



# **David Douglas Arthur Academy**

## **Parent/Student Handbook 2018-2019**

Motto:

Pay attention. Work hard. Get smart. Be proud.

Mission:

Every single student, regardless of ethnicity, parental income, learning difference, culture, or native language, will become a fluent reader and will master the academic and intellectual skills necessary to succeed at the next level of schooling.

Core Values Statement:

Our school community is a place where students, staff and families are valued and respected. We work together to provide a safe, welcoming environment in which all students thrive and love to learn!

*Arthur Academy does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, disability, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other characteristic protected under the law.*

Dear Parents,

Welcome to David Douglas Arthur Academy Charter School.

This handbook is a valuable tool for the beginning of a successful academic career for you and your student. The staff at Arthur Academy would like to keep communication a top priority with parents and students who attend our school. Our staff is dedicated to making sure your student is having a positive experience while at Arthur Academy.

Whether you are a brand new parent or have been with us for many years, this informative handbook is a resource for the many day-to-day questions you might have. Please review the information with your student and refer to it when questions arise during the school year.

We appreciate any ideas or suggestions throughout the school year.

You are welcome to visit or volunteer and work with us in partnership to help prepare a bright future for your child. All volunteers need to fill out a Confidentiality Form and a Background Check form at least 3 days prior to volunteering. These forms can be obtained in the school office.

Sincerely,

**Jonathan Luebke**

School Principal

David Douglas Arthur Academy

### Arthur Academy Charter Schools....

- All start with academic kindergartens.
- Provide a small school setting.
- Use instructional programs that are derived from an incremental/mastery instructional model for the basic subjects of reading, math and language.

The incremental/mastery instructional model used is found in the Direct Instruction (DI) Programs, researched and developed at the University of Oregon. The programs include well-developed and comprehensive lessons and materials. They are all constructed with small incremental teaching progressions (from simple to difficult) and include clearly defined and prescribed teaching methods that produce mastery of skills and content from start to finish.

Direct Instruction programs are used for teaching reading, oral and written language, spelling, and mathematics. Each program has a sequence of lessons for each school year from Kindergarten through fifth grade. Students who successfully complete lessons throughout the year are well prepared for the following year. Students who miss large portions of the year's lessons or who do not keep up with their lessons may not be ready for the next year's program. Mastery tests are given throughout the year, and if students do not show mastery we will engage in some extra remediation to help bring the students back up to where they should be. We will notify parents if their student requires extra assistance, and we will share the results with the parents as well. We give placement tests at the end of each school year to ensure that students are ready to be successful in the programs for the next grade.

In addition to DI programs, teachers create lessons for the content areas of science, social studies and health, as well as providing enrichment activities for students who qualify. Specialists provide instruction in the areas of music and physical education on a rotating schedule among our schools.

## STAFF DIRECTORY

School Principal	Jonathan Luebke
Intervention Specialist	Richelle Owen
Kindergarten teacher	Kirstyn Stier
1 <sup>st</sup> Grade Teacher	Amy Birmingham
2 <sup>nd</sup> Grade Teacher	Abby Lauer
3 <sup>rd</sup> Grade Teacher	Anne Harris
4 <sup>th</sup> Grade Teacher	Sarah Nondorf
5 <sup>th</sup> Grade Teacher	Breanna Exum
Small Groups Teacher	Kim Brown
Office Coordinator	Ann Delfel
Music Teacher	Emily Schoen
PE Teacher	Jeff Latter
Lunch Specialist/Recess	Tracy Gorley

## DAILY SCHEDULE

### School Hours

8:15 am – 3:00 pm	K-5 <sup>th</sup> Grade	
8:00 am – 8:15 am	Classroom doors open and drop-off time	
8:15 am	Class start time	
3:00 – 3:20 pm	Dismissal and Pickup for K-5 <sup>th</sup> Grade	

Please respect the school times. Teachers use before and after school for preparation or staff meetings. Classroom teachers may distribute individual class schedules.

## DRESS CODE

Arthur Academy has a dress code rather than a uniform. Compliance with the dress code is mandatory and students not dressed according to the code will be given a written notice and may be asked to change.

