



Learning through the Arts

Parent/Student Handbook 2018-2019

"Syracuse Arts Academy develops respectful, confident citizens in a solid educational environment enriched by artistic expression."

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Welcome to Syracuse Arts Academy!

We would like to take this opportunity to officially welcome you to Syracuse Arts Academy. Syracuse Arts Academy strives to provide students with a safe, challenging, and individualized learning environment that will help them achieve their potential and become confident, competent, productive, and responsible young adults. Students will possess the knowledge, skills, attitude, and character necessary to succeed in all academic environments and ultimately in future careers and community settings. Together we will make this year a rich and happy learning experience for everyone. We join with you in pledging the best educational opportunities for all children as they prepare themselves for the future.

ATTENDANCE

A student's success in school and later in life is reflected in their attendance. The following attendance policy will be followed.

1. Under Utah State school code, only the following are considered excused absences:
 - a. Personal illness
 - b. Death in the family
 - c. Observance of a recognized religious holiday
 - d. Reasons approved by school administrator
 - e. Other absences from school are considered unexcused
 - f. The school principal has the right to determine what constitutes an unexcused absence.
2. Please minimize doctor and other appointments during school hours unless there is an emergency.
3. Parent(s) or guardian must report all student absences to the office by phone. If the parent has made no communication, the student must report to the office on the day following an absence with a written note from a parent/guardian and/or a doctor. The note must state the following:
 - a. Student's full name and grade
 - b. Date(s) of the absence(s)
 - c. Reason for the absence(s)
 - d. Signature of the parent/guardian or doctor
4. All absences not cleared by the principal are counted as unexcused. If a student misses a large number of days, the student may be considered truant, and their name may be sent to the Department of Child and Family Services.
5. Students who become ill during the school day are to get a pass from their classroom teacher and report to the office. Repeated trips to the office for illness may lead to parent conferences.
6. If a student needs to leave early or arrives late to school, the student and parent/guardian or a person designated by the parent, must report to the office. The parent/guardian or the person designated by the parent must sign the student in or out.
7. A student must attend the entire school day in order to participate in an extra-curricular activity. Emergencies will be given due consideration.

LEAVING SCHOOL

Syracuse Arts Academy must know where its students are at all times. A student leaving the campus during school time requires the student's parent or guardian, an individual designated by the parent or guardian, an authorized school official and/or law enforcement agency personnel to check the student out from the office. You must have a valid ID available when checking students out. Students failing to follow this procedure will be considered truant and are subject to disciplinary actions.

TARDINESS/CITIZENSHIP GRADES

Tardy is defined as not being in class when it is time for class to begin. Students coming to school tardy must come to the office for an admit to class. The teacher has discretion regarding tardiness. For grades 7-9, on the 3rd tardy in any class the student Citizenship grade will be lowered to an "N" and on the 5th tardy

the student Citizenship grade will be lowered to a “U”. Teachers have the discretion to allow a student to make up tardies to recover a better citizenship grade. The school may offer “Tardy School” after the end of each quarter for those 9th grade students who have multiple tardies in 1st period to allow them to make up “U” citizenship grades which might affect graduation status.

TRUANCY

Truancy is when a student is absent from their assigned classes without parental consent and knowledge of the school (leaving class(es) or the school grounds). If the student continues to be truant, SAA will comply with Utah State law R277-607-5. This law specifies the due process procedures schools will use when addressing student truancy.

BIRTHDAYS

Birthdays are celebrated without treats. Flowers and latex free balloons sent to the school will be kept in the office until the end of the day. Latex balloons are not allowed because of severe allergic reactions that many students and staff members could potentially suffer.

BOARD OF DIRECTORS

Byran DeGrange	President	bdegrange@saacharter.org
Nathan Schow	Vice President	nschow@saacharter.org
Jerrad Pullum	Financial Coordinator	jpullum@saacharter.org
Mary Johnston	Member	mjohnston@saacharter.org
Rene Dreiling	Member	rdreiling@saacharter.org

Patrons may also contact the Syracuse Arts Academy Board of Directors by sending an email to board@syracuseartsacademy.org.

Syracuse Arts Academy is a public school chartered under the Utah State Board of Education. The Syracuse Arts Academy Board of Directors is a non-profit board of parents and others established to oversee the implementation of the charter as approved by the USOE Board. Responsibilities include but are limited to the following:

- Define school curriculum and policy
- Ensure that the school’s purpose, vision and core policy continue the vision of the school as presented in the charter
- Consider recommendations of administration regarding changes in staffing, programs or curriculum
- Monitor school budget through monthly/quarterly reports
- Determine the annual budget with the administration
- Oversee reporting to the state

BULLYING/CYBERBULLYING/HARRASSMENT/HAZING

(Complete Board Policy at <http://www.saacharter.org/>).

