



2018-2019

**Student/Parent
Handbook**

Scholar Academy

www.scholarcharter.org

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School Purpose

Mission

Scholar Academy is committed to creating a learning environment that fosters in students the development of divergent thinking and problem solving skills, providing opportunities which enable all students to develop a sense of civic responsibility and achieve their highest potential

Vision

Scholar Academy will work to develop a student's intellectual abilities, leadership, creativity and healthy lifelong practices

Motto

Achieving Excellence Together

School Mascot

The Owl



School Colors

Lime Green and Royal Blue

Board of Directors

Board Responsibilities

SA is a public school chartered by the Utah State Charter School Board. SA's Board of Directors is a non-profit board of community members established to oversee the implementation of the SA charter. The SA Board of Directors is responsible for the following:

1. Sign any documents pertaining to the legal operation of the school and fulfill all other legal obligations.
2. Hire, evaluate and dismiss the administrator.
3. Define school policy.
4. Monitor school finance and evaluate school performance.

Board Members

Sandra Larsen – President

Email: slarsen@scholarcharter.org

Dusty Griffith– Financial Coordinator

Email: dgriffith@scholarcharter.org

Jared Hamner – Vice President

Email: jhamner@scholarcharter.org

Ian Tomlinson- member

Email: itomlinson@scholcharter.org

Dustin Laughlin- member

Email: dlaughlin@scholarcharter.org

Administration

Sandra Shepard- Principal

Email: sshepard@scholarcharter.org

Traelle Gailey- Vice Principal

Email: tgailey@scholarcharter.org

Office Staff

Valerie Coffman- Office Manager

Email: vcoffman@scholarcharter.org

Korilee Dipo- Attendance Secretary

Email: kdipo@scholarcharter.org

Mary Murphy- Counselor- Junior High

Email: mmurphy@scholarcharter.org

Faculty

Kindergarten		
Katrissa Bischoff	Erin Medina	Lesley Mollard
First Grade		
Misty Angeli	Alison Newkirk	Ashely Tignor
Second Grade		
Christie Cook	Gabi Giles	Trudy Petroff

Third Grade

Aubrey Griffith Hannah Philpot Chelsea Virostko

Fourth Grade

Elizabeth Bulkley Heidi Forsyth Marilyn Howarth Aaron Pratt

Fifth Grade

Karli Fait Courtney Harder .5 Katherine Rawlins .5
Thomas Curtis

Sixth Grade

Janine Christensen Jeffrey Hall Katherine Rawlins .5

Seventh Grade

Language Arts: Melody Barnett

Math: Shannon Proctor

World Civilizations: Courtney Harder

CTE: Cynthia Spencer

Science: Erica Robinson

Spanish: Sandra Arslanian

Electives

Art: Cindy Andrews

Computer/Tech: Todd Crane

Library: Mandy Bush

Music: Lanette Sharp

PE: Maria Flores

Violin: Marilyn Howarth	Emilce Newell
Spanish	
Sandra Arslanian	Cila Vega Hector Hurtado
Special Education	
Bryson Young: Department Head/Behavior Specialist	
Amy Gray: 6 th and 7 th	
Connie Douglas: 3-5	
Rebecca Rasmussen: k-2	
Michele Brady: testing	
Staff/Teaching Assistants	
Marci Tribe- Intervention	
Lara Mott	Lodi Elton Pam Adams Whitney Reynolds
Angeline Walters	Anngie Youngberg Stephanie Gray
Roxy Scow	Megan Warner Emilice Newell
Virgina Hooper	Kandiss Dockstader Melissa Salazar
Kitchen and Custodian Staff	
Thomas Shannon: Kitchen	
Laura Guerrero	Melia Smith
Jerry Land: Custodian	
Joanna Dyson	