- Navy blue or white SOLID color collared shirts. This can include button-up shirts or polo shirts.
  - Shirts should not be light blue or have patterns.
  - Tank tops are not part of our dress code (including dress down days).
  - Long-sleeved shirts worn under a collared shirt should follow our colors of white or navy blue.
- Navy blue or khaki pants, shorts, skirts, leggings or dresses.
  - Please be sure shorts, leggings or tights are always worn under skirts and dresses.
  - Leggings should not be worn as pants.
  - Shorts, skirts and dresses should be just above the knee or longer.
  - Please no short-shorts.
- Shoes must have a back on them. Flip-flops and clogs (cros) are not part of our dress code.
- Sweaters and sweatshirts should be navy blue or white if they are being worn during class. If it is just being worn at recess and to and from school, then it does not need to be part of our dress code.
- Sweats/pajamas/workout pants are not acceptable.

A "Uniform Exchange" is available for donation and/or obtaining useable, undamaged uniforms.

## LUNCH

You may complete a Free or Reduced Lunch application if you are interested in a free or reduced lunch for your student. After you fill out the application, a school or district official will determine if your student is eligible. Free or Reduced Lunch applications can be secured in the school office.

Students can buy a school lunch or bring a cold lunch. The David Douglas School District provides the school lunch. If you choose to pack a healthy lunch for your student, remember that they do not have access to a microwave or refrigerator.

Paid lunch: \$2.85  
Reduced: \$0.00

If a student owes money for five or more meals, Arthur Academy will:

- (a) Determine if the student has been identified as being categorically eligible for free school meals and can be directly certified without application;
- (b) If the student has not been identified as being categorically eligible for free school meals, Arthur Academy will make at least two attempts to contact the student's parent or guardian to have the parent or guardian fill out an application to determine if the student is eligible for free or reduced price lunches.
- (c) If the student is not eligible or the parent or guardian does not fill out an application, Arthur Academy will make reasonable efforts to contact the parent or guardian and to offer assistance filling out an application, if appropriate.

All students eat lunch with their classmates and are under the supervision of staff members. Parents and family members are welcome to join their students for lunch, after signing in at the office. Lunches are called in at 9:00 am. If your student is late, you must call in the lunch before 9:00 am or pack a lunch.

## ATTENDANCE

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process. With our academically focused learning, regular attendance is crucial. Learning takes place through carefully scheduled daily curriculum, when students are absent, late or leave early, they miss valuable information and are at a disadvantage.

**Consistent attendance.** Students are to be in attendance every day they are not ill. Parents may excuse up to three (3) days of illness per quarter. Anything more requires a doctor's excuse. Each unexcused absence must be made up by a RACS. Students who leave early from school will be counted as a half-day absent. If a student is to be absent, parents need to inform the school in advance.

Students having more than 10 consecutive absences will be automatically withdrawn from Arthur Academy and will have to re-apply for admission.

## ON-TIME ARRIVAL

Students are to arrive at school on time, before school begins. Doctor's appointments or late buses (if applicable) are the only allowed excuses. Students are given two (2) "free tardies" per quarter. On the student's third tardy, and every subsequent tardy, students will be assigned RACS.

Parents should plan vacations and trips that do not conflict with the school's instructional calendar. Late arrivals and early dismissals can be very disruptive to other students and to the teacher.

When possible, please try to schedule appointments so they do not conflict with school hours.

## ABSENCES AND HOMEWORK

When a student is absent the work that they miss will be collected for them throughout the day and will be given to them upon their return back to school. This includes absences due to illness, vacations or appointments.

Homework will not be given to students in advance of a planned absence. Any missing assignments from absences will count towards RACS.

The students will be given one day to complete the homework for each day they missed. For instance, if they were gone for 3 days they will have 3 days to complete the homework.