The purpose of this policy is to prohibit bullying, cyber-bullying, hazing, and intimidation of Syracuse Arts Academy students and employees, as well as abusive conduct directed toward School employees.

BULLYING

For purposes of this policy, "bullying" means a School employee or student intentionally committing a written, verbal, or physical act against a School employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

1. Causing physical or emotional harm to the School employee or student;
2. Causing damage to the School employee's or student's property;
3. Placing the School employee or student in reasonable fear of:
 - a. Harm to the School employee's or student's physical or emotional well-being; or
 - b. Damage to the School employee's or student's property;
4. Creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - a. the pervasiveness, persistence, or severity of the actions; or
 - b. a power differential between the bully and the target; or
5. Substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

This conduct constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct. In addition, bullying is commonly understood as aggressive behavior that is intended to cause distress and harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated.

CYBER-BULLYING

For purposes of this policy, "cyber-bullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

HAZING

For purposes of this policy, "hazing" means a School employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a School employee or student that:

1.
 - a. endangers the mental or physical health or safety of a School employee or student;
 - b. involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - c. involves consumption of any food, alcoholic product, drug, or other substance or
 - d. other physical activity that endangers the mental or physical health and safety of a School employee or student; or
2.
 - a. involves any activity that would subject a School employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a School employee or student to extreme embarrassment, shame, or humiliation; and
 - i. is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a School or School sponsored team, organization, program, club, or event; or
 - ii. is directed toward a School employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a School or School sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

3. The conduct described above constitutes hazing, regardless of whether the School employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct

CELL PHONES/ DEVICES

Students are allowed to have a cell phones at school, so long as they're turned off and put away (in backpacks or lockers) during school hours. Students must turn the phones off at the beginning of the day and keep them off until the final bell. They may not use them while on the playground or school property in general during the school day. Use of cell phones on a field trip or during a sporting event or extracurricular activity is up to the school official responsible for students participating in the activity. Students violating the rules governing cell phone use can face confiscation of their phones and other disciplinary measures depending on the number of infractions. The first occasion of misuse the student will be asked to put the cell phone/device away. The second occasion of misuse the cell phone/device will be confiscated and held in the office. A parent will be called and must collect cell phone/device.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please keep the school informed of any change of address or telephone number during the school year. This will help keep our records current and make it much easier to reach you should any emergency occur.

COMMUNICATION

Parents/guardians can expect communication from SAA in the form of electronic messages and notifications. All official communication is done electronically and posted on the website. However, parents can request a paper copy. Teachers may also be sending additional communication home at their own discretion with their students.

COMPUTERS/INTERNET ACCESS

The use of the computers by our students is an important learning experience in technology. All of the teachers who work with children during computer time carefully monitor internet and intranet access. It is our goal in this program for the computers to become a tool for students in applying their skills to solve problems in striving to reach their full potential. Students and parents are expected to sign an acknowledgement before using computers at Syracuse Arts Academy. The following rules apply to all users:

1. Users will not damage any computers, printers or any media/technology equipment. Fines may be assessed for damaged equipment
2. Users will not bring any software in any form to use and/or install on any computer
3. Users will not change any settings and/or formats on any computer
4. Users will follow all rules for use of software technology installed on computers
5. Users will only access the internet under direct supervision of an SAA employee.
6. Users, while on the internet, will only explore and/or use sites and areas as directed by the instructor.
7. Users unsure if a site is acceptable, will request assistance from the instructor.
8. Failure to follow the above rules will jeopardize privileges to use the media/technology available for anywhere from 2 weeks to the remainder of the school year, to be decided by school administration.
9. Users are subject to additional rules governing use of media/technology which may be added at the discretion of the supervising adults.

CONFLICT RESOLUTION

Many times, parents have concerns about how things are handled in school. Use the following procedures to ensure that concerns are handled promptly and directly.

1. Talk to the teacher or teachers directly involved with the concern. Most matters can be resolved with a parent/teacher discussion. While parents are welcome to observe or volunteer during school, teachers should not be disturbed during school hours. Please schedule an appointment to discuss your concerns during the hour following school.
2. If a parent and teacher cannot resolve the concern, speak with administration.
3. The school has a grievance policy, which can be viewed at www.syracuseartsacademy.org.

