevity and maintenance of the facility. The Foundation has 501(c)3 status and is managed by a board that includes parents, community members, ex-officio PACE members, and staff. To ensure collaboration and focused priorities, the Foundation and PACE Board will have joint meetings at least once per year and as needed for major projects.

Contact Information

ArtSpace Charter School
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www.artspacecharter.org

Social Media

Twitter - @artspacecharter
Facebook – www.facebook.com/artspacecharterschool
Instagram – artspace_charter_school

Faculty & Staff Directory

Administration

	Title	Ext.	Email
Sarena Fuller	Executive Director	303	sarena.fuller@artspacecharter.org
Esteve Coll-Larrosa	Business and Operations Manager	307	esteve.coll-larrosa@artspacecharter.org
Hollis McKeown	Elementary Director	308	hollis.mckeown@artspacecharter.org
Rob Sine	Middle School Director	305	rob.sine@artspacecharter.org
Tina Sneed	Student Support/EC Coordinator	623	tina.sneed@artspacecharter.org

Classroom Teachers and Assistants

K-4	Title	Ext.	Email
Hollis McKeown	Elementary Director	308	hollis.mckeown@artspacecharter.org
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5-8 Team	Title	Ext.	Email
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Vicki Partridge	5th Grade Teacher		vickie.partridge@artspacecharter.org
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Kinsey Steere	6th Grade Teacher		kinsey.steere@artspacecharter.org
New Staff	6 th Grade Support Assistant		@artspacecharter.org
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Student Support/ Exceptional Children

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New Staff	Encore Staff		

Our Educational 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 completely 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. We believe the content of the state standards proceeds at a developmentally sound, practical pace as long as the content is presented and explored in an 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 Montessori, Waldorf, Reggio Emilia, inquiry-based, constructivist, and project based learning. We believe that exposure to such a multitude of approaches ensures that students will succeed no matter where they may continue their education beyond ArtSpace.

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 integrated application of the arts within a positive, caring learning environment is the best way to educate children.

For more information on the value of arts integration, please see www.ncarts.org or www.kennedy-center.org

Policies & Procedures

Instructional Program

Artwork & Cultural Traditions

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

NC Content Standards

ArtSpace Charter School follows the NC Standard Course of Study. More details on the content standards can be found at www.dpi.nc.gov. ArtSpace is also required to participate in the NC testing program, which includes End-of-Grade (EOGs) for reading and math in grades 3-8 and science in grades 5 and 8.

Homework

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 should 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 at the beginning of each school year. If your child is having difficulty completing homework, discuss this with their teacher. Parents are expected to monitor and review homework assignments and are encouraged to communicate questions and concerns about homework directly to the classroom teacher.

Textbooks

Learning at ArtSpace is hands-on, collaborative, and integrated with the arts, with limited use of textbooks and worksheets. However, when issued, students are responsible for school textbooks. Parents/guardians 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.

Classroom Placement

Teachers and administrators are responsible for placing students in homeroom classes. Many factors are considered when developing rosters. With two homerooms per grade level, every effort is made to balance the dynamics in each classroom to promote healthy, positive learning environments. Administration may consider parent requests for classroom placement, but cannot guarantee such requests will be honored.

Double Promotion

"Double promotion" is an academic acceleration otherwise known as skipping a grade. The decision to skip grades should be made in consideration of many factors. When considering a double promotion, the administration will work with the students' teacher(s), related staff, and parents/guardians to determine the best path for student success. The following processes will be used to determine placement:

1. Parents/guardians should submit a written request to the grade level director outlining the reasons for requesting a double promotion of their child. This should be submitted by February 1st.
2. The grade level director will gather existing achievement data and complete a double promotion checklist. They will consider standardized test scores, classroom assessments, social maturity, and other relevant data points.
3. Parents may be asked to provide data from independent testing (outside the school environment).
4. The director will convene a meeting to discuss the request with necessary participants.
5. While collaboration and mutual understanding is valuable, the administration will make the final decision regarding double promotion.

Retention

The decision to retain a student (repeat a grade) cannot be made without careful consideration of many factors. When deciding if retention is a possible option for a student, the grade level director will work with the student's teacher(s), related staff, and parents/guardians to determine if retention is likely to be successful for the student. Standardized test scores, classroom assessments, attendance, Light's Retention Scale, and social maturity will be some of the many factors considered.

ArtSpace will follow the following processes when considering retention:

1. The teacher notifies the grade level director in writing of possible retention. If the parent/guardian is initiating the request, it must be made in writing by February 1.
2. Parents/guardians are notified of the possibility of retention as soon as possible.
3. A retention screening is conducted and data collected. The grade level director and teacher(s) review and discuss the information gathered.
4. The grade level director, teacher(s), and any relevant staff will meet with the parents for discussion.
5. While collaboration and mutual understanding is valuable, the administration will make the final decision regarding retention.

New students transferring to ArtSpace from another school will be retained or promoted based on the decision of the previous school.

Title I Program

ArtSpace receives Title I federal funds to provide targeted reading interventions to students identified as needing extra support to meet state standards in reading. This literacy support program includes a certified teacher, instructional assistant, and trained literacy volunteers through local partnerships. Students who are eligible for additional services through this program will be contacted by the school, though all students benefit from comprehensive reading instruction.

Parental involvement is very important for the success of the students in the program. The amount of Title I funds ArtSpace receives annually is based on the economic data we gather from our families each year on the income survey. Title I reading support is offered school wide to any student identified as "in need" regardless of income. A confidential income survey is distributed to parents at the beginning of the year. Returning this form is required to ensure that ArtSpace receives maximum funding.

ArtSpace is required to report the results of state and federal accountability measures to parents. ArtSpace is committed to meeting state accountability targets. All teachers at ArtSpace are highly qualified as outlined by federal guidelines. Parents will be notified of any exceptions. For information about teacher credentials, please contact the Executive Director.

Library/ Media Center

Students will have the opportunity individually and/or with their class to visit the school's library regularly. Library materials must be checked out according to these guidelines:

- Loan period: Students in grades K-2 may check out 1 book per week. Students in grades 3-8 may check out 2 books for two weeks.
- Renewals: Books may be renewed once, if they are not on reserve.
- Returns: All items checked out of the library must be returned to the library.
- Overdue:
 - Overdue notices are sent to students as a courtesy reminder.
 - Students are not able to check out additional items until overdue items are returned.
 - Students having materials that are assumed lost (40 days or more overdue) will have remaining checkout privileges suspended.
 - Items must be returned or replacement fines paid before checkout privileges will be reinstated.
 - All library items must be returned or replacement fees paid by the end of the school year or the student's report card may be withheld.
- Replacement Fees:
 - Parents/Guardians are responsible for replacement costs for any lost, stolen, or damaged items which have been checked out to their child.
 - Replacement charges are the average price plus the library's processing cost for each item type. Picture books- \$25/ Fiction (chapter books)- \$20 / Non-fiction (informational books)- \$30
- Collection Information
 - Recommendations for additions to our library collection are welcome. All suggestions will be evaluated and considered.
 - Donations of hardback books with a copyright date of 2014 or more recent are accepted for evaluation.

Attendance Policies

ArtSpace believes in the potential of all children. To realize that potential, children must be present for the entire school day, every day. School hours are 8:15am to 3:10pm.

Tardies

The school day begins at 8:15am. Students arriving to school at or after 8:15 a.m. are tardy. Tardy students must be signed-in at the front office. Parents must park and walk their child inside to the office. For the safety of the ArtSpace community, cars may not be left running and young children may not be left in unattended cars. Students signed in tardy will be given a pass to go to class.

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

Only medical appointments for the student or attendance at a school related event with prior approval from the Director will be considered excused tardies. Parents/guardians have three (3) school days to bring in documentation from the health care provider. Please provide this documentation to your child's teacher within the time frame requested. A student's failure to turn in a note on the parent/guardian's behalf does not qualify for a time extension and the tardy will be considered unexcused if the documentation has not been submitted by the deadline.

After 10 unexcused tardies: Parent will receive notification from the office and may require a meeting with the administration.

Early Dismissal

Every minute of the school day is important and every moment a student is absent from school is a moment of learning lost. Parents/guardians are asked not to pick up students early unless absolutely necessary. Prior notification is required

for checkouts between 2:50 and 3:10pm. **When picking up students early, allow 15 minutes for the student to be called, gather belongings, and travel to the front office.**

Absences

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

Students who are signed out prior to 11:30 a.m. or those signed in at or after 11:30 a.m. will be counted absent for that day per North Carolina statute. Students who are counted absent from school may not attend after-school activities on the day they are absent.