## DROP OFF/PICK UP

- Please remain in cars during pick up time when you're in the drive-up lane.
- Please stand away from the dismissal gate if using the walk up lane.
- When crossing the parking lot, make use of the designated crosswalk.
- **If you arrive early, please turn off your vehicle. Don't let your car idle.**
- If the parent or guardian is not picking up the student, please inform the school office, not the classroom teacher, as to who will be picking up the student. The office will let the teacher know. The person picking up the student must be listed on the emergency form. Please inform the person picking up your student that the staff may need to see picture ID. If this is required, please use the walk-up lane.
- Please update school administration as to any changes in your student's contact or emergency information. It is extremely important that our school records remain accurate. Changes in phone numbers and addresses are the parent's responsibility and must be reported to the school principal. In case of an emergency it is important we can contact you as soon as possible.

## SCHOOL CLOSURE

In the event of inclement weather, Arthur Academy will follow the School District's decision for school closures and delays. School district closures and delays are generally announced between 6:00-7:30 am on many local radio and TV stations. For emergency school closures unique to our school, David Douglas Arthur Academy uses the Remind App and Facebook to inform families. For more information on how to access these, please call the school office. For all scheduled, non-emergency closures, see the school calendar.

## SCHOOL SUPPLIES

A list of school supplies your student will need is provided to parents and students before the first day of school and can also be found on our website: [www.arthuracademy.org](http://www.arthuracademy.org). Please keep in mind, most school supplies are communal and should not be permanently marked with your student's information. The school office, as well as classroom teachers, will also be available for lists and specific needs. All regular textbooks for classroom use are provided by the school at no charge. However, improper care, loss or deliberate damage to a schoolbook will result in a fine to cover replacement costs.

## FIELD TRIPS

Field trips may be scheduled for educational, cultural or extracurricular purposes. Off-campus field trips will require parent or guardian consent. Information regarding chaperones and other procedures for field trips will be given to families prior to the planned field trip.

## IMMUNIZATIONS

Oregon has established several laws for students attending schools to abide by:

- All students must have a current school immunization record or medical or nonmedical exemption.
- Any student not in compliance with immunization requirements must be excluded from school.
- Current school immunization records are the parent's responsibility. If you need a form for immunization, please check with school office.

## ILLNESS

**Please do not send an ill child to school.**

Guidelines to know when you should keep your children home from school or after school activities:

- Fever greater than 100 degrees – the student needs to be fever-free for 24 hours prior to returning to school.
- Rash or rash with fever.
- Brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body.
- Vomiting - the student needs to be vomit-free for 24 hours prior to returning to school.
- Diarrhea.
- Constant cough.
- Stiff neck.
- Strep throat.

If your student will miss school due to an illness, you must inform the school office.

## MEDICATIONS

Only medication that is necessary to be given during the school day will be kept at school. Discuss with your medical provider about the time(s) of day that the medicine is needed. If possible try to arrange to administer at home. This is safer for your student and easier for you.

By Oregon law, if medication must be given at school, you must:

- Provide written permission (medication authorization forms are available at school). Any change to the medication will require the parent to update the medication authorization form at the time of the change and provide a current medical prescription from the healthcare provider.
- Make sure all medication (prescription and over the counter) is in its original container, marked with the student's name and contains written instructions from the physician. (If needed, ask the pharmacist for an extra bottle for school when getting prescriptions.)
- All medication must be delivered to school by the parent or responsible adult designated by the parent. Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so.
- Make sure the school has an adequate supply of all medications required by your child.



- Pick up the medication when it is no longer needed at school. All medication not picked up by the end of the year will be destroyed.
- Any alcohol-based medications are strictly prohibited.
- School staff is not authorized to dispense any medication at school unless these requirements are met.
- Self-medication of either prescription or nonprescription medication (including cough drops) is only allowed with the principal's approval. Parents must complete and submit a "Self-Medication Agreement."

Forms are available in the school office. We ask that you pick up medication when it is no longer needed at school. If medications are not picked up at the end of the school year it will be destroyed.

## LICE

Students found to have live lice in hair will be sent home and should not return until it has been treated.

## STUDENT SAFETY

Our school has a plan to handle situations to preserve student safety. This plan includes evacuation from the building (fire drills, etc.), restriction inside the building (lockdowns for concerns outside the school), drop-off and pick-up guidelines, reporting and treating student injuries and addressing student health concerns. We do not publish details of this information per our safety guidelines.

