



ADVANTAGE
ARTS ACADEMY

Advantage Arts Academy Family Handbook 2022-2023

Grades K - 6

ADVANTAGE ARTS ACADEMY

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**6171 W. 11800 S.
HERRIMAN, UTAH 84096
Jonathan Kano, Principal**

Dear Families,

On behalf of the staff at Advantage Arts Academy, it is my pleasure to welcome you to our school. We are looking forward to an incredible year with your child. We take pride in providing an excellent educational program using art integration to enhance the learning for your child. Our school emphasizes growth, both academically and socially, in a warm, caring, and stimulating environment.

In order to ensure a successful educational experience, it is important that you and your child are aware of the school's expectations and procedures. This handbook includes a review of some of the policies, procedures, and guidelines that are a part of Advantage Arts Academy. Please take a moment to review the contents of this handbook with your child. Your support and knowledge of the school's procedures will help our school provide a productive experience for you and your child.

You are the first and most important teacher your child will have. Your support and belief in our school will help us be a more successful team. If you have information related to your child that would help us, please communicate this information on a regular basis to your child's teacher. Your comments and suggestions are important to us and are always welcome.

We look forward to sharing a successful and exciting school year with you! We invite you to visit our school, attend our programs, and participate in our volunteer program and committees. We are happy and fortunate to have your child as part of our school community.

Sincerely,

Mr. Kano
Principal

GENERAL INFORMATION

Advantage Arts Academy

6171 W. 11800 S.

HERRIMAN, UTAH 84096

Office Hours: 8:00 a.m.—4:00 p.m.

School Hours Grades K—6: 8:45 a.m.—3:15 p.m.

Full Day Kindergarten: 8:45 a.m.—3:15 p.m.

AM Kindergarten: 8:45 a.m. – 11:30 a.m.

PM Kindergarten: 12:30 p.m. – 3:15 p.m.

BOARD OF DIRECTORS		
Jodi Hart	President	jhart@advantagearts.org
Suzy Mortenson	Vice President	smortenson@advantagearts.org
Doug James	Secretary	djames@advantagearts.org
Kim Dohrer	Financial Coordinator	kdohrer@advantagearts.org
Crystal Thomas	Member	cthomas@advantagearts.org

Advantage Arts Academy (AAA) is a public school authorized by the Utah State Charter School Board (SCSB). The AAA Board of Directors is a non-profit board of professionals and others established to oversee the implementation of the charter as approved by the SCSB Board. Responsibilities include but are limited to the following:

- Define school curriculum and policy
- Ensure that the school's purpose and vision
- 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

ADMINISTRATION		
Jonathan Kano	Principal/Director	jkano@advantagearts.org

WHAT IS A CHARTER SCHOOL?

As defined by the national alliance of Public Charter Schools (www.publiccharters.org): Charter schools are independent public schools allowed freedom to be more innovative, while being held accountable for improved student achievement. They foster a partnership between parents, teachers and students to create an environment in which parents can be more involved, teachers are given the freedom to innovate and students are provided the structure they need to learn, with all three held accountable for improved student achievement.

Advantage Arts Academy Mission:

The mission of Advantage Arts Academy, in alignment with the Beverley Taylor Sorenson Arts Learning Program, is to effectively increase our students' performance in every subject, as well as improve students' core academic capacity, emotional well-being, arts awareness, and social skills.

Advantage Arts Academy Vision:

The school's vision incorporates the four components of the Beverley Taylor Sorenson Arts Learning Program. These components include:

- Art Integration with the core curriculum
- Collaborative planning time with the Arts Integration Specialist and classroom teacher
- Time for side-by-side teaching
- Professional development provided by professional development partners

SCHEDULE

Daily Schedule

8:30 a.m.	Campus opens to students
8:45 a.m.	Classes begin in building
3:15 p.m.	Dismissal for all students

Lunch Times

All Day Kindergarten	10:45 – 11:25
Grades 1 - 2	11:00 – 11:40
Grades 3 - 4	11:40 – 12:20
Grades 5 - 6	12:20 - 1:00

Lunch Prices

Breakfast - \$1.60
Lunch - \$2.70
Second Meal - \$3.85

Half Day Kindergarten Times

AM Kindergarten	8:45 am - 11:30 am
PM Kindergarten	12:30 pm – 3:15 pm

Early Out Day – Friday

Grades 1-6	8:45 – 1:30
All-Day Kindergarten	8:45 --1:30
AM Kindergarten	8:45 – 10:30
PM Kindergarten	11:45 – 1:30

ARRIVAL/DISMISSAL

We ask that parents follow our designated traffic pattern of entering the Advantage Arts Academy parking lot from the

Drop off: There are TWO designated drop off locations depending on grade level.