Scholar Academy

School Year 2018-2019

AUGUST 2018							SEPTEMBER 2018							OCTOBER 2018							YEAR AT A GLANCE		
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S			
			1	2	3	4							1		1	2	3	4	5	6	August 1-2		Special Ed Law Conference
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	August 9		Scholar Leadership Team Meeting
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	August 10-16	No School	Teacher Preparation Days
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	August 17	No School	Teacher Professional Development - Legislative Day
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				August 20	School Begins	First Day of School/Term 1 Begins
							30														August 20-23	No Kindergarten	Kindergarten Assessment
																					August 24	Kindergarten Begins	First Day of Kindergarten
																					September 3	No School	Labor Day
																					September 27-28	Early Out	Parent Teacher Conferences
																					October 18-19	No School	Fall Break
																					October 25	Term End	Term 1 Ends
																					October 26	No School	Teacher Work Day
																					October 29	Term Begin	Term 2 Begins
																					November 21-23	No School	Thanksgiving Recess
																					December 5	Early Out	Parent Teacher Conferences
																					Dec 24 - Jan 1	No School	Winter Recess
																					January 10	Term End	Term 2 Ends
																					January 11	No School	Teacher Professional Development - Legislative Day
																					January 11	Term Begin	Term 3 Begins
																					January 21	No School	Martin Luther King Jr. Day
																					February 18	No School	Washington and Lincoln Day
																					March 15	No School	Teacher Professional Development - Legislative Day
																					March 15	Term End	Term 3 Ends
																					March 18-22	No School	Spring Break
																					March 25	Term Begin	Term 4 Begins
																					May 27	No School	Memorial Day
																					April 10	Early Out	Parent Teacher Conferences
																					April 19-22	No School	Teacher Comp Days
																					May 24	Early Out	Last Day of School

DAILY SCHOOL SCHEDULE

- AM Kindergarten:
- PM Kindergarten:
- Grades 1-5:
- Early Release Days

Administration Structure

Academy Parents (PTO)

All parents of students enrolled at Scholar Academy are members of the Parent Teacher Organization (PTO).

Curriculum & Programs

A complete list of Scholar curriculum and programs can be found on the SA website at www.scholarcharter.org.

Utah State Core

Utah's core standards provide statewide comprehensive expectations for all students. These standards establish a framework for high quality instruction. They help Utah teachers ensure academic achievement for Utah students by defining the essential knowledge, concepts, and skills to be mastered at each grade level or within critical content areas. They define what students should know and be able to do to as they move on to post-secondary training, college, or a career.

www.schools.utah.gov

Spanish-Raising World Citizens

Scholar Academy follows the American Council on the Teaching of Foreign Languages (ACTFL) standards that base their language learning on not only interacting with a new language, but also learn to utilize their Spanish for global education, cultural awareness and cognitive thinking. The teachers, all Native Speaking backgrounds, ensure that skills like writing, reading and conversational abilities are taught in classrooms. All students k-7 will have Spanish instruction.

Scholar Academy has developed a service learning curriculum across each grade level with appropriate scope and sequence and a variety of themes that will teach each of the four service

learning focus areas. Each grade level chooses a focus area and develops curriculum and projects, usually centered on a culminating event. All field trips at Scholar will have service learning themes. Teachers will provide opportunities for students to demonstrate skills and insights acquired from the service learning project that they participate in.

Parents will serve on a service learning committee and develop a service template completed by each team of teachers, covering their specific project details and plans for the year. The service learning committee will be made up of teachers and parents who are willing and passionate about assisting teachers in their service learning efforts. An annual service learning fair will be held where all students prepare and present information on their service learning experiences and local service providers will be honored for their service to the community. Civic Education will allow students to learn the value of serving their community by being a productive citizen.

Destination Imagination

Destination Imagination is a research-based program offered in Utah and throughout the United States and 30 other countries. From their mission, "The Destination Imagination ("DI") program encourages teams of learners to have fun, take risks, focus, and frame challenges while incorporating STEM (science, technology, engineering, and mathematics), the arts, and service learning.

Violin

Violin is part of our early morning class from 8:00-8:30. The advanced class will have class on Monday and Wednesday. The beginning class will have class on Tuesday and Thursday.

SA Schedule

Daily Schedule

- **Kindergarten AM** 8:30 a.m. – 12:00 p.m.
- **k -5th Grades**
 - 8:25-Warning Bell
 - 8:30- Class Begins
 - 9:30-9:45- Recess (k/1st)
 - 9:50-10:10-Recess (2nd/3rd)
 - 10:30-10:45- Recess (4th/5th)
 - 11:00-11:45- 1st Lunch
 - 12:00-12:45-2nd Lunch
 - 3:00- Dismiss

- **6th Grade**
 - 8:25- Warning Bell
 - 8:30am-10:10 First Period
 - 10:10-10:25-Recess
 - 10:30-12:05- 2nd Period
 - 12:05-12:45-Lunch/Recess
 - 12:50-2:00-Third Period
 - 2:00-3:00-Science/Tech
 - 3:00-Dismiss

- **7th Grade**
 - 7:55-Warning Bell
 - 8:00-First Period/Advisory
 - 8:35-9:30- 2nd period
 - 9:35-10:30- 3rd period
 - 10:35-11:30- 4th period
 - 11:35-1230-5th period
 - 12:30-1:00-Lunch
 - 1:05-2:00- 6th period
 - 2:05-3:00-7th period

Early Release Days

Parent Conferences 9/27-28, 12/5, 4/10

- **Kindergarten AM** 8:30 a.m. – 10:15 a.m.
- **K-6th Grades** 8:30 a.m. – 12:45 p.m.
- **7th Grade** 8:00 a.m. - 12:45 p.m.