## LOST AND FOUND

Lost articles of clothing and lunch boxes are stored in the school office. At conferences or other school events, we set out a lost and found table for parents. At the end of each quarter, all unclaimed items will be donated. It is a tremendous help to mark children's clothing/belongings with a permanent marker or use an iron-on tag.

## LUNCH ROOM

- Class will arrive to a clean table and eating area.
- Students are responsible to clean up after themselves.
- Students must use an inside voice during lunch.

Throwing food, spitting food or not following the directions of lunch staff is unacceptable. Students that engage in these activities may eat lunch by themselves, supervised by a staff member, they may lose recess times or receive other consequences.

## VOLUNTEERS

Many parents, and others who are interested, may work in classrooms, the cafeteria, drop-off and pick-up areas, on the playground or wherever they may be needed as volunteers. Our volunteers provide a valuable service to the school and the students.

Information about the volunteer program is available through the DDAAPO (Parent Organization) or through the school office. All volunteers need to fill out a confidentiality form and a background check form at least three (3) days prior to volunteering. Only one background form is needed for the entire school year but will need to be submitted the following school year. Forms can be obtained in the school office.

## PARENT/TEACHER ORGANIZATION

The primary focus of the parent organization is to support the staff and students at Arthur Academy. Please contact the principal for more information.

## VISITORS

Visitors are welcome at Arthur Academy. For the safety and protection of students, all persons entering any school must sign in at the school office and wear an identification badge while in the school. Trespassers are subject to legal action. School buildings and grounds are tobacco, drug and alcohol free at all times. The principal, in consultation with the Executive Director, is responsible for establishing rules and procedures governing visitors to the school and taking appropriate action with respect to visitors.

## RULES AND REGULATIONS

**Class** - Each teacher has an established class set of rules. The first week of school all teachers will discuss the rules and expectations in the classroom. Teachers will also review playground, lunch and school rules. These rules will be reviewed and enforced during the school year.

**Playground** - Playground safety is essential. Rules will be discussed with students.

## RACS – REQUIRED ASSIGNMENT COMPLETION SESSION

Required Assignment Completion Session (RACS)

RACS are consequences for tardiness, missing school and missing schoolwork.

RACS:

- Involves parents in the consequences.
- Helps students learn and make up for missing time.
- Helps the school communicate our expectations.
- Is held during non-instructional hours.

RACS can be assigned for the following infractions:

- More than two tardies in one quarter (see our “On Time Arrival” policy).

- Unexcused absence from school (see our “Attendance” policy).
- Accumulation of three (3) or more missing school assignments.

Students who satisfactorily complete and turn in all their missing assignments the morning **before** the day of the assigned RACS, may be excused from RACS if the teacher finds the work satisfactory. Turning in the work on the same day as RACS is **too late** to be excused.

## TESTING

The easyCBM test (for reading and math) is conducted at the beginning and end of every year for all students in grades Kindergarten through 5<sup>th</sup>. All students in 3<sup>rd</sup>-5<sup>th</sup> grade take an English Language Arts and Math state test (SBA). Only 5<sup>th</sup> grade students take a state science test. In addition, we have tests built into our curriculum for constant evaluation to ensure mastery. Arthur Academy adheres to all applicable state test requirements.

## SPECIAL EDUCATION

The David Douglas School District will schedule those students who have a current Individual Education Plan (IEP) for service. A staff member or parent may refer students for evaluation to determine if they qualify for services. Contact the school principal for additional information.

## ENGLISH LANGUAGE LEARNERS

Students who have limited English proficiency often require additional support to be successful in the classroom. Arthur Academy will identify and provide these services to students who qualify.

## DISTRIBUTION OF MATERIALS

Written materials, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on the property by a student or a non-student without the administration’s approval. This also includes any information or flyers sent out by any parents or DDAAPO members.

## CHILD CUSTODY

Arthur Academy recognizes that issues related to the legal and physical custody of students are complicated and can impact the student’s educational experience. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court custody orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

## ARTHUR ACADEMY EXPECTATIONS - CONTRACT

The Arthur Academy Expectations is a “contract” we ask all parents to sign. This outlines our expectations for parents and students. It is our hope that parents and students alike are clear about what we expect in our school. We feel that having these expectations stated ahead of time can prevent a lot of communication problems later.

