



*Learning through the Arts*

# Family Handbook

<b>Antelope Campus (K-9)</b>	
<b>Elementary (K-6)</b>	<b>Jr. High (7-9)</b>
2893 W. 1700 S. Syracuse, UT 84075  <b>Office Hours:</b> 7:45 a.m. to 3:45 p.m. (2:00 p.m. Early Out Days) (801) 779-2066	2965 W. 1700 S. Syracuse, UT 84075  <b>Office Hours:</b> 7:30 a.m. to 3:30 p.m. (2:00 p.m. Early Out Days) (801) 784-5211
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*“The purpose of Syracuse Arts Academy is to develop respectful, confident citizens in a solid educational environment enriched by artistic expression.”*

## **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.



## ☆☆Our Leaders☆☆

The Syracuse Arts Academy (SAA) Board of Directors is a non-profit governing body made up of caring and experienced parents, grandparents and community members established to oversee the implementation of the school charter as approved by the Utah State Charter School Board (SCSB). The Governing Board of Directors adheres to the philosophy that the ability of the school to carry out its mission and meet its goals depends heavily on the ability to provide strategic direction, select and support strong school leaders, and ensure the financial stability of the school.

<b>BOARD OF DIRECTORS</b>		
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Parents and students may also contact the SAA Board of Directors by sending an email to [board@SAASchool.org](mailto:board@SAASchool.org).

<b>ADMINISTRATION</b>		
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## **BIRTHDAYS**

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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.

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## **CELL PHONES/ DEVICES**

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See the School's **Electronic Resources Policy** at [www.SAACCharter.org](http://www.SAACCharter.org).

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## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

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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.

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## **COMMUNICATION**

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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.

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## **COMPUTERS/INTERNET ACCESS**

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The use of computers by our students is an important learning experience in technology. Our classroom teachers are required to spend time with their class each week in computer instruction. 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 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 SAA. 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 the 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.

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## **CONFLICT RESOLUTION**

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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.SAACharter.org](http://www.SAACharter.org).

### **CREDIT RECOVERY PROGRAM & PROCEDURES (9<sup>th</sup> Grade)**

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**Program:** 9<sup>th</sup> grade students who have failed a core class must make up this credit in order to graduate. This is credit recovery. The Board has approved a \$25 fee per .25 credits. If a 9<sup>th</sup> grade student fails a core class, the teacher has the discretion of allowing the student the opportunity to make up the class during the NEXT TERM. (except 4<sup>th</sup> Term). If a student is within 15% of passing the class, (44%-59%) they qualify for the credit recovery option. If the student performed below this, (less than 44%) they are not eligible for this option unless granted special permission by their teacher.

**Procedure:**

1. Teacher recommends to the Counselor the names of the students they are willing to allow to attempt credit recovery who failed their class the previous term.
2. Counselor meets with the student and gives them the “Credit Recovery Contract”.
3. Student takes the “Credit Recovery Contract” home for parent signature and pays the \$25 fee in the office.
4. Student signs the “Credit Recovery Contract” and takes the “Credit Recovery Contract” to the teacher for permission to begin and to find out the make-up requirements. The student must have the “Credit Recovery Contract” make-up requirements initiated by the teacher no later than two (2) weeks after the previous term grades are locked.
5. The teacher will specify on the contract the work that needs to be done to earn a passing grade (D-).
6. The student must complete the make-up work by the date specified on the contract. Typically, this date is two weeks from the time the teacher assigns the work.
7. When the work is completed, the student obtains the teacher signature on the contract indicating the work is done satisfactorily.
8. Student returns the signed “Credit Recovery Contract” to the counseling office for final processing.
9. Counselor submits a grade change (D-) on the student’s official transcript.

### **DROP-OFF AND PICK-UP**

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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.

### **DRUG-FREE SCHOOLS**

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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 (including e-cigarettes) is prohibited.

## **ELIGIBILITY for EXTRACURRICULAR ACTIVITIES**

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SAA 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 SAA 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 improve 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.

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## **EMERGENCY DRILLS**

Emergency drills (fire, lockdown, lockout, earthquake, CO) are conducted regularly. The purpose of emergency drills is to train teachers and students and to guarantee maximum safety for all.

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## **ENROLLMENT FOR NEXT SCHOOL YEAR**

There will be five groups of students enrolling for the next school year. They are:

1. Currently enrolled students
2. Siblings of currently enrolled students that have not yet attended
3. Students who live within one mile of the school
4. Students of military families
5. 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 SAA. 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 SAA 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 SAA for the first time must submit all of the appropriate paperwork. These names will go through the lottery process for selection.

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## **FIELD TRIPS**

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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. **Elementary students (K-6) are required to wear solid red tops with collars and navy-blue bottoms for field trips unless the teacher designates other clothing.**

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## **FOOD AT SCHOOL**

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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 USBE 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 campus principal to ensure the safety and well-being of affected students. **Parents will be notified if there are classroom parties that may include food. Parental permission must be given at that time.**

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## **FREE & REDUCED MEALS**

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

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## **HOMEWORK**

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Homework is an extension of classroom instruction. Additionally, SAA encourages at least 20 minutes of reading per night. Maximum homework guidelines in addition to reading minutes: Kindergarten – 1<sup>st</sup> grade (10 min), 2<sup>nd</sup> grade (20 min), 3<sup>rd</sup> grade (30 min), 4<sup>th</sup> grade (40 min), 5<sup>th</sup> grade (50 min), 6<sup>th</sup> grade (60 min), 7-9<sup>th</sup> grade (as needed).

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## **INCLEMENT WEATHER/SCHOOL CLOSURE/LATE START**

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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**

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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 book:** 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**

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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 campus 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**

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If your student(s) has any know 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**

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If your child is sick, please keep him or her them 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**

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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 SAA parents.

## **INJURIES**

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Students are instructed to report all accidents involving an 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)**

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The Parent Organization (POEC) consists of all parents/guardians of the students enrolled at SAA. 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**

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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. 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**

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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**

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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**

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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**

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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**

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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 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. Our 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, we're outside.

If there is damp weather and/or a wind chill issue, then we 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 due to the valley acting as a reservoir for smog and emissions. 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.