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

- Illness or Injury
- Death in the immediate family
- Medical quarantine/ isolation
- Medical or dental appointment
- Court or administrative proceedings
- Religious observance
- Educational opportunity- Pre-Approved by administration (See Excused Educational Absences)
- Deployment activities

In accordance with state law, parents will receive notification of absences after a student has accumulated 3, 6, or 10 unexcused absences. After 10 absences, a note from a medical provider or appropriate documentation from a third party (judge, clergy) is required for *each* subsequent absence **no matter the reason** in order for those absences to be excused.

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

Make-up Work

Make-up work is assigned at the discretion of the homeroom or subject area teacher. Each teacher will decide if and when work will be sent home. Teachers may decide that they will give the work to the student once they return to school.

- Parents/guardians of students in grades K-5 may email the teacher(s) directly to request work.
- Students in 6th grade may email teachers directly to request work.
- 7th/8th grade students should check their assignment calendar on the 7/8 News Site for missed assignments.

Learning at ArtSpace is hands-on, collaborative, and integrated with the arts, with limited use of textbooks and worksheets. Therefore, it is difficult to send home make-up work. Most classroom experiences cannot be replicated at home.

Half Days

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

Guidelines for Sick Children

The health of our community depends on our actions as individuals. Parent/guardians are expected to communicate with the school nurse any known illness or questions related to symptoms.

COVID-19: Families, students, and staff should monitor for these COVID-19 symptoms. Occurrence of any one of these symptoms suggest an infectious illness and the individual should not attend school and contact the school nurse:

- Vomiting and/or diarrhea
- Fever (100.4 degrees Fahrenheit or higher)
- Cough (for individuals with chronic cough due to allergies or asthma, a change in cough from baseline)
- Difficulty breathing (for people with asthma, a change from their baseline breathing)

Regarding other known illnesses/conditions:

- 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.
- A student with pink eye (conjunctivitis) may return *after* treatment.
- Fevers – Students may return to school once they have been fever free for 24 hours without the use of medication, provided no other diagnosis prohibits a return to school.
- Vomiting – Students may return to school once they have been vomit free for 24 hours, provided no other diagnosis prohibits a return to school.
- Strep Throat- no school until 24 hours after medication has been started.
- Head Lice- no school until morning after first treatment.
- Scabies- no school until after treatment completed.
- Chicken Pox- child may return to school after the sixth day of onset of rash or sooner if all sores are dried and crusted.

Administration and/or the school nurse may require a documentation of a doctor's release to return to school for any illness or suspected communicable disease.

Excused Educational Absences

Families are encouraged not to plan trips or vacations that require absences from school. Because learning is hands-on, integrated, and project-based, it is not easy to make up time and work missed. However, opportunities for unique learning and educational trips do occur outside of school. When planning an absence for educational reasons, please follow the guidelines below for prior approval. Absences will be approved as educational only if the guidelines below have been followed.

Note: Educational absences will not be approved for the first three weeks of school, or during the month of May due to the unique nature of beginning and end of year activities and procedures.

- Students will be allowed a maximum of five (5) excused educational absences (days) during a school year.
- The absences will be excused if the trip is determined to be educational by the administration. For example, a trip to several museums in Washington, D.C. is educational while a cruise is not.
- An Educational Absence Form (available in the main office) must be filled out by the parent/guardian and submitted to the administration **at least one month before the trip**. A separate form must be completed for each child missing school for the trip.

- When completing the form, parents must consult with the student's teacher to develop the activities for sharing knowledge and make-up work portions of the form. The classroom teacher must sign the form prior to submission to the administration.
- Teachers are not expected to provide tutoring for educational absences and make-up work is assigned pending appropriateness when considering class time missed.
- Approval or denial for the trip will be given within one (1) week of submitting a completed form.
- Approved absences will be coded as excused once the student has satisfactorily completed the agreed-upon assignments for the teacher. Tests, quizzes, and projects missed during the absence must be made up within one (1) week of the student's return.

Performances

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

Students attending performances or other school events as audience members must be accompanied by a parent or designated guardian and are not to be left unattended. Unless involved as a participant, students are not the responsibility of staff after school hours. 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/activity space, hallways, restroom, dressing room, green room areas) unless they are specifically directed and/or accompanied by a staff member. ArtSpace will not be held liable for any activities or actions in violation of this policy.

Instructional Technology

We live in an increasingly connected world. Through our use of technology, ArtSpace encourages digital citizenship and 21st century skills. Students will use tablets, Chromebooks, computers, and other devices as appropriate. Students learn how to use these tools in creative, engaging, and responsible ways. For more information digital citizenship and 21st Century Skills, visit <http://www.digitalcitizenship.net> and <http://www.p21.org>

Google Apps for Education

Google Apps for Education (GAFE) is a suite of web-based programs that includes email, document creation, shared calendars, and collaboration tools, hosted by Google and managed by ArtSpace Charter School for use by our students. GAFE will provide the ability for ArtSpace students and staff to communicate, store files, and collaborate on documents, spreadsheets, and presentations in real time from school, work, home, or any place with an internet connection. Apps such as Google Classroom can be implemented by teachers to make class announcements, post resources, and to better assign, comment on, collect and grade student work. See www.edu.google.com for additional information on the benefits of GAFE.

ArtSpace provides students with a closed email address, allowing for streamlined collaboration and access to digital tools. Email is used as an instructional (not social) tool and allows students to participate in online learning in a monitored, safe environment.

Internet Safety

School staff will monitor the use of accounts created for educational use when at school. Parents are responsible for monitoring their child's use of accounts at home. Students are responsible for their own behavior at all times. These services are available online 24/7 from any internet capable computer. There will *not* be an expectation that internet exists at home as this is not universal in our area and service quality varies widely.

For added security, student email activity will be limited to teachers and peers with an artspacecharter.org account. This feature can be edited to allow specific outside addresses in the event of a class project or other school approved need (ie: to confirm an email a password reset or subscription to an online textbook or approved online service/app).

Students may not post personal contact information about themselves or other people, including last names, addresses, and phone numbers. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.

Personal Electronic or Smart Devices

ArtSpace permits student cell phones, smartwatches, and other personal devices as long as students follow grade level expectations for use. Generally, devices must remain turned off unless the teacher gives explicit permission for use of the device. Students who use personal devices without permission will face disciplinary consequences and the device may be confiscated. Parents will be required to retrieve confiscated devices from an administrator or the front office.

Students are not permitted to check their phones for messages and/or texts during the school day. Parents/ guardians needing to communicate with children during the school day should contact the front office.

ArtSpace teachers and staff are not liable for any device stolen or damaged while on campus or off campus at an ArtSpace sponsored event. Use of a personal device that has full wireless access from a 3rd party carrier requires the users' adherence to ArtSpace Technology Acceptable Use and Internet Policy (6.04) in Appendix A.

Note: Students in possession of electronic devices containing sexually explicit materials, images, pictures, videos, or text will be immediately referred to the school's administration. Depending on the nature of the material a report to law enforcement may be made. School discipline consequences will vary according to the severity of the incident.

Class Guidelines

Dance Class – Dance classes build foundational skills and knowledge while integrating movement with other content areas. A sound relationship between technical skill, dance history, choreography, and the creative activities inherent to dance as an art form are present in the dance program. On dance class days, students should wear clothes that are comfortable to move in so they can fully participate in movement activities. Hats and hoodies should be left outside the studio or hung on the coat rack. Dance elective students (7th/8th grade) must change into appropriate dance attire.

For the health and safety of our students' feet and the longevity of the floor, students will be expected to remove their shoes and leave them outside the studio. Students are encouraged to wear their personal dance shoes during dance classes. Socks with grippers on the bottom may also be worn. No food or drink, except water, is allowed in the dance studio. Students are expected to 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 safe participation.

Physical Education - Movement is critical to all aspects of a child's growth and development and an integral component of the education process. Physical education (PE) provides unique learning opportunities for students in kindergarten through 8th grade to develop healthy habits. ArtSpace expectations for participation in PE include the following:

- Students **MUST** wear athletic shoes during all PE classes for safety reasons. Ensure that your child wears comfortable clothing that will not impede movement. Open toe, dress, or heeled shoes should not be worn on physical education days.
- PE class will almost always be held outside, unless extreme weather dictates indoor activities. Appropriate outdoor garments should be worn to reflect weather conditions.
- Students are expected to bring water bottles to class.
- Students are expected to participate in all class activities unless they have a doctor's note detailing the restrictions

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

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

Behavior & Discipline Policies

Dress Code

ArtSpace understands and respects the individuality of all students, knowing that students will explore unique and creative ways to express themselves, including in dress. All students who attend ArtSpace are also expected to respect the school community by dressing appropriately for a K-8 educational environment. The dress code is gender neutral, applying equally to students of any gender identification. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

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.