### **Arthur Academy Expectations**

**PAY ATTENTION. WORK HARD. GET SMART. BE PROUD.**

**Consistent attendance.** Students are to be in attendance every day they are not ill. Parents may excuse up to three (3) days of illness per quarter. Anything more requires a doctor’s excuse. Each unexcused absence must be made up by a RACS. Students who leave early from school will be counted as a half-day absent.

**On-time arrival.** Students are to arrive at school on time, before school begins. Doctor’s appointments or late buses (if applicable) are the only allowed excuses. Students are given two (2) “free tardies” per quarter. On the student’s third tardy, and every subsequent tardy in that quarter, students will be assigned RACS.

**Dress code.** Arthur Academy has a dress code rather than a uniform. Compliance with the dress code is mandatory and students not dressed according to the code will be given a written notice and may be asked to change.

**Completing assignments.** Students are given assignments that are at their academic level. They are expected to complete *all* assignments. Some nights, homework will be assigned. Late assignments receive partial credit. Students who fail to complete assignments, will be assigned RACS to provide them time to make up the work.

**Academic progress.** Students will be taught intensively and with a great deal of attention to their success. Parents of students who are at-risk for retention will be notified as early in the year as possible.

**Parent communication.** Parents will be sent school or class reports that notify parents of homework assignments and current grades as well as report on behavior. These reports often require a parent signature. It is important for parents to read, sign and return these reports so that we have good communications.

**Good behavior.** Students are expected to follow directions, pay attention in class and be kind. Teachers provide frequent redirection, positive praise and in-class incentives to assist students in improving their behavior. Specific behavioral expectations will be posted clearly in the classroom or school common areas and will be frequently reviewed by staff. Mild or minor misbehavior may result in writing assignments (pledge sheets), timeout or loss of classroom privileges. If a student displays a more severe misbehavior such as refusal to go to the think time desk, continual disruption of the class, refusal to fill out the think time sheet or other defiant, disruptive or disrespectful behaviors, the principal is called. When the principal arrives, the principal may give the student one more opportunity to correct his/her behavior. If the student does not comply in front of the principal, the student will have a more serious consequence, determined by the principal. Students may be suspended if they intentionally cause serious physical harm or pose a direct threat to others. Students may receive other consequences as required by law.

..... Cut here. Keep the top for your reference. Return the bottom portion. ....

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Name**

**I understand and agree to support the Arthur Academy expectations.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**

## ARTHUR ACADEMY PROMISES – CONTRACT

Arthur Academy promises is the “contract” we intend to keep. This outlines our intentions as to what we will do for students and parents. We have high expectations for ourselves as well as for our students. We feel that by stating these promises publicly, we can be held accountable for meeting them.

### **Arthur Academy Promises**

**PAY ATTENTION. WORK HARD. GET SMART. BE PROUD.**

**Appropriate Challenge.** Arthur Academy tests our students and groups them according to their skill level. We promise that your student will not be asked to do work that is above his or her ability.

**Grade-level work.** Arthur Academy strives to keep all our students meeting grade-level expectations. We promise to have your student working on grade level as soon as possible. Students who arrive below grade level will be caught up within a year or two. Exceptions may be made for students with special needs.

**Teach first, assign after.** Arthur Academy always gives assignments that are at the academic level of our students, and only after being instructed in the content. We promise never to give homework that you must teach to your student; instead your student will know how to do the work without help.

**Complaint process protections.** Arthur Academy takes parent and student satisfaction seriously and expects parents and students to communicate complaints directly to us for fixing. We promise there will never be any retaliation or negative consequences for any student or parent who has a complaint. Instead we will work hard to solve the problem to everyone’s satisfaction.

**Direct communication for problem solving.** Arthur Academy’s complaint procedures involve beginning directly with the person or persons involved. If those discussions do not solve the problem, the next step is to involve that person’s immediate supervisor in the meeting. Problems cannot be solved unless the parties who are accused and affected are present. The Executive Director can be involved if the problem cannot be resolved at other levels, but the parties who are accused and affected must be present. We promise to honestly work to solve problems through direct communication with the people involved.