Drop Off and Pick-Up

DROP OFF - Students in k-6th may be dropped off 15 minutes before the first bell at 8:25 a.m. Upon arrival students not accompanied by a parent or guardian must proceed directly to their classroom to wait for school to begin. Students are not allowed to play on the playground or wander through the school. Students who eat school breakfast may arrive any time after 7:50 a.m. and must stay in the lunchroom until 8:15 a.m. The library and gym are open at 8:00 a.m. Students in 7th grade may be dropped off no sooner than 7:35 if they are eating breakfast. If not we ask that they arrive no sooner than 7:45am.

PICK UP - Students must be picked up within **15 minutes** of school dismissal or after their school-sponsored activity (such as tutoring or club) has ended. Students are not allowed to play on the playground or wander through the school while waiting for their ride. Students must remain outside in a designated location to wait for their parent, guardian or car pool. If a student's ride has not arrived within 20 minutes the student will be allowed to return to the office to call their parent or guardian. This year 7th grade students will be picked up in the back lot and if they have a sibling, they may meet their sibling in the back lot.

Tuesday After School Clubs and Tutoring

PTO sponsors Tuesday after school clubs- they are held during the second-third terms. The classes range from a variety of topics such as art, chess, computers, etc. There is a fee associated with some of the classes.

Tutoring will be available at Tuesday after school classes from 3:00 – 4:00 p.m.

Attendance

Attendance Policy

SA's attendance procedures are consistent with the provisions of Utah's compulsory attendance laws, Utah Code Ann. §§ 53A-11-101 through 53A-11-105. A copy of Scholar Academy's policies and procedures can be found on the website at www.scholarcharter.org.

Administration will contact parents in regards to excessive absences and tardies. After 15 of either the school will contact parents with a reminder and will sign an attendance contract. At 25 students are brought to CMT (Case Management Team) to discuss retention.

Parents of SA students are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School calendar. When possible, medical and dental appointments should take place outside of school hours and parents should notify the School in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

Make-up work is permitted for students who have excused absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable time-frame as determined by the teacher.

If a student is absent an oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in order for the absence to be excused. We appreciate notification the morning of student absences. In the event of multiple

consecutive absences, written communication must be received within one (1) business day of the student's return to school. In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

The school must be notified of a student's absence by calling the school, or using the absence reporting system through the school website.

Teachers will work with parents concerning absences. Staff may refer any habitual absences to the CMT for further action. If the Principal determines that absences have reached an excessive level and are adversely impacting the student's education, the parent will be required to attend an attendance meeting with the Principal and complete an Attendance Improvement Plan.

Late Check-In Procedures

It is important that students learn to be punctual. Please have your student arrive at school 5 – 10 minutes early so they will always be ready to begin school on time. Students must report directly to the office when late to school. Late students must get an admit pass from the office before being accepted into the classroom.

Early Check-Out Procedures

Parents or legal guardians must come to the office to check a student out of school early. Adults, other than the legal guardian, picking up students **MUST** be listed on the student's registration form. No student will be released the last 15 minutes of school except for emergencies or for scheduled appointments.

Students **MUST** be picked up through the pick –up process. Only walking students will be allowed to walk off campus after school. This is required for the safety of all students.

Tardiness

A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration. Elementary students are allowed five (5) tardies per quarter.

Safe School Environment

Behavior

It is the policy of the Scholar Academy to promote a safe and orderly school environment for all students, employees and parents. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, Case Management Team, and if needed, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

Weapons and Explosives –Automatic one year expulsion: Any student who in a school building or in conjunction with any school activity, possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from school, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate.

Drugs/Controlled Substances: Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted.

Serious violations: Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

Disruption of school operations: Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

Due Process: When a student is suspected of violating Scholar Academy's Safe School Policies, a school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that: 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension. The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student the school administrator shall make a referral to Case Management Team.