Students must wear:

- Closed toe shoes or sandals with a back strap (Flip flops and clogs or wheeled shoes are not permitted. Athletic shoes are preferable)
- Clothing including both a top and bottom or the equivalent (for example dresses or shirts and pants, leggings, skirts, or shorts)
- Clothing fabric that is opaque (not transparent) and completely covers entire torso and all undergarments (tops and bottoms must meet and cover midriff, skirts must completely cover buttocks through full range of motion including standing, sitting, running, sitting on the floor, etc.)
- Clothing that is appropriate for school settings and allows for all scheduled classroom activities (shorts must be of a reasonable length)
- Hoodies, hats, and other headgear that allows visibility of the face and ears (when indoors, in class)

At no time may students wear clothing that

- Depicts, advertises, or advocates the use of alcohol, tobacco, marijuana, or other controlled substances.
- Depicts pornography, nudity, or sexual acts
- Depicts hate speech targeting groups based on race, ethnicity, sexual orientation, gender identity, religious affiliation or other protected classification.
- Includes gang identifiers or poses a threat to the health or safety of any other student or staff.
- Words and/or images that have the potential to disrupt the learning environment.

Hoodies, hats, and other headgear that allows visibility of the face and ears may be worn indoors if not deemed a disruption. As a general rule, any article of clothing, hair style, or accessory that disrupts the classroom or any instructional environment will be considered inappropriate. The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will be asked to change clothes and may be kept from attending class, pending severity. Parents/guardians will be called if appropriate clothing is not available or the student refuses dress code appropriate clothing.

Public Displays of Affection (PDA)

In order to maintain a respectful atmosphere on campus, students are to refrain from overt public displays of affection while on school grounds and at school events. School is not the place for individuals to display excessive physical affection for one another. Limits are guided by what is appropriate, acceptable, and not disruptive to students' rights and/or the learning atmosphere of the school. Students are expected to be respectful to each other and to use good judgment in peer interactions.

Administrative Referrals

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

Consequences may include, but are not limited to:

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

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

**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, etc. Restitution will be assigned with logical consequences in mind. For example, a student who writes on the bathroom walls might be asked to scrub the walls.

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

Article 27 of Chapter 115C of the North Carolina General Statutes, requires the School to follow specific rules and due process relating to serious disciplinary matters, including the use of reasonable force, short- and long-term suspensions, and expulsions. The School will follow those rules in such instances, and are incorporated herein, by reference.

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

Information concerning students, families, and staff is confidential and cannot be shared at any time. *Faculty, staff, and administration may only share information concerning student behavior, performance, or disciplinary action with a student's parents or legal guardians.* ArtSpace staff will not share disciplinary information with parents/guardians of students other than their own.

Bullying, Discrimination, & Harassment

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

ArtSpace uses the [Olweus Bully Prevention Program](#) as a key resource for educating students, staff, and families about the warning signs of bullying. Active education on the harmful impact of bullying is a prominent component of our guidance curriculum. ArtSpace takes every report of bullying seriously and works to protect and empower the student being bullied as well as educate students who engage in bullying behavior.

Harassment and bullying include behaviors that are 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.

Students who experience or witness instances of bullying, discrimination, or harassment must report the incident to an ArtSpace staff member immediately. It is an expectation within the Olweus program that bystanders, observers, and witness of such behaviors will make a report to staff. All complaints submitted will be investigated. Reports can be made anonymously through the SS-ARS system and all are confidential. Documentation of the report, the investigation, and outcome will be maintained by administration. Many complaints may be addressed informally through such methods as conferences or mediation. Some may warrant reasonable, timely, age-appropriate, corrective action intended to end the bullying, discrimination, or harassment, and prevent it from recurring. The school will take all necessary steps to protect a student who reports bullying, discrimination, and harassment from retaliation.

Sexual Harassment

Sexual harassment 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.

Smoking & Tobacco Products

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

Contraband

"Contraband" is defined as any object that is illegal, dangerous, and/or has the potential to disrupt the instructional environment or school activity. It is also defined as any item that a classroom teacher has requested students not bring to school. Students are not to bring any type of toy weapon (water pistol, cap gun) to school unless given explicit permission to do so by an ArtSpace teacher. At no time may students have lighters, matches, drug paraphernalia, tobacco, e-cigarettes/vape devices, CBD products, alcohol, pornography, or explosive products/devices/ ingredients on school property or at any school-sponsored events. Possession may result in suspension or other administrative action, including confiscation of items and contact of law enforcement as necessary.

Firearms, Weapons, and Explosives

Firearms or weapons, open or concealed, are prohibited on school property or at any school-sponsored event. This applies to all individuals on campus- students, staff, and visitors. Firearms and weapons include, but are not limited to: guns, rifles, pistols, grenades, mines, powerful explosives, BB guns, stun guns, air rifles, air pistols, knives (of any length), slingshots, metallic knuckles, razor blades, or fireworks. The only exceptions are for individuals required to carry a weapon for their occupation (example: law enforcement officer). In such cases, their job requirements supersede school policy. Anyone who

falls into this category must provide notice in writing to the administration of his or her exception. Please refer to NC General Statutes 14-269.2 and 115C-391 for complete guidelines regarding weapons on educational property.

Other Prohibited Behaviors

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

Student Search/Property Seizure

Student Search

To promote safe and orderly operations, School officials may reasonably search a student's person and materials as necessary, in accordance with students' constitutional rights. A student may be subject to a search based on reasonable suspicion that the student has violated law or policy or as a result of reasonable, random searches not requiring individualized suspicion. Reasonable suspicion to search an individual student is not required when a student voluntarily and knowingly consents to such search.

If an authorized school official reasonably suspects that the student has any item or material on their person, or in their possession, that risks serious harm to persons or property, an authorized official may perform a more intrusive search of a student's person, as necessary to avoid a threat of imminent and serious harm or damage. In such instances, any search shall be conducted in private by an authorized School official of the same sex, with an adult witness of the same sex present.

Parents/guardians will be notified if their child is searched. If the event that a student refuses to cooperate, the parents/guardians and law enforcement, as appropriate, will be contacted.

Locker Searches

Student lockers are ArtSpace property. Therefore, students have no enforceable right to privacy against the School's right to open and view those lockers' contents. Students may not use their lockers to hold any illegal or unauthorized materials. School officials may inspect any student's locker without a search warrant for any reason deemed reasonable to maintain safe and orderly operations. A student's personal items found in a locker, such as clothing, backpacks, gym bags, or purses may be searched based on reasonable suspicion.

Property Seizures

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

Surveillance

ArtSpace is monitored by a closed circuit security system that records video across campus.

Extracurricular Programs

Behavior Expectations

ArtSpace Charter School offers a variety of extracurricular and extended day programs as an educational enrichment and a service to the families of our school. Students are expected to maintain the same behavior standards as during the regular school day, in addition to any program specific rules for the playground and be able to interact appropriately with students of different age groups. Students who do not uphold these expectations may receive disciplinary consequences including retribution, suspension, or expulsion from the programs.

Morning Programs

BeforeCare – This is a free service, beginning at 7:30am. Children may not be dropped off before 7:30am. Students should enter the school through the blue door at the front of the school and proceed to the multipurpose room. The front office opens at 7:45 for parent/guardian needs or inquiries.

Encore

Encore is a fee-based program available to all students from 3:10pm to 6:00pm.

- **Procedures** – All students are eligible for Encore services based on their enrollment at ArtSpace. ~~Students who remain at school after the regular dismissal time will be sent to AfterCare.~~
- **General Activities** – ~~Students participate in a variety of general activities, including snack time at 3:50 (snacks provided), homework assistance, arts & crafts, outdoor play, and free time.~~
- **Tutoring** – ~~Specialized tutoring in reading and math is available on a limited basis and coordinated in conjunction with the academic staff. Students may be invited to tutoring or make a request to be included in tutoring sessions.~~
- **Specialty Classes** – ~~Quarterly, Encore provides specialty classes with visiting instructors. These may include robotics, ukulele, sewing, or other focused areas of exploration. All families will receive a brochure with course descriptions and sign up instructions. Class fees, deadlines, and enrollment described in the brochure supersede general AfterCare rules.~~
- **Pick up** – Every child must be signed out prior to leaving school. Parents/guardians should be prepared to show a government issued photo ID. Only the child's parent, legal guardian, or individual identified by a parent/guardian through prior written consent will be allowed to sign the child out.