If you are dropping off students in kindergarten, parents should be on the inside lane to drop off kindergarten students in front of the kindergarten entrance.

If you are dropping off students in grades 1 – 6, parents should drop students off on the sidewalk by the front entrance of the building. Students should enter through front doors and walk into the building.

All students will enter the building and proceed directly to their classroom upon arrival on campus. **Students should not be on campus before 8:30 am** and will be considered tardy upon arrival after 8:45 am. Advantage Arts Academy is a closed campus. If you need individual assistance, please stop in the front office or schedule an appointment with your child's teacher.

Pick up: At the end of the school day, students should meet at the line of the *youngest child in the carpool*.

Students in **grades K/1** (and all children in the carpool) will be picked up in the loading area on the left side of the front doors.

Students in **grades 2 – 3** (and all children in the carpool) will be picked up on the right side of the front doors.

Students in grades 4-6 will be picked up in the back of the school. Please use only ONE lane for pick up. Passing other cars in the back creates a safety concern.

Parents should not begin 'staging' for pick up until 3:00. If you attempt to stop/stand in our car loop before 3:00, you will be asked to move.

Please display a sign in your front window with the teacher and child's name of the youngest child in the carpool (see sample). Please use the colored cardstock provided by the school. Students will be escorted to your vehicle. If you choose to have your child meet you in another location, you must notify your child's teacher that you give permission for them to leave campus. This is for your and your child's safety.

If the youngest child in your carpool is in . . .

KINDERGARTEN: Pink Sign

1st GRADE: Blue Sign

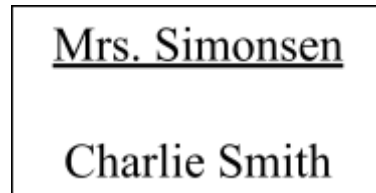
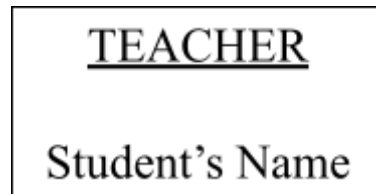
2nd GRADE: Yellow Sign

3rd GRADE: Orange Sign

4th GRADE: Green Sign

5th GRADE: Purple Sign

6th GRADE: Red Sign



→ **EXAMPLE**

ART INTEGRATION

Advantage Arts Academy (AAA) utilizes an array of methods to incorporate arts into the curriculum to support elementary student academic success. AAA's purpose is to continue to improve student learning and increase choice of learning opportunities for students. The school will focus on engaging instruction that is aligned to the Utah Core Standards. Utilizing all of the elements of Beverley Taylor Sorenson Arts Learning Program (BTSALP) model, AAA teachers will help students meet and exceed student achievement goals by engaging them through arts integration in the core curriculum.

“The arts, it has been said, cannot change the world, but they may change the human beings who might change the world.”

- *Maxine Green*

By integrating arts into daily learning, schools have seen the following student improvements:

- State Assessment Test Scores
- Higher Attendance Rates
- Increased Retention
- Boosted Self Esteem

“Arts Integration” is defined by the Kennedy Center as an approach to teaching in which students construct and demonstrate understanding through an art form (2016, Arts in Education Research Study). The Kennedy Center research study found students in arts-integrated classrooms are more creative, engaged, and effective at problem solving than their counterparts who are not in arts-integrated classrooms.

The Beverley Taylor Sorenson Arts Learning Program (BTSALP) model's focus is to provide arts-integrated instruction to elementary-age kids. The goal is to increase student performance in all subjects and throughout the curriculum. The infrastructure of the program is divided into four art disciplines:

- Visual Arts
- Dance
- Music
- Theater

“I believe arts education in music, theater, dance, and the visual arts is one of the most creative ways we have to find the gold that is buried just beneath the surface. They (children) have an enthusiasm for life, a spark of creativity, and vivid imaginations that need training – training that prepares them to become confident young men and women.”