More information regarding SAs Safe School Policies and Procedures including a list of unacceptable behavior or activities and potential consequences can be found on the SA website www.scholarcharter.org

Scholar Academy Behavior Plan:

SA has a new behavior policy that will take effect this year. The policy can be found on the school website.

<http://scholarcharter.org/policies.html>

Teachers, parents, and administration will work together to implement this new policy.

Behavior Expectations

- Students will show respect for other students
- Students will show respect for adults
- Students will show respect for the building
- Adults will show respect for students
- Students will develop self-discipline

When students flagrantly disregard the safety of others, show blatant disrespect to others, or consistently behave in a disrespectful or unsafe way the student will be subjected to consequences and positive behavior support to ensure that the student will make better choices in the future.

Consequences may include:

- After school detention
- Out of School Suspension
- Expulsion
- Restitution
- Repayment for damages

Positive behavior supports may include:

- Behavior management plan
- Inclusion in a skills group to address the behavior
- Encouragement and recognition for displaying appropriate behavior
- Super Star Monthly Breakfast Rewards
- Earn special Power Hour activities

Classroom Management System

Classroom teachers will develop a classroom management system that fits the needs of their students. This information will be shared with parents at the beginning of the year. Teachers will refer students to administration for a pattern of behavior that is disruptive to the classroom environment.

Scholar administration will support classroom management systems and uses a Love and Logic Discipline Method. (Love and Logic, Jim Faye)

Love and Logic discipline allows students to solve their own problems and come up with a plan their teacher approves of if they choose to misbehave. Parents may be asked to participate in those plans. More information on Love and Logic may be found on the school website.

Crossover- When students are disruptive in class teachers may assign a student to a crossover classroom. Student will be expected to take their classwork and quietly report to the crossover classroom. The crossover teacher will release the student to return to class when they have completed a crossover intervention plan. Parents will be asked to sign all crossover plans so they are aware of their student's misbehavior and how they plan to solve their problem.

After school detention- Scholar Academy will have after school detention on Fridays from 3:00-3:45pm. Students who are sent to the office for behavior may be asked to attend the Friday after school detention for that week. Administration will notify parents if their child has Friday detention. Your child will need to bring schoolwork or a book to read when they are in detention.

Communication

SA believes that communication between home and school is paramount to a student's success. Teachers and administration will communicate with a student's parent or guardian via many modes such as: email, twice annual Parent Teacher Conferences, blog postings, Parent Orientation Meetings (twice annually), SA website, notes home, phone calls, and text messaging.

Parent Grievance

SA's Board of Directors value open communication between parents, faculty, staff, administration, and the Board. The Board encourages active parent participation in their children's education, and hopes that parents will feel empowered to voice their opinions, volunteer in and out of the classroom, and work as a team to provide the best education for their children. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. However, the Board also realizes that there may be occasions that a complaint or grievance against an SA employee may occur and thus the Board has implemented a comprehensive Parent Grievance Policy. Please visit the SA website for a complete copy of the Parent Grievance Policy.

A parent who has a complaint involving a teacher, staff member or member of the School's administration (including the Lead Director or Campus Director) must first address the issue with the other individual involved and work reasonably and in good faith to resolve the concern. If the conflict cannot be resolved the parent should send a written complaint to the Director specifying the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of an attempt to rectify the situation, and the requested solution. If the issue is not resolved the parent may send a written complaint to the Lead Director. In the event the complaint is still

not resolved the parent may address the complaint to the SA Case Management Team by issuing a request through the principal. The case management team will then consider the complaint and take whatever action it deems appropriate. If a parent has a concern regarding Board policy or other Board action, the parent may communicate with any or all members of the Board in person, via telephone, or through e-mail and may address the Board during the “public comment” portion of a Board of Directors meeting. Parents may also request to be added to the Board meeting agenda by contacting the President of the Board of Directors at least three (3) working days prior to the scheduled meeting date. slarsen@scholarcharter.org.

Dress Code

All SA students are required to comply with the dress code. Parents are responsible for ensuring that their children wear the appropriate clothing to school. Dress code specifics can be found on the SA website at www.scholarcharter.org.

Hoodies will need to be school colored without any logos or writing.

Girls in the junior high will be allowed to wear light makeup.

Students in violation of the dress code may be required to (not all inclusive):

- Change into loaned clothing provided by the school
- Contact home for replacement clothing
- Lose citizenship points
- Serve detention or suspension

Electronic Devices

SA's Electronic Device Policy can be accessed on the SA website www.scholarcharter.org.