Billing & Fees

Amounts due for the month will be available in Charter Pay by the 5th of the following month. A notice will be emailed to families when the bill has been posted. Bills must be paid by the 20th of the month. Failure to submit payment may result in late fees, service penalties, and/or attempts to collect.

In recognition of need, ArtSpace annually collects an Income/Financial Need Survey from all families. Families seeking financial support, payment plans, or waivers may contact the Business Office at any time. The goal is to provide AfterCare services to all families while recognizing the need for financial sustainability of the program.

Post-Dismissal Fee: Families who pick up their child(ren) after the regular dismissal but before special programs begin at 4:00 will be charged a \$5 fee per family.

Daily Fee: The daily rate for AfterCare is \$12.00 for one child and \$8 for siblings.

Half Day Fees: AfterCare is provided on half days. Half day charges begin at 12:30pm and the service is provided until 6pm for \$17 for one child and \$13 for siblings.

Late Pickup Fee: AfterCare closes at 6pm. Families picking up after 6pm will be charged a late pickup fee of \$15.

Clubs & Sports

ArtSpace offers a variety of clubs and sports to enhance our learning environment. Each club or team adheres to the school's behavioral expectations and works to uphold the Four Pillars. Individual programs will have their own schedules, meeting expectations, staff/volunteer sponsors, and age/grade level restrictions. These guidelines are developed in conjunction with administration and communicated to families in advance of the meeting season. A complete and current list of clubs and sports can be found on the school's website.

While participation in these activities is beneficial to students and the school, it is an opportunity rather than a right. If a student is not following behavior expectations, staff will meet with the family to discuss and remedy the situation. Should inappropriate behavior continue, the student's participation on the club/team will be rescinded.

Families are responsible for scheduling student pick up based on the meeting schedule. The AfterCare program does not automatically provide child care for these programs. If students are not picked up at the conclusion of the club/team meeting, the sponsors will sign the students into AfterCare. Parents/guardians must sign out students from AfterCare and will be charged the associated fees for those services.

Student Council

ArtSpace is proud to offer our students leadership opportunities through Student Council. Students in grades 2-8 are eligible to participate in Student Council as class representatives. Students in grades 7-8 are eligible to hold seats as officers. During the campaign and election process, parents should encourage student independence and leadership, remaining otherwise detached. The 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, or other items in an effort to solicit votes.

Field Trips

Field trips are a vital, fundamental, and fun part of a student's educational experience. The world is so much larger than the classroom and teachers embrace opportunities to enrich and transfer learning through field trips whenever possible. Students must have a signed **Annual Field Trip Permission Form** on file in order to participate. This permission slip is a general form which will give permission to attend these trips throughout the year. Before each trip, parents/guardians will be notified of specific destinations for each separate excursion. All field trips are planned, organized, and supervised with the students' safety as the first priority.

Parent/guardians must notify the homeroom teacher in writing if a child is to be exempted/excluded from any specific trip. In the absence of a written request to excuse a child and with the Annual Permission Form signed, students will be included on school sponsored trips. Any 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.

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

Chaperones – Pending the trip venue and transportation, there may be opportunities for parents, guardians, and family members to accompany classes on field trips. Individuals interested in chaperoning a class trip should email the teacher to indicate interest and availability. The teacher will make the final decision for chaperones based on venue, needs, restrictions, etc. Individuals serving as a chaperone do so as an "official" supervisor of a child or group of children. Parents/guardians who are chaperoning **will not** be permitted to bring other children on the trip.

Transportation – ArtSpace has only one activity bus. When possible, the activity bus will be used as the primary transportation for school field trips. In the event the bus is not available, or the bus cannot accommodate the entire group,

families will be asked to help transport students. When committing to drive on a field trip, individuals are asked to honor guidelines to ensure the safety of all students and respect the commitment that the school depends upon to make trips successful.

Drivers must bring driver's license and current insurance information to the school at least two days prior to field trip. Adults transporting students are expected to drive with great caution and conduct themselves appropriately. If there is any suspicion that the chaperone is under the influence of drugs or alcohol, they will not be permitted to drive. Cell phone use, smoking, inappropriate language, inappropriate music, and/or other risk behaviors are not permitted while driving students. In compliance with North Carolina law, no driver should ever text while driving.

Off Campus School Events

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

Student Support

ArtSpace is a community. All ArtSpace students are the responsibility of all ArtSpace staff and faculty. The foundations of our approach to student support comes from a place of compassion, understanding, and restoration.

Student Support Process (SSP)

The Student Support Process (SSP) is the ArtSpace process for analyzing data to identify students who are struggling and create a plan of targeted interventions. The SSP team is composed of teachers, administrators, and specialists who identify specific academic, behavioral, and social/emotional concerns, develop, and implement interventions. When examination of data indicates an area of concern, parents are notified of supports that are being put in place. If a student is not making adequate progress with interventions in place, parents will be invited to a Student Support Meeting to develop a more intensive intervention plan. Contact your child's teacher or the Student Support Coordinator for more information.

Counseling Program

The school counseling program at ArtSpace Charter School includes individual counseling, small group counseling, and classroom 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 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.

School counseling services exist for the well-being of ArtSpace students. 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. School-based therapists bill families directly for their services and accept most forms of insurance.

Exceptional Children (EC) Program

ArtSpace develops and implements Individualized Education Plans (IEPs) for students eligible for special education services to ensure every student has free and appropriate access to education, in accordance with the Individuals with Disabilities Act (IDEA). Parents of students with identified disabilities should contact the Student Support Coordinator, Tina Sneed (tina.sneed@artspacecharter.org) upon enrollment. Parents who suspect their child may have a disability should contact Tina Sneed or their child's homeroom teacher.

Child Find

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

Section 504

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

- Has mental or physical impairment which substantially limits one or more major life activities (major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working)
- Has record of such impairment; or
- Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, ArtSpace recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in our school. Parents who believe their child qualifies for a 504 plan should contact their child's classroom teacher.

Education of Homeless Children

In January 2002, Congress reauthorized the McKinney-Vento Homeless Assistance Act of 1987 to help people experiencing homelessness. This federal law includes the Education of Homeless Children and Youth Program, which entitles children who are homeless to a free, public education and requires schools to remove barriers to their enrollment, attendance, and success in school. This Act protects all students who do not have a fixed, regular, and adequate residence, such as students living in the following situations:

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

ArtSpace is dedicated to ensuring students who are homeless can enroll and succeed in school. If your child is homeless, please contact the Student Support Coordinator or Social Worker for an explanation of their educational rights.

Students in Foster Care

According to the State Child Welfare Act, ArtSpace will provide immediate and appropriate enrollment during the open enrollment period as defined by the school charter.

The presumption is that a student will remain in the school of origin (i.e., the school in which the child is enrolled or the last school in which the child was enrolled at the time of placement into out-of-home care); a student should only change schools if remaining in the school of origin is not in the child's best interest, as determined collaboratively by the District and the child welfare agency.

The determination of a child's best interest in relation to school enrollment involves giving consideration to all factors relating to a child's best interest, including but not limited to:

- Preferences of the student, the parent, and any education decision-maker.
- Safety of the student.
- Educational needs and strengths (specialized language services, individual education plans (IEP), talented and gifted programming).
- Expected length of placement and the student's permanency plan.
- Number of schools the student has attended over the past few years and how transfers have impacted the student.
- Continuity in the student's ethnic, cultural, and linguistic background.
- Student's attachment to the school, including meaningful relationships with staff and peers. Whether the timing of the transfer would coincide with a logical juncture, such as the end of the school semester or school year.
- What school(s) the student's sibling(s) attend.
- How the length of the commute would impact the student. The cost of transportation may not be a factor in determining best interest.
- If there is a difference of opinion regarding school enrollment between the District and child welfare agency, the child welfare agency is considered the final decision-maker

Gender Support

ArtSpace Charter School is a welcoming and supportive community for all students. To that end, we have crafted the following guidelines to support transgender and gender nonconforming students and their right to express themselves in a culture free of harassment, discrimination, or bullying. These guidelines cannot predict every situation; therefore, the needs of individual students will be assessed on a case-by-case basis.