DISCIPLINE AND BEHAVIOR MANAGEMENT

(Complete Safe School Policy Board Policy at www.syracuseartsacademy.org)

Since we cannot develop a policy to address all student behaviors, we believe it reasonable to expect that student behavior not materially or substantially interfere or disrupt the educational process. We believe that school employees, students and parents all share in the responsibility to provide a positive and safe learning environment.

The following are school wide standards for discipline. We are asking teachers to enforce them in all classrooms regardless of individual classroom behavior programs.

1. Displays respect and responsibility for self and others
 - a. Makes good choices by thinking of other students and adults
 - b. Speaks to others in a polite manner
 - c. Uses language appropriate to the school setting
 - d. Refrains from touching others inappropriately
 - e. Does not tease, bully, or indulge in other forms of harassment
 - f. Dresses appropriately
 - g. Completes school/home assignments on time
 - h. Picks up after self and others
 - i. Promotes order in the school building

2. Displays appropriate organizational skills
 - a. Comes to class prepared
 - b. Keeps work space neat

Consequences and Due Process for Inappropriate Classroom Behavior:

- Teacher-student conference
- Phone call or email to parent by teacher
- Student reflective writing for teacher
- Teacher-student-parent conference
 - Loss of privileges
 - Classroom behavior contract
- Suspension (In or out of school) at administration discretion
- School level behavior contract
- Additional suspension by school administration or expulsion (Director approved)

DRESS CODE/SCHOOL UNIFORMS

Syracuse Arts Academy believes that a mandatory school dress code policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing.

All students are required to follow the dress code policy. Parents are responsible for ensuring that their children wear the designated school clothing as outlined below.

COLORS

TOPS: White, Red, Dark Green, Navy Blue, Black

BOTTOMS: Tan, Navy Blue, Green Plaid, Black

TOPS

- Shirts must be of a collared style and of a solid color, either white, red, dark green, navy blue or black (see above) with standard buttons.
- Appropriate collared styles are blouse, polo, oxford, turtleneck, or dress shirt.
- No screen printing or logo shirts should be visible unless they are on school shirts or logos.
- Collared style shirts with the school name or logo are acceptable and available for purchase.
- Sweaters or vests may be worn in solid white, red, dark green, navy blue or black. Hoodies must be solid white, red, dark green, navy blue or black sweatshirts with hoods (hereafter referred to as "hoodies"). Both pullover and zip-up styles may be worn in class for physical comfort. No logos may be on the hoodies unless they are the official school name/logo.
- School shirts must be worn under hoodies at all times.
- Hoods may not be worn on the head while in the school building.

BOTTOMS

- Girls may wear skirts, jumpers, skorts, shorts, capris or pants in solid navy, tan or black.
- Boys may wear pants or shorts in solid navy, tan or black.
- Skirts, shorts or skorts are to be no shorter than two inches above the kneecap.
- No denim.

ACCESSORIES

- Socks or tights should be worn at all times.
- Appropriate colors for socks include black, white, navy, red, or dark green. Socks may be ankle, crew or knee length. Girls may also wear smooth opaque and/or light weight cable knit tights in the solid school colors. Girls may wear inconspicuous shorts under skirts and jumpers.
- If leggings are worn, they must be worn under a skirt or skort. Leggings will not be allowed to replace pants. Students will still need to wear socks if they choose to wear leggings.
- Plain white, red, dark green, navy blue or black undershirts may be worn under school shirts to provide for additional modesty and for warmth.
- Belts are recommended and must be a solid brown, black or school approved color.
- Ties/scarves are optional and must be in a school approved color.
- Shoes must not be open-toed, backless, lighted, rolling or otherwise designed to make a sound.

DRESS & GROOMING

- The dress code at SAA is mandatory. Dress and grooming standards are part of the dress code regulations.

- Students must follow the dress code during school hours, except under specially designated circumstances.
- Students must also follow the dress code for all before and after school programs, except where activities permit alternate attire (i.e. sports, dance, etc.).
- Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, appropriately sized, and worn correctly. Shirts must be buttoned. Bottoms must be worn at the waist. Shoes must be tied or fastened. Clothing must be worn right-side-out.
- Clothing shall not be excessively worn or have holes.
- Girls may wear jewelry or hair accessories that are appropriate for wear at school and are not a distraction.
- Hair must be kept neat and have a combed appearance and appropriate for school. No extreme hair color or styles. Hair color should be a color that naturally occurs on people.
- Any makeup worn should be appropriate for school.
- No hats or heading coverings may be worn in the building.
- Outer wear that is worn for warmth to and from school and at outside recess is not considered a dress code item. Any sweaters or hoodies worn inside the classroom must be consistent with school dress code colors, and requirements.
- Distracting drawings on the skin, tattoos, or visible piercing, other than the ear, will not be allowed.
- Sunglasses should not be worn in the building.
- Dress items not specifically covered above but considered inappropriate or contrary to the purpose statement in the School Dress Code Policy are subject to review and interpretation by the school administration.