Electronic devices include: Cell phones, laptop computers, iPods, MP3 players, eBook Readers, tablets, etc.

Electronic devices may be possessed and used during the school day and during school-sponsored activities as follows:

- Electronic toys are not allowed in the school.
- Electronic devices may not be used to bully, threaten, embarrass, harass, or intimidate other students, teachers, volunteers, school guests, or school employees.

- Students may have electronic devices at school during the school day.
- Electronic devices must remain out of sight in a bag or backpack and be turned off during the school day.
- Students may not use or respond to electronic devices during instructional time or during other times designated by teachers, or the Director.
- Electronic devices must be either turned off or held in a secure place by the teacher, as determined by the individual teacher, during all class quizzes, tests and standardized assessments.

Teachers, with the Director's approval, may adopt procedures for students to bring their own electronic devices to School for use in connection with their educational coursework.

Exceptions

The Director may give permission for a student to possess an electronic device for good cause, including medical reasons, if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that the Director allow a student to possess an electronic device on active mode at all times during the school day, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations.

A student may possess an electronic device on active mode during the regular school day, including if necessary during assessments, based on a written § 504 plan, an IEP, or legitimate circumstances determined by the Director.

Electronic devices may be used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or school employee, visitor or volunteer. Parents may make other individualized requests for exceptions to this policy to the Director.

SA is not responsible for loss, damage or theft of any electronic devices.

Consequences

A student will receive one warning prior to discipline for violating this policy unless the violation involves cheating or constitutes a violation of the School's Safe Schools Policy or Bullying and Hazing Policy or at the discretion of the Director. On the second violation of this policy, the electronic device will be confiscated, labeled, and held in a secure location. The Director, teachers, and other individuals designated by the Director may confiscate electronic devices according to this policy.

The School will make reasonable efforts to notify parents/guardians that the School has a student's electronic device in its possession. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. The School will retain un-retrieved electronic devices until the end of the school year, at which time all personal data will be cleared from the devices before their disposal.

The Director may impose other additional disciplinary consequences for a student's violation of this policy as the Director determines is reasonable under the circumstances,

including the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-school suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in school-sponsored activities

Picture taking or sound or video recording by students is prohibited in school unless authorized by a teacher or the Director. Picture taking or sound or video recording by students is prohibited in private areas of the school such as locker rooms, counseling sessions, washrooms, and dressing areas.

Students bring electronic devices on School property at their own risk. **The School is not responsible for lost, stolen or damaged electronic devices.**

Students are responsible for their own electronic devices and may be jointly subject to discipline if their device is misused by another student.

Food in the Classroom

SA is committed to the health and safety of all of our students.

Treats or food may not be used as a reward or as an incentive. To assure a student is not exposed to food items that could cause the student harm, food in the classroom must be pre-approved by the Director and may only be used as part of an instructional activity tied to the core curriculum or during classroom parties

and activities. Teachers must assure that adequate notice is given to parents prior to the activity and parents must provide written permission for their student to participate. A scanned, faxed or other form of a written signature is acceptable. An alternate activity will be provided for students who are unable to participate or who do not have signed parental permission.

Student Information System - Aspire (SIS 2000+)

Student's academic and citizenship grades, test results, and upcoming or missing assignments can be accessed through Aspire. Parents will need a login and password to access this system. Please contact your campus office for help in utilizing the Aspire system.

Aspire can be accessed via the SA website
www.scholarcharter.org.

Elementary Grading Scale

Students in grade K-4 will earn grades based on a 4 - 1 marking system. An explanation of each mark is shown below:

4 - Mastery

- Consistently demonstrates concepts and skills of standard taught this quarter
- Frequency of behavior: nearly all the time
- Requires no support when demonstrating understanding
- Demonstrates a thorough understanding of content taught
- Makes no major errors or omissions when demonstrating concepts or processes taught

3 – Near Mastery

- Usually demonstrates concepts and skills of standard taught this quarter
- Frequency of behavior, most of the time
- Requires limited support when demonstrating understanding
- Demonstrates a general understanding of content taught
- Makes few major errors or omissions when demonstrating concepts or processes

2 – Needs Improvement

- Sometimes demonstrates concepts and skills of standard taught this quarter
- Frequency of behavior: some of the time

- Requires moderate support in order to demonstrate understanding concepts and skills
- Demonstrates a partial understanding of content taught
- Makes some errors or omissions when demonstrating concepts or processes