- All students have the right to privacy and the right to be addressed by a name and pronoun of their choosing.
- Transgender and gender-nonconforming students have the right to openly discuss and express their identity at school and to decide when, how, and with whom to share private information. Staff, however, will not disclose information that reveals a student's transgender status to others unless authorized by the student or family. Staff will discuss a student's transgender status with one another only when necessary to support the student.
- In the event that students take part in a field trip or activity in which gender-segregated facilities are in use, students may use the facility consistent with their gender identity.
- Parents of transgender or gender-nonconforming students are encouraged to speak to the director of their child's grade level to develop a more individualized plan for support.

Service Animals

ArtSpace will make reasonable accommodations for qualified persons with disabilities in accordance with requirements of state and federal law. An individual with a disability may be accompanied by his or her service animal on school property as outlined in PACE Board policy 4.09. The full policy can be accessed on the PACE page of the school website. The Executive Director shall establish any necessary administrative policies and practices for the use of service animals on school property. For more information, contact the Executive Director.

Mandatory Reporting

Any school employee or volunteer who knows or has cause to suspect child abuse or neglect is legally required to report the case to Department of Health and Human Services (DHHS). "Abuse" is defined as "actions which cause risk or harm to a child," while "neglect" is defined as "failure to act which results in risk or harm."

These include any of the following:

- Inflicting injury or allowing injury to be inflicted

- Exposing child – or allowing exposure – to an environment that places child at risk of harm other than by accidental means. (This could include parental alcohol abuse, illegal drug use known/witnessed to child, parental drug manufacture or distribution, prenatal drug or alcohol exposure affecting child, witnessing domestic violence, unstable living arrangements, or unsafe driving)
- Using inappropriate devices or procedures to discipline child
- Committing, permitting or encouraging any type of sexual abuse. This includes exposure to pornography, or allowing statutory-related sexual relationships
- Creating or allowing serious emotional damage
- Not providing care
- Not providing necessary medical or remedial care
- Abandoning the child
- Using inappropriate devices or procedures to modify behavior
- Encouraging, directing or approving of delinquent acts involving moral turpitude. (NC Child Abuse Laws, Code 7B-101; NC Juvenile Code – Child Abuse Reporting Law, 115C-400)

Student Health & Safety

Confidentiality Statement

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

COVID-19 Guidelines

COVID-19 management has shifted with the availability of vaccines and treatments. However, it is still important to minimize risks when possible and reasonable. As a public school, ArtSpace is bound to follow legislation, statute, or executive orders regarding public health measures. The NC Department of Health and Human Services (NCDHHS) issues school guidance in implementing COVID-19 mitigation strategies, including face coverings, physical distancing, health/symptom screening, and cleaning protocols.

ArtSpace will work within mandates and recommendations accordingly as the dynamic needs of the pandemic shift. The PACE Board and administration will communicate specific strategies regularly through email, website, classroom communications, and other applicable channels.

No student or staff should come to school if they are ill. Families should review the "Guidelines for Sick Children" within this handbook for more information.

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 in the glue under the floor tiles in the front administrative offices.
- The ACM was inspected and found to be in good condition. The response is to "manage" the ACM in place.
- Asbestos only presents a health hazard when fibers become airborne and are inhaled.
- The mere presence of ACM does not represent a health hazard.
- Cleaning and maintenance personnel take special precautions to ensure asbestos is not disturbed.

All ACM is inspected annually and additional measures will be taken if needed to protect the health of building occupants

School Nutrition

The importance of good nutrition for the human body is clear. This is especially true of young learners. ArtSpace does not have a comprehensive school nutrition program, but nonetheless supports healthy habits to support positive development. The following guidelines support these goals:

- Students are encouraged to bring a water bottle to school daily.
- Soda and caffeinated drinks are not permitted.
- Candy is not permitted outside lunch time except when pre-arranged with a teacher as part of a school activity or birthday.
- All classrooms have scheduled snack time during the school day. Snacks should be nutritious and in accordance with any classroom specific guidelines.
- Students may not request snacks from the office because they do not like what is in their lunchbox.
- There is no school-wide ban on chewing gum. Each teacher will share their expectations with students.

- Parents/guardians should provide a nutritious lunch for their child each day. Mid-day lunch deliveries should be limited and allowed only in exceptional circumstances.
- If students do not have a lunch, the office will attempt to contact a parent/guardian with a request to deliver a lunch. If that is not possible, a limited number of snacks are available in the office. However, the school cannot provide a complete, balanced lunch.
- Students may not bring food to share at school unless pre-arranged with the teacher. This precaution is taken in deference to students with dietary restrictions or allergies as well as to limit the distribution of food as “social currency.”

Any family in need of financial or like support for child or family nutrition should contact the School Social Worker. ArtSpace is committed to working with families and community partners to remove barriers to access to good quality food.

Food Allergies

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

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

- Provide the office with documentation from a physician regarding the child's allergies.
- Parents/guardians of children needing specific allergen-free foods will be asked to keep a supply of approved food in the classroom to be given to their child as needed.
- Parents/guardians should educate their child about their food allergies and what they can and cannot eat. Frequent family conversations are recommended to help support understanding and accountability for making appropriate decisions about food at school.
- Parents/guardians are responsible for communicating information about their child's allergies to the adults working with their child outside of normal school hours. This includes AfterCare, sports, clubs, and/or other extracurricular programs.

Special Treats

Students may bring in special treats (birthday, holidays, or special occasions) for the classroom only if it has been pre-arranged with the teacher at least two days in advance. Since all those events can add up to a lot of sweet treats, consider sending healthy snacks or inedible favors. Parents/guardians of students with dietary restrictions are encouraged to supply treats that are safe for their own child. Please discuss this with the teacher at the start of the school year.

For students having parties outside of school, unless the entire class has been invited, invitations must be distributed off of school property and may not be handed out by the student at school.

Student Medications

When possible, it is best to administer a child's medicine at home. Parent/guardians should consult with the primary physician to determine the best administration times outside of the school day, if feasible. Parents/ guardians are welcome to come to school to administer medication to their child.

Prescription Medications

In situations that necessitate the school's administration of medication, the school will follow approved, safe procedures.

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

- Medicine must be brought to school by a responsible adult and signed in to the medication log book.
- 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 any time dosage or directions change.
- Students may not carry medication with them to class without permission from the administration.
- Students will NOT receive lunchtime (or later) medication on early release days without a note from his/her parent or guardian.

Nonprescription Medications

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

Safety & Emergency Plans

The safety and wellbeing of the students and community members of ArtSpace is of utmost importance. The PACE Board are committed to ensuring that everyone is safe on our campus. Ongoing safety practices include, but are not limited to:

- The Safety Committee meets at least once per month and as needed by occasion. This team is comprised of administration, staff, and parent representatives.
- A Safety and Emergency plan is in place and is continuously evaluated, updated, and implemented based on data, public safety feedback, and evidence-based practices.
- The PACE Board reviews the Safety and Emergency plan each year.
- The Safety and Emergency plan is reviewed with staff throughout the school year.
- Emergency drills are practiced with students, who are taught appropriate procedures before the drills. Care is taken to intentionally plan communication and drills in a non-threatening manner so that students are not fearful. The goal is for students to be prepared, not anxious.
- Staff reviews each drill and makes suggestions for improvement to the Safety Committee.
- The Safety Committee works directly with the Buncombe County Sheriff's Department (BCSD). The BCSD visits our campus to become familiar with its layout and regularly reviews our Safety and Emergency plans.
- Parents are invited to share their observations and safety concerns with the school's administration.
- In accordance with state law, details of any safety and/or emergency plans are confidential.

Emergency Drills

Emergency drills are practiced throughout the school year to ensure that our students and staff are well prepared in the event of an emergency. Families will be notified when full lockdown drills are scheduled. The following drills are regularly scheduled:

- Evacuation (1x/month): Also referred to as "fire drills," these drills allow students an opportunity to practice getting out of the building quickly.
- Tornado (at least 1x/year): Students practice getting into the safest areas of the building and assuming the "duck and cover" position.

- Full Lockdown (at least 1x/year): This type of lockdown is the maximum level of school-wide security. Beyond those actions taken during a perimeter lockdown, a Full Lockdown additionally requires that all staff and students seek as much safety as possible by using barriers to sight as well as other safety measures.

Real Emergencies

In the event that there is a real or a perceived emergency, ArtSpace will take a conservative approach for an abundance of caution. For example, a bear in the neighborhood may trigger a perimeter lockdown. ArtSpace parents will be notified by email when we go into a perimeter or full lockdown. Communication will be sent as soon as it is safe to do so after or during the emergency (situation dependent) and will include relevant information about the event. ArtSpace must comply with confidentiality laws, which may determine to what extent details can be provided.