SPIRIT SHIRTS

- Students may be allowed to wear a designated school spirit shirt on select days.
- Spirit shirts may be worn for Jr. High P.E but not under uniform shirts as part of the daily dress code.

If the student fails to comply with the dress code, it may result in suspension from school or other corrective action.

P.E. & SPORTS PRACTICE DRESS CODE

7-9 grade students must change for their P.E. class.

- **Shirts:** *Plain* white or gray t-shirt without logos or screen print. Students may wear the Spirit Shirt. (No sleeveless shirts, open sides, or spaghetti straps. Must not be skin tight.)
- **Shorts:** Need to be appropriate for P.E. activities.
- **Shoes:** Non-marking gym shoes must be worn with socks.

FIELD TRIP ATTIRE

This specific school uniform should be worn for all field trips and other specifically designated occasions.

- K-6 grade students wear a solid red top (with or without the school logo) and solid navy blue uniform bottoms.
- 7-9 grade students wear a solid red top (with or without the school logo) and solid tan uniform bottoms.

DOLLAR DRESS DAY

On Dollar Dress days and other specified occasions, the following dress code will be used. Students are still expected to dress in a manner that positively impacts the learning environment. Clothing must be modest,

tasteful, and must not compromise safety standards for our students. Students may wear clothing of their choice as long as they are within the guidelines below.

The following clothing will **not** be permitted:

- Tight clothing
- Baggy or sagging pants or shorts.
- Excessively oversized jackets or coats.
- Slippers or bare or stocking feet
- Open toed or open heeled shoes.
- Clothing that is torn, ripped, or frayed.
- Short shorts/skirts. (The length must be no shorter than 2 inches above the knee.)
- Tank tops. Shirts must have sleeves.
- Sheer material. (Must have modest clothing underneath.)
- Clothing with exposed midriffs, buttocks, or cleavage.
- Clothing which displays obscene, vulgar, lewd or sexually explicit or implicit words, messages or pictures.
- Clothing that advertises a substance a student cannot legally possess or use.
- Clothing that advertises or may represent gang affiliation, including colors, numbers, or brand names.
- Pajamas

BEST DRESS CODE FOR SPORT TEAMS, MUSIC PERFORMANCES, AND DANCES

On game days students that are eligible to participate in the sports activity can wear Best Dress. Some dances will also be best dress. Students are expected to dress up in professional dress, like they are going to a job interview. Boys should wear suit pants or slacks, with a dress shirt and tie. Girls should wear a dress, skirt, or dress pants and a blouse.

Dress construed as inappropriate under this policy includes, but is not limited to:

- Denim
- Bare shoulders or backs.
- Revealing clothing
- Short skirts/shorts

ADMINISTRATIVE DISCRETION

This policy is intended to create a framework to meet the purpose as stated at the beginning of this policy. As styles change, or if questions arise, the school administration, as the Board of Directors' designee, has the authority to determine if a student's dress is keeping with this policy.

DROP-OFF AND PICK-UP

The safety of our students is one of our top priorities. Therefore, please follow drop-off and pick-up procedures for each individual campus. We will do everything in our power to maintain quality traffic flow without compromising safety. Additionally, cell phone use is distracting and is prohibited in drop off and pick up zones. Parents are encouraged to carpool.

PROCEDURES FOR LATE PICK-UP OF STUDENTS

Charter Schools are not eligible for state to-and-from school transportation funds (R277-470-8). Therefore, parents are expected to take a proactive role in ensuring that their children are dropped off at school before the beginning of each school day and picked up immediately after school ends each day.

When students are not picked up in a timely manner after school, school personnel are placed in a difficult position to supervise children until they are picked up from school. Syracuse Arts Academy does not have the resources to require school employees to stay past their contracted hours to supervise children who are waiting to be picked up after school.

The following procedures will be followed in working with parents who habitually fail to pick up their children after school in a timely manner.