**Positive behavior management.** Arthur Academy teachers shape students’ behaviors in a positive way, providing encouragement, frequent redirection, positive praise and in-class incentives to assist students to behave well. We promise never to use corporal punishment, embarrassment or humiliation as disciplinary methods.

**Honest report cards.** Arthur Academy intends that all students will master all core academic material. We promise our report card grades will reflect these high expectations and will honestly report how your student is doing in our school. These percentages represent our rigorous grading policies for Direct Instruction programs.

A = 95%, B = 90%, C = 85%, D = 80%, F below 80%.

**I promise to abide by and support the Arthur Academy promises.**

## STUDENT DISCIPLINE

A major goal of Arthur Academy is to teach students how to behave appropriately in school. All students will be expected to conduct themselves always with the utmost respect for others. Arthur Academy is dedicated to preparing its students to become successful and productive citizens. In doing so, we will treat students with dignity, respect and understanding. The staff at Arthur Academy is charged with maintaining a warm, but orderly learning environment that emphasizes positive behavioral learning techniques. We will maintain a focused, friendly classroom environment during classroom instruction and work times. Appropriate and constructive behaviors will be emphasized. The staff is also responsible for issuing appropriate corrections and consequences to any student whose behavior is inappropriate.

### STUDENT CONDUCT

Students are expected to follow directions, pay attention in class and be kind. Teachers provide frequent redirection, positive praise and in-class incentives to assist students in improving their behavior. Specific behavioral expectations will be posted clearly in the classroom or school common areas and will be frequently reviewed by staff. Mild or minor misbehavior may result in writing assignments (pledge sheets), time out or loss of classroom privileges. If a student displays a more severe misbehavior such as refusal to go to the think time desk, continual disruption of the class, refusal to fill out the Think-Time sheet or other defiant, disruptive or disrespectful behaviors, the principal is called. When the principal arrives, the principal may give the student one more opportunity to correct his/her behavior. If the student does not comply in front of the principal, the student will have a more serious consequence, determined by the principal. Students may be suspended if they intentionally cause serious physical harm or pose a direct threat to others. Students may receive other consequences as required by law.

### CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by Arthur Academy. No student will be subject to corporal punishment. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ physical force when, in his/her professional judgment, physical force is necessary to prevent a student from harming self, others or district property. Physical force shall not be used to discipline or punish a student.

### DETENTION OF STUDENTS

The Site Administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent has been notified of the detention. In the case of bused students, arrangements will be made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given to the parent so that transportation may be arranged. Parents may be asked to arrange for the transportation of the detained student; however, if the parent cannot or will not provide it, an alternative disciplinary procedure must be substituted.

Students who are detained after school must not be left alone during their detention. The teacher or administrator who detains a student will supervise that student's detention.

#### DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students who are being served by an individualized education program shall be governed by local district or resident district policies for special education students.

#### SUSPENSION POLICY

Suspension temporarily removes a student's privilege of being on school premises. Students may be suspended for any of the following circumstances:

1. When non-accidental conduct causes serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension is required by law.

A meeting between the parents/guardian and the school principal must be scheduled as soon as possible and must take place before the student can return to school. At that meeting, the incident will be discussed; a solution to prevent its recurrence will be devised and the length of the suspension will be determined. Suspension periods will not exceed ten (10) days based on one incident. Parents will receive a written statement of the reason for the suspension and its duration. The student can receive assignments during that period, but cannot be present on the school grounds except for the parent meeting. Time spent out of school prior to the parent meeting will count as part of the suspension period.

#### EXPULSION POLICY

In extremely rare circumstances, the severe nature of an offense may require the school administrator or designee to recommend expulsion based on the following occurrences:

1. When non-accidental conduct causes serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The school administrator will notify the local school district in the event of a pupil expulsion. *The Academy* and the District shall extend full faith and credit to the suspension and expulsion of a student, unless both parties agree in writing to a variance from this requirement.

No student may be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of the site administrator. The site administrator or his/her designee may modify the expulsion of a student on a case-by-case basis.