– *Richard W. Riley, Former US Secretary of Education*

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AAA's commitment to aligning with the Beverley Taylor Sorenson Arts Learning Program (BTSALP) model is reflected in the following goals:

1. Define and refine expectations across BTSALP model program implementation areas
2. Develop infrastructure to support the implementation of the BTSALP model
3. Align subject core and arts core to maximize use of the BTSALP model and provide resources for other schools
4. Generate coherence between BTSALP model and other school organization and structures, teaching and learning expectations, reforms/initiatives, and school improvement efforts
5. Develop leadership capacity for arts integration across the school and among stakeholders
6. Ensure and share resources such as time, physical space, materials, curriculum, training and development, and staff
7. Cultivate support among multiple stakeholders, including the school community, the district, the universities, and the state

ATTENDANCE POLICY

Regular attendance in school leads to increased student achievement, and students benefit from the education opportunities provided by our dedicated staff. Absences and tardiness also cause disruptions in your child's learning. It is the responsibility of the parents/guardians to ensure student attendance.

Please be reminded that a student who exceeds twenty (20) absences during the school year may be considered for retention in the current grade.

Excused Absences: A written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within three (3) business days of the student's return to school. All written communication must be submitted to the school office, not the classroom teacher. In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible. Students shall be allowed a minimum of three days to complete make-up work.

Preapproved Extended Absence: A parent/guardian may request approval from the Principal prior to a student's extended absence of up to ten (10) days per school year. The Principal will approve the absence if the Principal determines that the extended absence will not adversely impact the student's education.

Make-up Work: The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within three days.

Tardiness: A student is tardy if he or she is not in the assigned classroom by 8:45 a.m. **If your child arrives after 8:45 a.m. the parent/guardian will need to sign the student in through the main office.** In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration.

BIRTHDAYS

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.

No gift exchanging will take place at school. If parents wish to send a individually wrapped small treat or trinket with their child for the class to share at the end of the day, **the teacher must be notified ahead of time.**

Please note that additional older OR younger siblings will not be permitted into the classroom during these celebrations; therefore, please make other arrangements.

DRESS CODE

Advantage Arts Academy will be following a policy of standard student attire. With all students following the dress code policy, students will become part of a team. It is this

team effort and sense of belonging that will help students experience a greater sense of identity and promote academic excellence.

Tops

- Shirts must be of a collared style, such as a polo or button-down shirt in any solid color
- No logos, designs, or patterns.
- No midribs or crop tops

Bottoms (pants, shorts, skirts, jumpers)

Pants, Skirts, Shorts, Capris, Jumpers: Khaki (tan), black, or navy blue in color. Skirts/shorts must be fingertip length.

- No sweat suit pants, leggings or jeggings.
- Sagging, oversized pants are not allowed.
- Leggings must be school colors and worn under jumpers/skirts only.
- No logos, patterns, lace, sequins, etc.
- No tears, rips or holes will be permitted.

Outerwear: Outerwear should be a solid color or be removed upon entering the building. Outerwear worn in the building should be free of commercial logos on the front, back, or sleeve.

Shoes or Sneakers: Shoes/sneakers must fit securely on the foot. **Flip flops and heelies are not allowed.** Sandals may be worn provided that they don't interfere with the safety and welfare of the student. Shoes with heels should not be taller than 2 inches.

Accessories: Belts must be worn through belt loops and may not hang down or have a large buckle, and belts must be in neutral colors (white, brown, black); tights and leggings to be worn in school colors.

Hair: Hair color must not be a distraction to the learning environment. Hairstyles must be worn in a natural fashion.

**Administration reserves the right to deem hair color or hair style a distraction to instruction.*

Spirit Days: *The last day of each week (typically Friday unless it is a shortened week) will be our scheduled 'Spirit Days'. Students are allowed to wear plain colored t-shirts or a school logo t-shirt on Spirit Days with blue jeans. Jeans cannot have rips or tears. If spirit wear is not worn then students must follow the*

standard dress code policy. This attire is only allowed on the last day of each week.

Please write student name on all clothing tags.

****Students who are not dressed in the standard attire noted above will be sent to the office to call home to ask parents to bring a change of clothes by 10am. Appropriate clothing from the health office may be provided for students who are not able to change into the standard attire by 10am.***

EMERGENCY CONTACT INFORMATION

It is extremely important for the school to have current home and emergency telephone numbers and your current address so that you may be notified in case of an accident, illness, or emergency. If this information changes throughout the year, please inform the office or make changes by using your parent log in information on Aspire.

EMERGENCY DRILLS

Fire and other safety 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 late fall or winter, you will receive an Enrollment Form (electronically) 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 AAA. 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 AAA during the current school year. However, parents will need to list their student(s) name on the Enrollment Form and submit the form 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 AAA for the first time must submit all of the appropriate paperwork. These names will go through the lottery process for selection.