1. If a child is not picked up within 15 minutes after school, the parent will be notified immediately by phone to pick up their child.
2. If a parent has been notified 3 to 5 times by phone (during the school year) to pick up their waiting child, an email will also be sent to the parent explaining the problem and encouraging the parent to be more vigilant in picking up their child on time.
3. If a parent has been notified more than 5 times by phone and email (during the school year) to pick up their waiting child, a conference with the school administration will be required after each incident to resolve the problem.
4. If the problem persists in a habitual manner, the parent may be notified that the child will need to attend another school.

DRUG-FREE SCHOOLS

Students, staff, parents and visitors are prohibited from use of tobacco products and other illegal and harmful substances on school grounds, in school buildings, and in school vehicles at all times. Use of tobacco products and other illegal and harmful substances (includes e-cigarettes) is prohibited.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Syracuse Arts Academy encourages student participation in extracurricular activities. Participation can provide enjoyment and at the same time teach discipline, leadership, teamwork, respect for rules and healthful living habits. Participation in extracurricular activities is a privilege, not a right. Each student who participates in an extracurricular activity represents not only himself/herself but Syracuse Arts Academy as well. Furthermore, student participants in extracurricular activities always bear the responsibility of representing themselves as good citizens and positive role models. SAA has the authority to restrict or revoke a student's privilege to participate in an extracurricular activity.

ELIGIBILITY TO TRY OUT FOR A TEAM

- Participants must have a 2.0 GPA and no more than 1 F in the prior grading period to be eligible to try out for a team.

ELIGIBILITY DURING THE SPORTS SEASON

- Participants with 1 F, any D's, U's, or N's are eligible, but it is recommended that they be on a weekly progress report. A coach may institute a game suspension or partial suspension to help a student be motivated to raise their grade or improve their behavior.
- Students with 2 or more F's can be on the team and practice but are not allowed to play in games or travel with the team until they have met the eligibility requirements. Coaches may require students to miss practice and work with teachers to improving their grades.
- No student should be restricted from being a part of the team because of grades, only restricted from playing time, until the student chooses to fix their grades.
- These are minimum standards. Coaches or administrators reserve the right to raise the standard from the minimum.

- Students who are suspended from school will not practice or participate with the team during the time of suspension. Coaches may restrict playing time for a longer duration than the suspension period.
- No student will be eligible to participate in any athletic contest unless such student has a physical exam by a licensed physician stating that he/she is physically able to compete in extra-curricular athletic contests and practices. The student's parents or legal guardian must complete and return to the school the physical exam form provided by the school.
- A medical release form stating insurance coverage and emergency information must be signed by a parent or legal guardian and returned to the athletic director before the first contest.
- Students involved in Chess, Debate or Academic Bowl are not required to obtain a physical exam.

ATTENDANCE REQUIREMENTS

Students are expected to be in all classes. They will be ineligible to compete in a contest if they were absent the day of a game. An athlete may be ineligible to compete in the next meet/event if they have excessive absences or tardies. Building administrators and coaches will determine whether absences or tardies are excessive. We realize that this is very subjective, but we want to stress attendance while giving the school some flexibility.

ALCOHOL, DRUG, AND TOBACCO REGULATIONS

Participants must not possess, use, deliver, transfer, or sell alcohol, tobacco, or any controlled substance (as defined by state law). Offenders will be removed from the team. Participation in future extra-curricular activities will be determined by the administration.

APPEALS

A student who does not meet these eligibility requirements due to unusual or mitigating circumstances, may appeal his/her case to the school administrator in writing. The building administrator will meet with the "appeals committee" (appeals committee consists of an administrator, coach and teacher) and make a decision as to the player's eligibility. Decisions of the appeals committee will be final.

PARTICIPATION FEE

A \$45 per sport fee is required of all students who are not eligible for fee waivers.

TRANSPORTATION

Parents are responsible to transport their student to and from all extracurricular activities.

EMERGENCY DRILLS

Fire and disaster drills are conducted regularly in an effort to acquaint teachers and students with the necessary actions required to guarantee maximum safety for all students. They are guided through drills and assigned specific areas of safety where they are to go when a fire/disaster signal is given.

ENROLLMENT FOR NEXT SCHOOL YEAR

There will be three groups of students enrolling for the next school year. They are currently enrolled students, siblings of currently enrolled students that have not yet attended and new students. During January, you will receive an Enrollment Form for the next school year. You must complete the form by putting all of the names of your currently enrolled children planning on returning, any siblings not previously enrolled but that will be new in the coming year, any children that may be enrolling in the future, and any children that will not be returning to Syracuse Arts Academy. There will be a deadline date on the form. If we do not receive the form by that date, those children currently enrolled may risk losing their positions for the next school year. The criteria for enrollment are as follows:

CURRENTLY ENROLLED

We will attempt to accommodate enrollment for the next school year for all students attending Syracuse Arts Academy during the current school year. However, parents will need to list their student(s) name on the Enrollment Form and return it to the office by the given deadline. Your child(ren) may risk losing their position(s) for the coming year if enrollment forms are not received by the deadline.