Partners in Safety

ArtSpace parents/guardians are a critical component of school safety. The following reminders help contribute to a safe environment for all:

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

Permanent Records (FERPA)

ArtSpace follows the rules and regulations of Permanent Student Records retention as outlined in the North Carolina Division of Archives and The Permanent Record will include the following information:

Admin: 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.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#) or contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

General Practices & Procedures

Car Line Procedures

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

Morning Drop-Off Procedures

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

Afternoon Pick-Up Procedures

1. School dismisses at 3:10pm. Parents arriving before 3:10pm must wait until 3:10 p.m. to pick up students. All students being picked up before dismissal must be signed out in the front office. See *Attendance* for early pick up instructions.
2. Please do not come too early. The car line moves more smoothly when our families spread out pick-up time 3:10 – 3:35 p.m.
3. All cars that enter the car line for dismissal must travel around the block.
4. **DO NOT** attempt to enter the car line from Sherwood Road. Turn on Reger Avenue and circle behind the school.
5. When sitting in the car line, please **DO NOT BLOCK PRIVATE DRIVEWAYS**.
6. **DO NOT CUT AROUND CARS IN THE LINE BY CROSSING INTO THE LANE FOR ONCOMING TRAFFIC**. Drivers must stay in one line until the last private driveway is passed.
7. Students are dismissed from two locations: the side door by the Theatre and the Front Dismissal Door.
8. 5th through 8th grade students will exit from the side of the building (off Sherwood Road – near the theatre). A staff member will be posted on the side of the road. Please pull off the road slightly (location indicated by signs). Once students have been picked up, drivers may carefully pull back onto Sherwood and go straight to the Hwy 70 intersection. Drivers do not need to pull around to the front of the school.
9. Kindergarten through 4th grade students will exit from the front of the school. Drivers should pull forward as instructed by the staff members working the front car line.
10. Drivers picking up multiple children across grade levels will pick up all their riders in the front of the school. In this case, the older students will be sent to the front of the school.
11. Drivers should not attempt to cut ahead of cars in the car line.
12. Please do not talk on cell phones in the car line.
13. Please be advised that staff members may not engage in conversation while on car-line duty.
14. Parents who park and walk to pick up their children at the front of the building **MUST** wait for students in the designated area. Parents should not loiter along the front of the building as this disrupts the flow of the car line and hinders visibility for on-duty staff, jeopardizing the safety of students, staff, and parents
15. Dogs and other pets are not permitted outside vehicles.

Parking Lot Procedures

1. Traffic flows through the parking lot in one direction ONLY.
2. Cars may only enter the lot from Highway 70.
3. Cars must exit the lot onto Sherwood Road and must turn right. Cars will circle around the building on Sherwood Road. You may then turn left onto Reger Avenue or Rowland Avenue. We recommend using Rowland where there is a light that makes your ability to turn onto Highway 70 easier and safer.
4. Please park in the spaces designated parent/visitor areas.
5. Please use the designated walkways and crosswalks.

Inclement Weather

The administration considers many factors when making determinations regarding school closings. It is always our goal to make decisions that are safe for our entire community and educationally sound. Families and staff come from a wide geographic area, so it is common for conditions to vary wildly. **If school is in session, and parents/guardians do not think it is safe to travel based on their location and/or resources, they should keep students at home and send a note the next day for the absence to be excused.**

To ensure that parents can be contacted, it is imperative the student emergency contact information is correct in the school office. Updated contact information can be emailed to office@artspacecharter.org. Operational status will be announced through the following:

- After 6:30am, the message on the school phone (298-2787) will announce our status.
- Closures or delays will be reported to WLOS and posted to the website/social media.
- An automated phone message will be sent to all families and staff.
- Information will be ArtSpace Charter School specific. Do **not** follow “Buncombe County Schools” or “Asheville City Schools” information.
- Download the [WLOS News 13 app](#) and turn on notifications for school closings.

Delayed Opening

If there is a delayed opening, a phone message will be sent out. Families should always confirm school is actually open through the above methods before leaving for school. A late opening is based upon the assumption that the weather will clear or the snow/ice will be sufficiently melted in time for travel. Should conditions not improve and the school is closed for the day, a second call from the messenger system will be sent.

ONE HOUR DELAY

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

TWO HOUR DELAY

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

THREE HOUR DELAY

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

Closing During the School Day

If inclement weather necessitates closure/ early dismissal during the school day, ArtSpace will:

- Call parents/guardians to inform them of our intention to close. All children will be supervised until they are picked up.
- Change the message on the school phone (298-2787) to reflect the early closing.
- Announce the closure through WLOS, social media, and website.
- Cancel all after-school activities (including AfterCare)

If a parent/guardian feels the need to pick up their child(ren) earlier than announced due to conditions in their area, they may, following normal check out procedures.

Media Policy

ArtSpace aims to be a *national benchmark* in arts integration. Sharing the amazing things our teachers and students are doing is at the heart of building community and best practices. Often this includes photos, articles, and multimedia (television, social media, etc.) coverage. Upon enrollment, parents/guardians are asked to grant permission allowing their child to be photographed and named in the media.

Any changes to permissions or questions about usage should be made in writing to the Student Data Coordinator.

Student Directory

Annually, ArtSpace releases a grade level student directory to encourage community interactions and contact for play dates, birthday parties, etc. Inclusion in the directory is automatic, however, families may opt out. Families who do not want contact information shared in the student directory, should email a request in writing to office@artspacecharter.org

Student directory information is shared with ArtSpace families in order to facilitate classroom communication and gatherings and is not to be used for personal gain or business solicitation. Families are not to share or distribute Student Directory information outside the ArtSpace community under any circumstances.

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>.

The ArtSpace Title IX Coordinator is the School Social Worker. See the directory of this handbook for contact information.

Visitation & Deliveries

ArtSpace welcomes parents, guardians, and extended family to visit the school for appropriate times and reasons. Visitors to classrooms must follow the steps:

- Prearrange the visit with the teacher.
- Sign in and out at the front office and wear a name tag for the duration of the campus visit.
- Deliveries, as necessary, will be made by office staff but should be limited as not to interrupt the classroom.

Volunteers

ArtSpace welcomes, encourages, and values volunteers. The volunteer contribution to life at ArtSpace is immeasurable, and we want to be welcoming at all times. We ask families to volunteer throughout the year. In recognition of the many demands on a parent/guardians schedule and the inherent value of community engagement, there are many ways to contribute. The request to volunteer should not be a barrier to any families' access to educational opportunities.

Volunteer service can be coordinated through the classroom teacher or the volunteer coordinator. Here are some guidelines to help make volunteering rewarding and enjoyable for everyone:

- Volunteers must sign in at the office upon arrival and wear a name tag at all times.
- Volunteers are bound at all times by the school's Confidentiality Statement.
- Volunteers may or may not be working with their own child, depending on the activity.
- Communicate with staff when it is necessary to cancel a volunteer commitment.
- Possible volunteer opportunities include: classroom assistance, story time, performance support, sharing expertise, field trip support, special event assistance, board membership, school garden/grounds maintenance, facility projects, etc.

Custody Hearings/Orders

ArtSpace respectfully requests that parents refrain from asking teachers and staff members to submit written statements regarding parenting or to testify at custody hearings. Maintaining a positive relationship with both parents is in the best interest of students. Involving school personnel in custody issues can create tension within the parent-teacher relationship. When a teacher or staff member is subpoenaed to testify in court, their absence affects many students negatively. Please note that most staff members and teachers are ten month employees and subpoenas served at school during the summer months cannot be signed for.

Parents and the courts will establish the terms and conditions of custody of the children. Parents are responsible for ensuring the school has the most current court order on file at all times. Custody terms will generally fall into the categories of Joint Custody, Primary Physical Custody, and Sole Custody. In any of these custody arrangements, unless parental rights have been legally waived, both parents retain full parental rights regarding access to school records, grades, parent-teacher conferences, IEP meetings, and the like. ArtSpace will remain neutral in custody cases and will rely on parental agreement or court documents in honoring parental requests. Any changes to the status quo must be agreed to by both parents or through a Court Order.

ArtSpace will make every good faith effort to abide by *informal* parenting plans provided, but is not responsible to enforce specific pick-up days in the absence of court orders. Administration retains the right to contact law enforcement in the event of a potential or suspected unsafe situation.

School Payments

Electronic Payments: ArtSpace has adopted the convenience of the secure online platform Charter Pay to collect payment on items such as the school supply fee, AfterCare, field trips, etc. Families will be notified via email when payments are pending on their personal dashboard. Parents/guardians who set up an account in the previous school year may use the same login credentials. Please contact the Business Manager, Esteve Coll Larrosa, for assistance accessing Charter Pay. New ArtSpace families will receive a Charter Pay activation link the first week of school.