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.

GRADE REPORTING

Student achievement levels will be reported on semester progress reports as well as through the Parent Portal on Aspire. There is a link to this portal on the school's website.

Achievement for students in **grades K – 2** will be reported as grades: Approaches, Meets, or Exceeds for core subject areas (English/Language Arts, Math, Science, Social Studies) with ELA and Math reported as exceeds, meets, approaches, and emerging.

Grades 3 - 6 will be reported as grades with A-F.

The structure for ELA is as follows:

- Reading
 - Literature
 - Informational Text
 - Foundational Skills
- Writing
- Speaking & Listening

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The structure for Mathematics is as follows:

Mathematics

- Counting & Cardinality (Kindergarten only)
- Operations & Algebraic Thinking (K-5)
- Numbers & Operations in Base Ten (K-5)
- Numbers & Operations – Fractions (3 – 5)
- Measurement & Data (K – 5)
- Geometry (K – 5)

Other content areas included in the Report of Progress:

- Science
- Social Studies
- Art
- PE/Movement
- Music
- Typing

HARASSMENT POLICY

Advantage Arts Academy will absolutely **NOT TOLERATE** bullying or harassment of any kind. The administration at Advantage Arts Academy will take an extremely hard stance against students who are bullying, threatening, and discouraging other students. Bullying, cyber bullying, text bullying all have become a national safety issue and Advantage Arts Academy is committed to providing a safe and orderly environment where students, staff, and parents are treated with courtesy and respect. Any form of bullying/harassment by staff, students, or parents including cyber, verbal, written, or physical is strictly prohibited. If you are being bullied or harassed, please report it **IMMEDIATELY** to a teacher or principal. Those who are bullying/harassing will be dealt with immediately.

There are questions that arise when understanding if your student is being bullied or if there is a conflict between students. Please refer to the chart on the next page to better help you understand what is bullying or what might be conflict.

Conflict VS. Bullying

Bullying is...

A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. (OLWEUS, 1991)

Conflict is...

Conflict is a normal part of growing up. Normal conflict may require some adult assistance in resolving issues, but typically students from kindergarten to 6th grade learn how to work out their differences on their own. Bullying is different because it involves the danger of someone being physically or emotionally hurt.

Is it Bullying or is it Conflict?

Normal Peer Conflict	Bullying
Equal power or friends	Imbalance of power, not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or not emotional reaction from bully
Not seeking power or attention	Seeking power, control or material things
Not trying to get something	Attempt to gain material things or power
Remorse—will take responsibility	No remorse—blames victim
Efforts to Solve the Problem	No effort to solve the problem

HEALTH OFFICE INFORMATION

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. **Under no circumstances is the school allowed to administer any medication to a student without a prescription.**

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.

INJURIES

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.

ILLNESS

If your child is sick, please keep 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.

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 removal from school, until the immunization is obtained. An immunization waiver may be obtained from the Utah Health Department.

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 AAA parents.

HOMework

Our school's policy is that homework will be a daily reading assignment from Monday through Thursday. Your child should be reading at least 15 minutes per night in the primary grades and at least 20 minutes per night in the intermediate and middle/high school grades.

Additional homework assignments may be assigned when students do not finish their school work during the day or if there is a special project that is being assigned by the classroom teacher.

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.

LIBRARY

Our library is an incredible resource for our school. Students will be visiting the library each week for book checkout and story time. Books should be returned each week during the regular library time. Please talk with your child about taking good care of these books. 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.

LIBRARY DONATION OPPORTUNITY

Advantage Arts Academy Library will gladly accept gifts of new books and other solicited materials. Students are encouraged to donate a book to the library on their birthday. Books are carefully reviewed by our librarian and cataloged.

LIBRARY VOLUNTEER OPPORTUNITY

Volunteers are welcome in the library. Time can be scheduled in regular weekly intervals, or we welcome parents who can drop by and give time here and there. The volunteers help with shelving the books, returning and entering books in the computer, putting labels and barcodes on books, pulling books for teachers, straightening shelves, cleaning books, and assisting students in finding book choices. It is a warm, welcoming environment.