SIBLINGS OF CURRENTLY ENROLLED STUDENTS

Generally, we will attempt to accommodate enrollment of all siblings of currently enrolled students. However, if there are more siblings for a particular grade level than there is space, then there will be a lottery of all siblings for that grade level.

NEW STUDENTS

Those applying for enrollment with Syracuse Arts Academy for the first time must submit all of the appropriate paperwork. These names will go through the lottery process for selection.

FEE WAIVER POLICY

REFERENCES

Utah State Board of Education House Bill 183

PHILOSOPHY

1. Many expenses in the operation of schools are beyond the ordinary costs of education; such as, but not limited to, lockers, yearbooks, clubs, travel and tangible products. These are items of cost which may properly be borne by parents and students.
2. Extra-curricular activities should be financially supported by participating students.
3. A waiver procedure and appeal process is essential to ensure that students are not denied the opportunity to participate in school activities and educational programs because of the inability to pay fees
4. Written notice should be provided to parents/guardians, students, school personnel and the general public regarding school fees and waiver policies.

STANDARDS STATEMENT

1. Fee schedules and policies for the SAA shall be adopted each year by the Board in a regularly scheduled public meeting. Provision shall be made for public notice and participation in the development of fee schedules and waiver policies. Minutes of meetings during which fee and waiver policies are developed or adopted, together with copies of approved policies, shall be kept on file and made available upon request.
2. An annual review of the school fee policy will be held.
3. No school or school employee may establish any student fee or cost not set or approved by the SAA board of education.
4. No student will be denied enrollment in any class during the regular school day for failure to pay school fees.
5. Individual students and parents will be required to pay for damages to textbooks, lab materials and school property beyond reasonable wear and use by students.
6. SAA shall send out a registration cost form to each student before registration, along with fee waiver policies and procedures of obtaining waivers and appeals for denial of waiver.
7. Fees may be charged, subject to provisions of fee waivers, in connection with any school-sponsored activity which does not take place during the regular school day, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day.

FEE WAIVER PROCEDURE

Fees, as established by the SAA Board of Education, will be waived in accordance with the Utah State Board of Education House Bill 183. Fee waivers are for students whose parents or legal guardians verify evidence of inability to pay. Inability to pay is presumed for those who are in state custody, foster care, receiving public assistance with dependent children, supplemental security income, and etc. Qualifying for free or reduced lunch does not qualify a student for a fee waiver.

Even if the student has qualified for free or reduced lunch, the parent has to qualify each year through the school for a fee waiver.

Each building principal shall designate an administrator to handle and process fee waivers. A student desiring a fee waiver will provide to that administrator proof of state assistance or verifying the need for the waiver.

1. A student must apply at the school for a fee waiver by filling out the Fee Waiver Application (Grades 7-12) and attach copies of the prior month's pay stub or copies of the previous year's income tax return according to the directions on the application.
2. All fee payments will be suspended until the school has determined if the student is eligible.
3. The administrator will check the provided documentation with the eligibility scale and make a decision to accept or reject.
4. When checking income tax forms look at the line with Total Adjusted Income for verification.
5. When checking pay stubs, look carefully at how they are paid for verification.
6. The administrator will give written notice of that decision on the Fee Waiver Decision and Appeal Form. That decision can be appealed to the school principal. The principal's decision may be appealed to the SAA Lead Director.
7. All documentation shall be destroyed immediately after the decision is made. The form can be kept in the student's file, but not the documentation. Schools may transfer fee waiver information with the student when he/she transfers to another school.
8. Case by case determinations shall be made for those who do not qualify for one of the standards; for example, those who have extenuating circumstances (loss or substantial reduction of income, extraordinary medical expenses, etc.) or are not reasonably capable of paying fees.
9. Alternatives for payment, in lieu of fee waivers, can be arranged with a student according to the individual circumstances (i.e. tutoring of students, janitorial work, assisting teachers before and after school, installment payment plan). Parents are given the opportunity to review proposed alternatives to fee waivers.
10. Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know.

ELEMENTARY STUDENTS

Students in grades K-6 are to be provided, free of charge and without deposits and rental fees, all educational supplies used in the instructional process.