Returned Checks: ArtSpace reserves the right to charge individuals any incurred fees as a result of checks returned for insufficient funds or uncollected funds.

Communication

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

Email is the preferred method of communication. Due to the ever increasing volume of digital communication, please allow 48 hours for teachers to respond. When a response is needed sooner, call the front office. Information about student transportation adjustments should be called in to the school's main line (298-2787).

Not all staff have an office phone line. Parents/guardians who wish to leave a voice message may call the school's main number and leave a message. The Staff Directory in this handbook and on the website provide email addresses and available phone extensions. Parents who desire a meeting with a teacher may request one via email or phone message.

"Drop in" (unplanned, on demand) meetings with staff before, during, or after school are not permitted. This is to safeguard valuable instructional and planning time while giving all individuals adequate time to prepare for meetings. In cases of emergency, please contact the front office.

Parents should refrain from calling or texting students during the school day. Students are not allowed access to their phones except with teacher permission and will face disciplinary consequences if found to be using phones during the school day without permission (even if they are communicating with their parents/guardians). For emergency or immediate communication needs, the office should be the primary point of contact. Staff will relay the communication appropriately based on the need. Students who need to contact a parent/guardian may either use the phone in the front office or ask teacher permission to use their cell phone.

With or without an appointment, parents/guardians should be advised that the **Executive Director, K-4, and 5-8 Directors will not meet to discuss a classroom issue that has not first been discussed with the classroom teacher.** This process not only honors the teacher as a professional, but brings resolution to issues more efficiently and productively. If, after meeting with the classroom teacher, there is still a need to speak to an administrator, an appointment may be scheduled to meet with the K-4/ 5-8 Director as well as the teacher.

See the Grievance Resolution Process or the appendix for additional information on problem resolution.

Grievance Resolution Process

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

** If the situation is unsafe or dire, the Director may be contacted for more immediate interventions.*

The PACE Board policies on problem resolution and grievance processes are available on the website or by request from the front office.

Appendix A: Clear Communication FAQ

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

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

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

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

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

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

Q: I need to communicate with my child's teacher in person to discuss something. Can the executive director and/or the director of my child's grade be at the meeting?

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

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

A: If you feel your issue/concern was not satisfactorily resolved in your meeting with the teacher you may contact the director for your child's grade level. Your concern must be sent to the director in writing. The director will contact you to discuss your concerns or set up a time to meet in person. The director will determine if the teacher will be invited to this meeting.

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

A: An appointment may be scheduled to meet with the executive director (ED) only if you have discussed the issue with the director and the teacher. Your concern must be sent to the ED in writing. The ED will contact you to discuss your concerns or set up a time to meet in person. The ED will determine who else will attend this meeting.

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

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

Please refer to PACE Board Policy 2.03 and 2.04 for more details.

Board policies are available on the ArtSpace website or upon request.

Appendix B: 6.01 Electronic Media Policy

The following guidelines are in addition to and in accordance with the ArtSpace Charter School Required Network Use and Internet Safety Policy

Movies

School Hours

- Movies may only be shown if directly connected to specific curricula goals and objectives and if the guidelines below are met
- Under special circumstances (rewards, recess during inclement weather...) non-curricula related electronic media may be shown if the guidelines below are met
- PG and PG-13 movies checked out from the library must still adhere to the guidelines below

Grades K-8

- Movies with a “G” rating may be shown without administrative pre-approval or parent notification
- Movies with a “PG” rating may be shown without administrative pre-approval but require advanced parent notification (email, newsletters, etc.)
- Movies with a “PG-13” or “R” rating may only be shown with administrative pre-approval and signed parent permission
- Movies without a rating or any other rating must be pre-approved by administration and parent notification must be documented if the video is deemed to be above a “G” rating.

After School

- AfterCare Program follows grade level guidelines listed above except “PG” rated movies are permissible without prior parental notification
- After school clubs, activities, special events, etc. follow grade level guidelines listed above

Other Electronic Formats

- Videos such as TV/streaming programs, YouTube, music videos, documentaries and other media must be carefully previewed by the staff member *before* student viewing and must meet the grade level requirements
- Students may only access video streaming sites such as YouTube as a part of a teacher guided activity
- Access to social media sites such as Facebook, Instagram, TikTok, and Twitter is not allowed at school.
- Non-curricular video games, whether owned by the student or the staff member, should be used rarely and only as part of a specific activity or reward plan. Students may not bring video games or gaming devices without teacher permission.

Student Devices

- Students who bring personal devices from home such as computers, cell phones or MP3 players must follow the ArtSpace Charter School Required Network Use and Internet Safety Policy and BYOD Policy and may only use these devices with teacher permission.

Revised July, 2017

Appendix C: ArtSpace Charter School Required Network Use and Internet Safety Policy

1. Purpose

The purpose of this policy is to meet the requirements of state and federal law (i.e., Children’s Internet Protection Act, **CIPA**) and to provide guidelines for safe, legal, and ethical use of ArtSpace Technology. The network services provided by ArtSpace Charter School are an integral part of the learning process. Students will use the internet and other network resources to access educational resources, present information, and work collaboratively with peers and experts globally. This policy provides guidelines and information about the limitations the school imposes on use of these resources. User’s assigned personal devices must agree to and sign a student/parent laptop user agreement in addition to this required use policy.

A PRIVILEGE, NOT A RIGHT: Use of any or all ArtSpace technology, including the network, hardware, software (both locally installed and web-based), Internet access, the ArtSpace website, and e-mail is a privilege, not a right. All staff have the right to access and view student computers and student email at any time, without prior notice, to ensure all policy requirements are met. All users must complete and return the appropriate “agreement acknowledgement” before use.

2. Required Use Policy

These services are provided as a necessity in the learning process to the user and this Required Use and Internet Safety Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

3. Access

- There are networked computers (networked meaning the computers are connected to the Internet, server, personal and shared folders) accessible to students in classrooms and from mobile carts.
- Network access in school buildings is filtered and monitored in accordance with CIPA (Children’s Internet Protection Act) requirements. The school is not responsible for network access obtained off school property and cannot be held accountable for the filtering or monitoring of material while devices are connected through other network connections. It is the responsibility of the user and parents/guardians to monitor these activities.

4. User Responsibilities

- Users will use technology for school-related purposes only; users must refrain from uses related to commercial, political, or other private purposes. Network activities are not guaranteed to be private. All activity is monitored and those who maintain and operate these systems have access to history and all mail and may report unethical or illegal activities to the appropriate authorities.
- All messages or files sent or received at any Internet connection are subject to inspection by school personnel. Files stored and information accessed, downloaded, or transferred on school-owned technology is not private.
- Users will follow copyright laws and should only download/import music or other files to school owned technology that is authorized or legally permitted to reproduce, or for which the user has the copyright.
- Users will provide appropriate bibliographic citations for all information obtained via the Internet.
- Users will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyberbullying such as personal attacks and/or threats on/ against anyone made while using school owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Please also refer to the bullying policy in the student handbook. Rules of netiquette should be followed conducting oneself in a responsible, ethical, and polite manner.
- Users will not share passwords or attempt to discover other user’s passwords. Sharing a password could make you liable if problems arise with its use and is subject to disciplinary action.
- Users will not tamper with computer hardware or software, attempt unauthorized entry into computers, or attempt willful vandalism or destruction of computers or computer files.

- Users will not download and/or install any programs, files, or games from the Internet or other sources onto school owned technology without consent from the systems administrator. This includes the intentional introduction of computer viruses and other malicious software.
- Users will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.
- Users will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators and teachers. Specifically, all school owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

5. Personal Safety

- Users will use only their account and password and keep the password private (when such measures exist).
- Users will not reveal identifying information, files, or communications to others through email or by posting to the Internet. Users should not reveal their home address, full name with image, or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only when necessary.
- Users will report to an administrator or teacher any security problems or information that makes the user uncomfortable.
- Students will be required to participate in classroom activities that will educate them about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- Students are not allowed to use personal email for any reason unless a teacher is present and designs the email activity as part of a class activity.

6. Inappropriate Use

- The network account holder is held responsible for their actions and activity within their account.
- Unacceptable uses of the network will result in disciplinary action and/or revoking of these privileges.
- Software is installed on all computers that allows administrators to monitor student activity. Please report any questionable actions or material to a staff member immediately.