When an expulsion hearing is not waived, the following procedure shall be used to assure that a student and parent/guardian have notice of an expulsion hearing, notice of the charges supporting the proposed expulsion, and the opportunity to present evidence at that hearing.

Notice will be given to the student and the parent by personal service or by certified mail at least five days prior to the scheduled hearing. Notice will include: (1) the specific charge or charges; (2) the conduct constituting the alleged violation, including the nature of the evidence of the violation; (3) a recommendation for expulsion; (4) the student's right to a hearing; (5) when and where the hearing will take place; and (6) the right to representation.

The Executive Director or designee will act as hearings officer and will conduct the hearing. The hearings officer will not be associated with the initial actions of the building administrators. Expulsion hearings will be conducted in private.

In case the parent or student has difficulty understanding the English language or has a disability that requires accommodation in order to participate in the expulsion hearing, the district will provide a translator or other reasonable accommodation. If such accommodations are necessary, requests must be made in advance of the hearing.

The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. Arthur Academy's attorney may be present.

The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits. The student will be permitted to be present and to hear the evidence presented by Arthur Academy.

The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include relevant past history and student education records. The hearing shall be recorded either by audiotape or by manual recording of the proceedings at the discretion of the hearings officer.

Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents at the same time.

The hearings officer's decision is final. However, this decision may be appealed to the Board. In order to appeal a decision of the hearings officer, a parent or student must file a written request to appeal the decision to the School Board within five (5) days from the time the hearings officer's decision is received by the student or parent. The written request to appeal shall be sent to the Mastery Learning Institute office. Failure to appeal the hearings officer's decision within 5 days to the Mastery Learning Institute office renders the decision final and not reviewable by the School Board.

At its next regular meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents of students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision.

Board review of the hearings officer's decision will be conducted in Executive Session unless the student or the student's parent requests a public hearing. The appeal before the school Board shall be on the record and no additional evidence may be submitted. The evidence submitted at the hearing shall comprise the record for review, together with the hearing officer's findings of fact and



conclusions of law and order. The student or parent and the Arthur Academy representative shall each be given no more than 30 minutes for oral arguments before the Board. If an Executive Session is held by the Board or a private hearing by the hearings officer, the following will not be made public:

- a. The name of the minor student;
- b. The issues involved;
- c. The discussion;
- d. The vote of Board members, which may be taken in executive session.

Prior to expulsion, the resident district must propose alternative programs of instruction or instruction combined with counseling to a student expelled for reasons other than a weapons policy violation. The Arthur Academy must document to the parent of the student that proposals of alternative programs have been made.

#### **DIRECT COMMUNICATION FOR PROBLEM-SOLVING**

Arthur Academy's complaint procedures involve beginning directly with the person or persons involved. If those discussions do not solve the problem, the next step is to involve that person's immediate supervisor in the meeting. Problems cannot be solved unless the parties who are accused and affected are present. The Executive Director can be involved if the problem cannot be resolved at other levels, but the parties who are accused and affected must be present. If there is not a satisfactory resolution or decision of the Executive Director, the Executive Director will arrange a meeting with the Board of Directors in executive session in the attempt to find a resolution.

Arthur Academy takes parent and student satisfaction seriously and expects parents and students to communicate complaints directly for fixing. We promise there will never be any retaliation or negative consequences for any student or parent who has a complaint. Instead we will work hard to solve the problem to everyone's satisfaction.

#### **WEAPONS POLICY**

Weapons and replicas of weapons are forbidden on school property. Students and employees shall not bring, possess, conceal or use a weapon on or at Arthur Academy property or at activities under the jurisdiction of any Arthur Academy school. For purposes of this policy, and as defined by state and federal law, weapons include the items listed below:

Weapons may include, but are not be limited to, firearms (including starter guns), knives, pocket knives, metal knuckles, straight razors, needles, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. The administration may determine on an individual basis if an item such as a pencil, fork or other sharp object, or pocketknife was indeed meant to cause harm.

Prohibited weapons possessed on or about a person while on school property are subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student’s parents and a referral to the appropriate law enforcement agency shall be made. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Students bringing weapons to school may be expelled.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator. Weapons under the control of law enforcement personnel are permitted.