1. Student supplies must be provided for elementary students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior.

SECONDARY STUDENTS

1. Students will furnish their own gym clothing with no specificity other than color or type.
2. Schools may sell student supplies at a fair market price to students in grades 7-12.

3. Fees will be charged which are approved by the SAA Board of Directors. All fees can be waived upon proper qualification. This includes textbook rentals, student activity fees, class fees, participation fees, etc.
4. Parents and guardians will be notified of the fee schedule prior to the beginning of the school year. New students will receive notice upon intent to register.

FERPA LAW

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.
- 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.

FIELD TRIPS

Teachers are encouraged to take their classes on educational field trips. Permission from parents is needed for participation in field trips. Permission slips are sent home by teachers and need to be signed by the parents and returned to school prior to the scheduled field trip. If school transportation is provided, students must ride the bus to and from the field trip. If a parent needs to pick up their student during a field trip, they must come to the office and follow the checkout procedure prior to picking up their student.

FOOD AT SCHOOL

Teachers, staff and parent volunteers will not use candy or food to reinforce good behavior and/or academic achievement. Food used as part of a lesson plan that supports the USOE curriculum, is permissible and will be pre-approved by the administration. Parents will be notified in advance if food is to be used in the classroom. If requested, a plan can be set forth between the teacher, parent and principal to ensure the safety and well-being of affected students.

FREE AND REDUCED MEALS

The SAA Board of Education recognizes the responsibility to provide meals for needy children since the nutrition of all school children is an important factor in their educational progress.

Free and reduced-price meals will be provided as outline in the Child Nutrition Program Agreement with the Utah State Board of Education.

Parents may obtain an application from the principal of the school their child is attending. This completed and signed application will be returned to the principal for appropriate action and notification of school lunch personnel.

HOMEWORK

Homework is not necessarily required of all students at all grade levels on a daily basis. It is not given for the sake of keeping the student busy. Homework can help a student develop the habit of independent study, give practice in basic skills, and help learn the need for budgeting time. If your child is absent, please work with the teacher(s) to obtain any work which can be made up.

RECOMMENDED HOMEWORK GUIDELINES

Kindergarten – 1 st Grade	10 minutes
2 nd Grade – 3 rd Grade	20-30 minutes
4 th Grade – 5 th Grade	40-50 minutes
6 th Grade	60 minutes
7 th – 9 th Grades	As Needed

INCLEMENT WEATHER/SCHOOL CLOSURE/LATE START

In case of severe weather which may make it necessary to cancel or delay school, an official notice will be posted on the school website and sent through our notification systems.

LOST/DAMAGED TEXTBOOK/LIBRARY BOOK POLICY

Please talk with your child about taking good care of these books. You may cover textbooks with a purchased cover or paper grocery bag. **Do not** cover textbooks in contact paper. Students are responsible for the condition of returned books. Proper care of books will eliminate damage/lost fines.

LOST BOOKS

Student will be charged the replacement fee.

DAMAGED/UNUSABLE

Student will be charged the replacement fee.

DAMAGED/USABLE

Student will be charged 25% of the replacement fee.

MEDICAL INFORMATION

MEDICATION

If your child requires medication at school, there are specific guidelines that must be followed. No medication can be given without written orders from a physician and parents. We have a special form for this in the office. If you want medication given to your child before the doctor gets the form to us, you must come to school and administer the medication to your child. It is your responsibility to get the written information to us and send the medicine to school in the appropriately labeled original container. The above rules apply not only to prescription drugs, but also to aspirin, cough syrup, and all over-the-counter remedies. If you have any questions, please call the school office.

The principal has designated that an office staff member will administer all student medications. Pursuant to State and Federal law, asthma inhalers may be kept by the student if the appropriate forms are on file in the office. Teachers will not keep medicine in the classrooms or give students medications.

School personnel who administer medication in compliance with this Board policy are not liable civilly or criminally, for any adverse reaction suffered by the student as a result of taking the medication nor discontinuing administration of the medication.

FOOD/MILK ALLERGIES

If your student(s) has any known food/milk allergies it must be documented by a physician. If at any time your student(s) requires a special item at lunch, a specialized form must come from a physician and be given to the office to be kept in the student's record. Documentation needs to be updated yearly.

ILLNESS

If your child is sick, please keep him or her at home. Otherwise, your child will be expected to participate in all activities. Keep your child home when he/she has a fever, has been on an antibiotic for less than 24 hours, the length of time identified by your doctor, etc. Remember, sending your sick child to school only spreads the "bug" to others. If a situation arises during the school day when a child becomes ill, he/she will be sent home after parents have been notified and proper arrangements have been made to pick up your child.