1 – Substantially Below Expectation

- Seldom demonstrates concepts and skills of standard taught this quarter
- Frequency of behavior: seldom
- Requires considerable support to demonstrate learning of concepts and skills
- Demonstrates limited understanding of concepts, skills, and processes taught
- Makes frequent major errors when demonstrating concepts or processes

Fifth through 7th Grading Scale

Students in grades 5-7 will earn grades based on a 4.0 grading system. A breakdown of percentages and the corresponding grade is shown below:

Percentage Earned	Grade Earned
94 – 100%	A
90 – 93.9%	A-
87 – 89.9%	B+
84 – 86.9%	B
80 – 83.9%	B-
77 – 79.9%	C+
70 – 76.9%	C
Below 70%	D
Below 64%	F
Incomplete	I
Pass	P

Citizenship Grading Scale

Scholar Academy Citizenship Rubric

SCOUT Trait Scholar Academy OWLS	4- Meets all Requirements “H” (0-1 behavior infractions)	3- Partially Meets requirements “S” (2-3 Behavior infractions)	2- Meets limited requirements with help “N” (4-5 behavior infractions)	1- Unable to meet limited requirements “U” (6+ behavior infractions)
Takes Responsibility	Almost Always... *Follows directions *Completes assignments on time *Accepts consequences for own actions *Approaches teacher with plan for grade improvement when necessary	Usually... *Follows directions *Completes assignments on time *Accepts consequences for behavior	Sometimes... *Fails to follow directions *Fails to turn in assignments in on time *Argues about the consequences of his/her actions	Often... *Fails to follow directions *Fails to turn in assignments on time *Argues about the consequences of his/her actions
Is in the proper place	Almost Always... *In their seat when the bell rings *Stays in assigned area during class	Usually... *In their seat when the bell rings *Stays in assigned area during class	Sometimes... *Late to class *Out of assigned area during class	Often... *Late to class *Out of assigned area during class *Absent from class *Is tardy more than 5 times

Goes prepared	Almost Always... *Comes prepared with a writing utensil, paper, and supplies that are required for class	Usually... *Comes prepared with a writing utensil, paper, and supplies that are required for class	Sometimes... *Late to class *Out of assigned area during class	Often... *Comes to class unprepared
Engages in Learning	Almost Always... *Participates appropriately in class discussions and activities *Maintains focus and stays on task	Usually... *Participates appropriately in class discussions and activities *Maintains focus and stays on task	Sometimes... *Demonstrates inappropriate behavior during class discussions and activities *Loses focus *Off task	Often... *Demonstrates inappropriate behavior during class discussions and activities *Loses focus *Off task
Respects self and others	Almost Always... *Follows classroom rules and procedures *Treats classroom materials with respect *Treats others with respect	Usually... *Follows classroom rules and procedures *Treats classroom materials with respect *Treats others with respect	Sometimes... *Violates classroom rules and procedures *Disrespectful to others *Disrespectful to classroom materials	Often... *Violates classroom rules and procedures *Disrespectful to others *Disrespectful to classroom materials

Homework

Reading at Home

Research is clear that students who participate in reading every day at home are more likely to succeed in school. A student's chance at academic success also increases when parents or other adults engage with their children during reading through asking questions, sharing knowledge and helping students make real-world connections to their reading. **All students are encouraged to read 20 minutes each day.** Teachers may require students to complete a reading log or reading summary as part of their classroom grade.

Homework Guidelines

Homework is any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments. Homework must be constructed such that it can be completed within a reasonable time allotment with minimal adult help. Additionally, homework must be connected

to class instruction and most importantly, homework must be purposeful and relevant.

Homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Homework should be designed to be completed within the timeframes shown below. Please contact your child’s teacher if you have questions or concerns regarding your student’s homework.

Scholar Academy Homework Guidelines				
Grade	Minutes		Grade	Minutes
K	20		4th	50
1st	30		5th	55
2nd	40		6th	60
3rd	45		7th	Determined by teacher

Lice

Student will be sent home if there are any nits or lice found in a student's hair. Due to the high transference rate of lice and in order to limit those affected, if a case of lice is confirmed or suspected, SA reserves the right to discreetly check students’ hair for evidence of lice. Students may not attend school until lice and nits are removed.