Appendix D: ArtSpace 1:1 Chromebook Program for 7th/8th Grades

Student and Parent Agreement

ArtSpace Charter School will provide students in grades 7th & 8th with an assigned Chromebook. These Chromebooks are provided to students for educational use only and remain the property of the school. Students should have no expectation of privacy. ArtSpace staff have the right to access and view student computers and student emails at any time, without prior notice, to ensure all usage is meeting policy requirements. Assignment of the Chromebook may be revoked at any time due to inappropriate use or abuse.

Chromebook Deposit

Students will pay a **\$25 refundable** deposit at the start of each school year. This deposit will be returned when Chromebook and accessories are returned at the end of the year. Families who meet financial assistance criteria may contact the Business Office for appropriate arrangements.

Assignment

All 7th and 8th grade students will be assigned a Chromebook. Chromebooks are assigned for educational use only. Students may not loan their Chromebook or charger to anyone else. Students must use their ArtSpace email for all work done on their Chromebooks. This allows documents to be stored in the ArtSpace Google Drive. All ArtSpace students will be given a managed ArtSpace email account issued by the school.

Theft / Damage / Repair Fees:

ArtSpace Chromebooks are covered for accidental damage, theft, and loss due to natural disaster or fire. **A \$50 deductible will be charged in case of theft or loss due to natural disaster or fire.** Families are responsible for the deductible and repair or replacement costs not covered by insurance. Insurance does not cover purposeful damage, undocumented loss, or case damage. Any damage, theft, or loss must be reported immediately to Ms. Lucy. In the case of theft, the student and family are responsible for obtaining a police report and submitting a copy within 5 days of the incident.

Repair Fees

Fees for damages to the Chromebook, charger cable, charger brick, or case will be assessed by the Technology Technician. Students and their families are responsible for these costs.

Itemized repair fees:

Replace shoulder strap - \$6.00

Replacement storage pouch \$9.00

Replace power cord - \$39

Replace lid hinge - \$35

Replace screen - \$69

Replace Chromebook Case - \$45

Replace keyboard - \$49

Total Chromebook replacement fee - \$217 *(for Chromebooks lost or damaged beyond repair)*

Hardware

Chromebooks come with a charger cable and a charger brick. Students are expected to keep their Chromebook, charger cable, and charger brick clean and in working condition. Students must take care to not place the Chromebook in compromising situations that may cause loss or damage. Students are expected to take steps to ensure that their Chromebook and charger remains safe and functional and is handled with care.

Cases

Chromebooks will be issued with a school-owned case. The Chromebook is designed to be used with the case on. Students may not remove this case for any reason. Students may not draw or place stickers on the case. Students may not purchase or use a different case. Do not remove any ArtSpace labels or stickers that are attached to the Chromebook or case when it

is issued. Case damages are not covered by insurance, and students will be billed for damages beyond what the school deems “reasonable wear and tear.”

Loaners

ArtSpace has a limited number of loaner devices available for students when assigned Chromebooks are being repaired. Students who forget their Chromebook at home will not be permitted to use loaner equipment. Students using loaned Chromebooks are responsible for that Chromebook’s care while it is checked out to them.

Backups

Documents created using Google Drive will automatically be stored in the ArtSpace Google Drive. Students are responsible for storing their data according to classroom protocols.

Security

Student passwords for Chromebooks and ArtSpace email will be shared with ArtSpace staff and are subject to viewing by staff at any time without prior notice. Students should memorize their passwords. Students are not permitted to set lock codes on their Chromebooks. Additionally, teachers may impose other restrictions and remotely view Chromebook screens at any time.

Chromebook Care Tips

Do use your Chromebook in the following ways:

- ❖ Clean Chromebooks with a microfiber cloth.
- ❖ Bring your Chromebook to school each day fully charged. Although a fully charged Chromebook battery should last all day, you should always bring your charger just in case. Arriving to school without your Chromebook or with a dead battery is the same as arriving unprepared and may result in further disciplinary action.
- ❖ Check your email, classroom pages, and Jupiter Grades regularly to keep up with assignments.
- ❖ Treat your Chromebook, charger cable, and case with care.
- ❖ Use good judgement online. Your Chromebook is an instructional aid. Misuse may result in disciplinary consequences or the loss of Chromebook privileges.
- ❖ Enjoy the privilege of having a computer that is assigned to only you and allows you to access information and organize your assignments both at school and at home.

Do not use your Chromebook in compromising or dangerous situations:

- ❖ Do not use cleaning chemicals as it could damage the surface.
- ❖ Do not leave it in places where it may be accidentally damaged, such as on a sofa or chair where someone may accidentally sit on it, or on the edge of a table where someone may accidentally knock it to the ground.
- ❖ Do not stack items on top of your Chromebook or place it in the same bag/pocket as other heavy items that might damage it.
- ❖ Do not place it on the floor where someone may step on it.
- ❖ Do not slide your Chromebook across floors, tables or any surface.
- ❖ Do not write down your passwords and leave them in a place where others may find them. You may not change your password.

COPY - 1:1 Student & Parent/Guardian Agreement

Student & Parent/Guardian Agreement

My parents and I have read the terms of the 1:1 Chromebook Program Student and Parent Agreement and

- We understand that the Chromebook is school property and may be inspected at any time.
- We agree to keep the Chromebook in clean, working condition and immediately report any damage or loss to Ms. Lucy, director grades 5-8.

- We will not install unauthorized apps, inappropriate content or make any unauthorized changes to the Chromebook.
- We understand that we are solely responsible for any and all damages to or lost accessories for the Chromebook assigned to us. We will be financially responsible for repair and/or replacement costs as necessary. We have read and agree to the fees for damages including total replacement if the damage is due to negligence.
- We understand that Chromebooks are to be used for educational purposes only. Students who visit off task sites or misuse Chromebooks during school hours will face disciplinary consequences.
- We understand that students are responsible for completing all school work even if the Chromebook is not available (because left at home or lost or privileges revoked.)
- We understand that while the school will provide internet content filtering, there is no substitute for parental supervision when using a computer. Parents are responsible for monitoring student use of the laptop and Internet at home.
- We agree to follow all rules and regulations of the Acceptable Use Policy and this 1:1 agreement and understand that violations may result in disciplinary actions including revocation of Chromebook privileges.

Signatures and payment information collected on original form.

Appendix E: Copy of Community Contract

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	The action of showing the way, modeling, empowering, and being a principal player in your own life and in 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

ArtSpace Parents/Guardians will:

- Ensure their child is:
 - On time and in school for the entire day.
 - Well rested, nourished and healthy.
 - Provided a nutritious snack and lunch each day and a clean, filled water bottle.
- Supply appropriate time, space and encouragement for their child to complete homework.
- Regularly read information from their child's teacher(s).
- Actively communicate to school personnel issues concerning their child's health, well-being and educational needs.
- Be available for conferences with classroom teachers, specialists, administrators or EC teachers when requested.
- Arrive on time for meetings with school staff and for school functions.
- Consult the school calendar prior to scheduling vacations and avoid taking off school days.
- Treat all members of the ArtSpace community with respect.
- Provide home consequences for inappropriate school behavior when necessary.
- Read and review the student accountability section of the Community Contract with their child.

I have received a copy (electronic or paper) of the 2022-23 Family Handbook and I agree to abide by all school policies therein.

Student Accountability

ArtSpace Students will:

- Follow the procedures laid out in the Family Handbook
- 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.
- Arrive on time daily, ready to learn, with materials and homework completed.
- Accept responsibility for actions, behaviors and belongings.

Staff Accountability

ArtSpace Faculty and Staff will:

- Maintain safe and respectful school and class environments.
- Create high quality academic opportunities to challenge and motivate students.
- 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 are referred to the grievance policy:

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. 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.
3. If a satisfactory resolution has still not occurred, please bring the issue in writing to the grade appropriate director. Ask for assistance in correcting the issue and agree on a timeframe for reevaluation.
4. Only if the director and the parent cannot reach an understanding or agreement should the issue be brought in writing to the executive director.
5. In extreme cases, and only after the previous steps have been completed, notify a member of the executive committee of the PACE Board. Issues must be brought in accordance with the grievance policy (available upon request from the front office staff or from any member of the PACE Board)

If the school has concerns that 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 create a plan of action to resolve the issue as well as establish a time frame for evaluation.
2. If the action plan is not successful, parent(s)/guardian(s) will be sent notification of non-compliance with the ArtSpace Community Contract and will be asked to attend a conference with an executive director and/or PACE Board to discuss resolution of the issue.

In order to support the mission statement of ArtSpace, 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 ArtSpace Community Member, as well as support others in their efforts to do the same.

Signature page on original