HEAD LICE

Head lice seem to be a fact of life in elementary school. When we discover lice on a child we will call the parents to remove the child from school for treatment. Isolated cases of head lice are treated as such and only the affected children's parents are notified. If we have several children in a classroom infected, we will send a notice of a head lice outbreak to the parents of all children in that classroom. If we encounter outbreaks in several classrooms, we will send a general notice out to all Syracuse Arts Academy parents.

INJURIES

Students are instructed to report all accidents involving and injury to their classroom teacher, administrator, office staff member, recess aide or any other responsible adult. On occasion, students do

not tell school personnel that they have had an accident. Parents who discover that their child had an accident at school that he/she did not report should inform the office at their earliest convenience.

PARENT ORGANIZATION FOR EVENTS AND COMMUNITY (POEC)

The Parent Organization (POEC) consists of all parents/guardians of the students enrolled at Syracuse Arts Academy. The board is instrumental in providing parents with an opportunity to be involved with their children's education. All parents are invited to play an active role in this organization.

PARENT RESPONSIBILITIES

Parents are strongly encouraged to volunteer 30 hours per family to educational/school support needs, regardless of enrollment date. Some of these hours may be performed at home, off hours, or on weekends. In lieu of volunteer hours, parents are encouraged to donate \$10.00 per hour (up to 30 hours) if they are not able to perform volunteer hours. Research has shown that students perform better when parents/guardians are involved in their child's education. Parent involvement will:

- Allow teachers to focus more on their teaching instruction by relieving them of some of the everyday secondary tasks required in the classroom.
- Provide parents a feeling of ownership in the school and their children's education.
- Develop strong parent/teacher relationships that will be effective in enhancing and maximizing the learning experience of every child.

IMMUNIZATIONS

In compliance with state law and in consideration of the safety of all students, immunizations must be kept current—Failure to comply with immunization requirements will result in immediate dismissal from school. An immunization waiver may be obtained from the Utah Health Department.

SCHOOL VISITS

Parents/guardians are encouraged to visit the school frequently and take an active role in the education of their children. Prior approval to visit a classroom may be obtained by contacting the teacher and making an appointment. All non-employee adults must check in at the school office and pick up a visitor's badge upon entering the building. Teachers may not conduct private conferences with parents during instructional time unless previous arrangements have been made.

LABELING

Please label all clothing, lunchboxes, and backpacks. The time you take to do this will allow the school to immediately return the item to the owner. All clothing left in the Lost & Found will be donated to a charity or worthy cause after each parent/teacher conference during the year and after the last day of school.

PRIVACY RIGHTS

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual's right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students and all school personnel.

Administration may conduct searches when they have reasonable suspicion that the health, safety, or welfare of students may be in danger. Administration making a search or seizure will follow these guidelines:

- General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reasonable suspicion that a violation of a law or school rule has occurred on school property. This search of school property may be made without the student being present.

- Illegal items (firearms, explosive devices, weapons, drugs, etc.) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by administration.
- Items which are used to disrupt or interfere with the educational process may be removed.
- The school in partnership with law enforcement, may use dogs trained in detection of illegal drugs, explosives, and incendiary devices. The dogs may be used to check backpacks, purses, clothing, vehicles in any school parking lot, and other items as appropriate on any school property and/or school-sponsored event.

RECESS PARTICIPATION

All students are expected to participate in physical activity. Please dress your child(ren) according to the weather. Students will continue to have outdoor recess throughout the winter and spring months as long as the temperature and weather allows. Outdoor recess may be canceled due to extreme temperatures, heavy rain, hail or severe storms. Students will not be allowed to stay indoors without a parent/doctor's note excusing them from outdoor activities, recess or P.E. The guidelines for proper winter wear vary from day to day. Please be sure that children come prepared for outside recess daily. With the onset of winter, we check with the local weather service frequently on the computer to monitor the current temperature and wind chill. We also walk outside and check before sending children outside if there is a question as to whether children should be inside or out. The general rule of thumb is that if the temperature is above 20 degrees, and it is not wet, and there are no air quality issues, students go outside.

If there is a damp weather and/or a wind chill issue, then students will more than likely be inside. We try to have the children outside as much as possible for recess to give them ample opportunity for physical activities and to meet national exercise standards for children.

During the winter we may often face poor air quality. In order to follow the new guidelines from the Utah Department of Health and the Utah Department of Environmental Quality, we will often keep the kids inside for red, "unhealthy" days.