Medication

Teachers are not allowed to administer any medication, including aspirin to a student. Medication can be administered from the front office under the following conditions:

1. The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form as necessary. The applicable form is available at the office.
2. The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
3. Prescription medication must be brought to the front office in its original pharmacy container. The pharmacist will put medications in two bottles upon request. It is the parents' responsibility to keep medication in adequate supply.

For the safety of all, medications will not be sent home with children. Parents must pick up medication from the office.

If your child must take short-term medication (prescribed or over-the-counter) for any reason, please make arrangements to administer the doses yourself.

EpiPens or Asthma Medication

Students with EpiPens or rescue asthma medications are allowed to keep the medication with them, easily accessible providing the appropriate forms have been completed. Forms may be obtained from the front office.

Parties & Holidays

Parties and Classroom Celebrations

Birthdays - Student birthdays will be celebrated in the classroom in a way that celebrates the student and in such a way that does not violate the student's personal or religious values. Students or parents are not allowed to bring food, treats or favors to distribute to other students.

Teacher and staff birthdays will be celebrated by the school. No money can be collected in the classroom to purchase teacher gifts.

Holidays –Holidays, if chosen to be observed, will be celebrated in ways that will enhance the meaning and the understanding of the holiday for the student. Class “parties” will be planned by teachers in conjunction with parent volunteers and must be planned with respect to students who may have personal or religious beliefs that restrict them from participating. Because of health and safety reasons SA's Nutrition and Fitness Advisory procedures must be followed in order to have consumable treats and food items accessible to students. PTO will plan and assist with Halloween and Valentine Parties.

Search & Seizure

School officials have the authority to search a student's person or personal property while located on school property or at a school-

sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. School administrators will do random locker checks.

School Safety and Emergency Procedures

Evacuation

If Scholar Academy evacuates for any sort of reason, the students will be led by administration and staff to Middle Canyon Elementary school located on 1000 North. This is referred to as our reunification site.

Closed for Emergency or Weather

If Scholar Academy closes for weather or an emergency, the school will send out a one call to all parents. A mass e-mail will be sent through Aspire if the system is operational. Watch local news stations for updates on school closure.

Fire Drills and Earthquake Drills

Scholar Academy holds once a month fire drills. Teachers will work with students to understand the routine and procedures for a fire drill.

Scholar Academy also participates in the Great Shakeout of Utah. Teachers will teach students the appropriate routine on how to be safe during an earthquake.

General Procedures

Textbooks: Textbooks are assigned to students. It is their responsibility to take care of the textbooks. Fines will be assessed if textbooks are damaged beyond the reasonable wear and tear.

Grades: Midterm grades and final quarter grades will be sent home each quarter.

Hall Passes: Whenever students are out of class, students must have a hall pass and students must sign out of class.

Hall Lockers: All students will have an assigned locker from the homeroom teachers. Students should not share lockers. Scholar Academy is not responsible for any items put into the lockers. The lockers will be cleaned each quarter during homeroom. The lockers are school property and administration reserves the right to inspect or search lockers as deemed necessary. If damage is caused to a locker, the student assigned to the locker will be responsible for the damage.

Lost and Found: Students who lose materials, supplies, or equipment should report the lost items immediately to the office. All lost and found items should be turned in to the office. All lost and found clothing that is not claimed each quarter will be donated to a charitable organization.

Library: K-7 students will have library once a week with their literacy class. No food or drink will be allowed in the library. Overdue notices for library material will be sent out through the homeroom teacher. Students are responsible to pay any overdue charges.

Computer lab: There will be two standing labs. There will be no food or drink allowed in labs. Students will use computers in order to complete projects and assignments therefore they will need to sign the student agreement for acceptable use of computers.

Bicycles, Skateboards, Scooters and Rollerblades: Students who bring bicycles, skateboards, scooters, and rollerblades to school as their mode of transportation must secure the equipment in the bike storage area. Students take full responsibility for such equipment. This equipment may NOT be ridden in the school building at any time, or the student may lose the privilege of having such equipment at school. The school will not assume any responsibility for such equipment.

Testing

All students will participate in state-mandated testing as well as in other school wide testing. Teachers and administrators will use data from all assessments to determine a student's individual instructional needs and to plan for instruction. Parents will receive test results as soon as the data is available.