The Executive Director may authorize any persons to possess weapons in school buildings for courses, programs and activities approved by Arthur Academy and conducted on school property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

#### PERSONAL ELECTRONIC DEVICE (PED) AND SOCIAL MEDIA POLICY

Arthur Academy (“AA”) recognizes that personal electronic devices (“PEDs”)—e.g, cell phones, smartphones, wrist watch phone devices, tablets, laptop computers, and the like—are a pervasive feature of modern life, and are a form of technology that AA wants its students to learn how to use responsibly. Further, PEDs can themselves be useful tools in the educational process. On the other hand, PEDs can also easily become a disruptive influence and classroom distraction, and they have limited application in AA’s in-class curriculum and teaching approach. Consistent with state law, AA strives to strike a balance between these competing trends by promulgating the foregoing policy.

The possession and use of PEDs on school property and during school-sponsored activities is allowed only as provided herein.

#### **Definitions**

As used herein, a “personal electronic device” is defined as a device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/ or displaying information and data.

As used herein, and under state law, an “independent communication” is defined as a communication that does not require assistance or interpretation by an individual who is not part of the communication, but that may require the use or assistance of an electronic device. AA interprets “independent communications” to mean, for instance, student phone calls to parents during emergencies, or at other appropriate times during the school day.

### Policy

Unless otherwise allowed pursuant to this policy, PEDs may not be used on school property. Generally speaking, PEDs are to be turned off or silenced before school starts, and left that way until the end of the school day. When not being permissibly used, PEDs brought onto campus are to be stored in a student’s backpack or school bag. **AA shall not be responsible for any loss, theft, or damage to PEDs brought onto school property or to school-sponsored events.**

State law permits the possession and use of PEDs on campus and at school-sponsored events for the limited purposes of “academic activities” and “independent communications.”

Note that, despite these permitted uses, in **NO** event may a PED be used for the following purposes:

- To communicate or to utilize any other PED function for reasons unrelated to academic activities or independent communication during school hours or school events;
- To access and/ or use social media websites, apps, and tools (e.g., Facebook, Instagram, Snapchat, and Twitter). Note that AA shall not be liable for social media content or comments created or posted by students;
- To access and/ or use any non-academic websites, apps, and tools, including those for entertainment purposes (e.g. gaming, Youtube, Netflix, playing or streaming non-academic audio/ video materials);
- To communicate messages, data, or information that would pose a threat to academic integrity, or contribute to or constitute academic dishonesty;
- To violate the confidentiality, privacy, or intellectual property rights of another person or entity, or for any other illegal purpose; or
- To take photographs, make audio recordings, or capture video footage unless expressly authorized in advance by AA faculty or administration.

At times, AA uses a technology-based curriculum in the classroom, using specific programs and functions loaded onto Chromebook laptop computers. All AA students will have access to AA-owned Chromebook devices for these academic purposes. While state law allows students to bring their own devices for use in the curriculum instead, AA urges that such devices be left at home. AA already provides students with the needed technology, and bringing PEDs to school can subject them to unnecessary risks of theft, damage, or loss. Again, parents are reminded that AA shall not be liable for PEDs brought onto school property or school-sponsored events.

If parents desire that a student use their own device for the technology-based curriculum, parents need to make arrangements with the student's classroom teacher in advance. Students are only allowed to use their own devices for the curriculum if it is a device that reasonably supports the curriculum and software being used. Generally, only a laptop or Chromebook would be appropriate. Students using their own devices to access the curriculum will be granted access free of charge to the same electronic materials used on the Chromebooks (which may require downloading materials onto the PED). Student-owned PEDs will not be granted access to AA's secure network and therefore will not be monitored by AA staff. AA-owned Chromebooks may not be used to access social media or other websites or programs without teacher permission, and students using their own PEDs must abide by the same rules.

PEDs may also be used as electronic study aids during the school day if provided as part of a student's individualized education plan (IEP).

PEDs used in violation of law or school policy will be confiscated, turned into the school office, and returned to the student or parent following parent notification, conference, detention, suspension, expulsion, and/ or referral to law enforcement officials, as may be appropriate under the given circumstances.