



2016-17

Family 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: dusty@scholarcharter.org

Tye Hoffmann – Board Member

Email: thoffmann@scholarcharter.org

Jared Hamner – Vice President

Email: jhamner@scholarcharter.org

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

Power Hour

Students in fourth through sixth grade will have the opportunity to participate in enrichment clusters on Friday afternoon. Enrichment clusters allow groups of students who share a common interest to come together to produce a product, performance, or service based on that common interest.

Civic Education- Service Learning

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.

SA Schedule

Daily Schedule

- Kindergarten AM 8:30 a.m. – 12:00 p.m.
- 1st -6th Grades 8:30 a.m. – 3:00 p.m.

Early Release Days

Parent Conferences 9/28-9/29, 1/18, 3/1

- Kindergarten AM 8:30 a.m. – 10:15 a.m.
- 1st -6th Grades 8:30 a.m. – 12:45 p.m.

Power Hour

- Fridays 4th-6th grades 2-2:45 p.m.

Drop Off and Pick Up

DROP OFF - Students 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.

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.

Tutoring

Tutoring will be available at Tuesday after school classes from 3:00 – 3:45 p.m.

Recess & Lunch Schedule

Morning Recess (By Literacy Groups)

| | |
|------------------|------------------|
| Kindergarten/1st | 9:30 – 9:45 AM |
| Grades 2-3 | 9:45 – 10:00 AM |
| Grades 4 | 10:10 – 10:25 AM |
| Grades 5-6 | 10:30 – 10:45 AM |

Lunch #1 (Full Day Kindergarten/Grade 1) 10:45 AM

Lunch/Recess #2 (Grades 2-3)

11:30-12:15 AM

Lunch/Recess #3 (Grades 4-6)

11:50-12:30 PM

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.

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 SA's policy to promote a safe and orderly school environment for all students and employees. Accordingly, SA holds all students, employees, and other adults to the highest standards of behavior on school grounds and during school-sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated, and any individual who engages in such activity will be subject to disciplinary action, criminal prosecution, or both.

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.

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:

- In-School Suspension
- 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.

School wide Management System

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

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.

Rules for appropriate behavior in each area of the school will be posted (Lunchroom, gym, halls, classroom, office, and playground)

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.

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 Lead Director. 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.

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 unretrieved 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.

Grades

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 and 6th Grading Scale

Students in grades 5-6 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

All K-6 students will earn a citizenship grade based on the grading scale shown below. All students will begin each term with 100 citizenship points. Teachers will only deduct points for inappropriate behavior such as classroom disruption and dress code violations. Teachers will provide students and parents with specifics regarding citizenship grading.

SU - Superior = 100 – 90

E - Excellent = 85 – 89.9

S - Satisfactory = 80 – 84.9

N - Needs Improvement = 70 – 79.9

U - Unsatisfactory = 0 – 69.9

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 | | 4 th | 50 |
| 1 st | 30 | | 5 th | 55 |
| 2 nd | 40 | | 6 th | 60 |
| 3 rd | 45 | | | |

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 discretely 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

Evacuation

Closed for Emergency or Weather

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 | SAGE | 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.