SA School-Wide Testing Schedule			
Grades	Test	Dates	Purpose
K – 3	DIBELS	September January May	Basic literacy skills – fluency and comprehension
3 – 6	RISE	April/May	Proficiency and Growth in Language Arts, Math and Science
7 th	RISE	April/May	Proficiency and Growth in Language Arts, Math, and Science

Visitors & Volunteers

Parents, volunteers and visitors are a regular part of SA and are welcome to visit providing the visits are not a disruption in the school or in the classroom. For the protection and safety of students all persons entering the building must check in at the school office and wear an identification badge while at the school. Trespassers are subject to legal action.

All SA families are expected to volunteer 30 hours each year. There are volunteer opportunities that fit all schedules and circumstances. Your child's teacher and the PTO Volunteer Committee will provide parents with a list or description of volunteer opportunities. The PTO will track all volunteer hours.

Addendum- Junior High

Fee Schedule

2018-2019 Scholar Academy Fee Schedule

Fee Waiver: Students who are in state custody or foster care or are receiving public assistance in the form of Temporary Assistance for Needy families, by application approved by the Principal, may have all fees waived except for the after-school recovery class fee, after school activities, and charges for damages to books, equipment or school property. Fee waiver documentation forms will be required with proof of Fee Waiver. Unpaid Fees will be sent to collections. Fee Waiver Approvals do not cover the following: Recovery class charge, yearbook, lost lock, lost or damaged books, damage to school property or equipment, or rented school property, summer school.

No school fees are assessed to Kindergarten-5th graders

K-5 may only be charged for summer school or after school class - These classes range from Free- \$30.00-\$50.00 (violin, chorus, Tuesday after School Program)

6th grade

Activity Fee	\$25.00
Tuesday After School	Free- \$30-\$50
Choir, Violin Summer School	\$20- \$35.00
Recovery class	\$40.00

7th grade

Activity	\$25.00	
Textbook	20.00	
Science(lab work)	10.00	
Beginning Fitness	7.50	(provides T-shirt)
Calculator Rental	10.00	
Computer Fee	10.00	
College and Career Awareness	25.00	
Lock	5.00	

Total:(7th graders base fee) \$ 107.50

ADDITIONAL FEES AS SCHEDULES OR ACTIVITIES DICTATE

Choir	10.00	
Debate	10.00	
Theater	30.00	
Club/Extra-curricular		\$ 15.00 - 30.00
Class change fee	5.00	
Recovery class	40.00	

(Recovery classes will be make-up classes required of students who fail core subjects)

Schedule

7:50-8:30 electives	PE/ Music/Debate/Art/ Tech/SPED/TITLE 1/Engineering/Science topic		
8:30-9:25	Language Arts	Science	Health /Elective/PE
9:30-10:25	Language Arts	Science HONORS	Elective/PE/Health
10:30-11:25	Language Arts HONORS	Science	Elective/PE/Health
11:30-12:25	World History	CTE/Spanish/SPED	Math HONORS
12:25-1:05	Lunch		
1:10-2:05	World History/SPED	CTE/Spanish	Math
2:10-3:00	World History (SPED)	CTE/Spanish	Math

Junior High Information

Counselor

Mary Murphy will be Scholar Academy's Junior High Counselor. She will be available 1 day a week. Students and/or parents may schedule an appointment to meet with Ms. Murphy by contacting Mrs. Dipo in the office.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public display of affection is not allowed in the Junior High. This includes holding hands, walking arm-in-arm, hugging, kissing, or any display of affection. Failure in following this procedure will result in a referral to school administration.

CLOSED CAMPUS

Scholar Academy is a Closed Campus School. Students may not leave campus during the day without administrative approval. Students must be signed out through the office and accompanied by a parent/guardian in order to leave campus.

ADVISORY CLASS

Students in 7th grade will be assigned an advisory class period that will be held each Friday. Students will work together in the class on the ADAPT program, (Advancing Decision Making and Problem Solving) and team building activities. Students will also will check their grades with teachers each quarter and work on missing assignments.

ZEROS AREN'T PERMITTED (ZAP)

Scholar Academy Junior High will implement a no-zero policy. Students will not be allowed to simply just not turn in an assignment. ZAP will provide students with an opportunity to complete the missing assignment during a designated period each week.

Class Change Request

Changes to a student's schedule may be made during the first week of each semester. After the first week of school, changes will occur through the CMT process. A fee of \$5.00 will be assessed for each class change.

Intramurals

Scholar Academy Junior High will be offering intramurals this year for 7th grade students. They will run each term. They days will be Monday, Wednesday, Thursday, and Friday. They will begin at 3:15 and end at 4:00pm. Some of the sports that will be offered are: dance, basketball, soccer, volleyball, and wrestling.