LOCKERS

Lockers are available to students in grades 1-6. Lockers are school property and should be treated with respect. They are made available for student use to store school supplies and personal items necessary for use at school and may be used with the following conditions:

- No food should be left in a locker overnight. Stickers are not allowed on the inside or outside of the locker.
- Students 1st to 5th grade are not allowed to have locks on their lockers. 6th grade can have locks.
- Students are not allowed to share a locker.
- Students are responsible for locker damage and condition.
- Students may not write in or on lockers or decorate with anything that is difficult to remove.
- Students must keep their lockers clean.
- Students must use the locker assigned to them (In the event that a student needs to make a change to lockers please notify the teacher.)

Violation of locker usage will result in an appropriate consequence. AAA retains the right to inspect the locker and its contents to ensure that the locker is being used for its' intended purpose, and to eliminate hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and prevent the storage of prohibited/dangerous materials such as weapons, illegal drugs, alcohol, or tobacco. Lockers remain school property and students will have no expectation of privacy. AAA assumes NO responsibility for loss or damage to any item in a locker, locked or unlocked.

Any damages should be reported immediately to the office and any damage caused by misuse will be charged to the student occupying the locker. These lockers are not to be used to store items which cause or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules. Repeated infractions may result in termination of the use of lockers. Restitution will be made for any damage to lockers.

LOST AND FOUND

Children are sometimes inclined to lose things. **Please mark all items clearly with your child's name.** This simple measure will help us return items quickly. Students can claim lost items by checking the Lost and Found. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. Periodically throughout the year, accumulated items will be donated to local charities.

LUNCH PROGRAM

Advantage Arts Academy (AAA) has secured outside vendors to bring in hot food items for the students each day. A breakfast and lunch menu will be provided to the students as well as posted on the school's website. The cost is \$1.65 for breakfast and \$2.75 for lunch. Lunch and breakfast are completely optional. Lunch count will be taken each morning by 9:00 a.m. Because these meals are catered, lunches will ONLY be served for the students indicating that they would like to purchase hot lunch. Additional hot lunches will not be available. If students do not purchase from the hot food vendors, they are expected to bring lunch from home each day. *If your child arrives to school after 9:00 a.m., please be prepared to provide a lunch from home as lunch count orders will have already been submitted.*

Free and reduced-price meals will be provided as outlined 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.

Students in grades K - 6 are to enter the cafeteria quietly and sit at the assigned tables. Students who bring their lunch will be sent directly to their table. Students are expected to stay seated and raise their hand if needing assistance. Students should be encouraged to use the restroom prior to lunch period. Students are to stay seated and speak quietly (using restaurant voices) until directions are given for dismissal. When the lunch period is over, classes will be dismissed by class so all areas can be monitored for cleanliness. When the students are dismissed, they will gather their trash from their area and dispose of it in the trash cans. Students then will go out for a recess.

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.

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. 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.

PARTIES

School parties for grades K—6 will be held to recognize special holidays/events that are related appropriately to instruction. Details of celebrations will be announced during the year. Parents may be asked to assist teachers with special preparations. Any type of holiday celebration will be limited to the last 30 minutes of the day or at a time specified by the teacher.

PERSONAL BELONGINGS

Items such as electronic games, iPad, toys, cameras, and trading cards are NOT ALLOWED on campus and should be left at home. Non-essential items will be confiscated and returned to a parent or guardian. The school is not responsible for lost, stolen, or damaged items that are brought to school.

PHONE USE POLICY

- Students should only use the office telephone for any calls that need to be made while on campus.
- Students must have a pass from their classroom teacher to use the front office phone during school hours. This should be reserved for emergencies only.
- PHONE MESSAGES TO STUDENTS – Messages will not be delivered to students during instructional time.

STUDENT CELL PHONE POLICIES

- Cell phones are not to be used during instructional hours.
- Cell phones must be kept in the off position and stored in the child's backpack.
- Cell phones may NOT be used by students while on the playground, during breakfast or lunch, in the hallways or classrooms or any private area of the school like restrooms, locker rooms, etc.
- Pictures and videos are not to be taken at any time.
- Texting is considered the same as cell phone use.

Students violating the rules governing cell phone use can face confiscation of their phones and other disciplinary measures depending on the number of infractions.

Watches capable of calling or messaging are not to be used during school hours. Students should not leave class to use their cell phones or watches to contact home. Please encourage your student to use the office phone to call home.

If a student uses their watch/cell phone when they are not supposed to, they will be given three warnings, before the watch is confiscated by the teacher. Parents would then need to pick it up in the office.

PICKING UP STUDENTS DURING SCHOOL HOURS

Students who need to be released from school during the school hours must be released from the office. Students will only be released to the parent, guardian, or other person(s) listed on school enrollment forms. Please be prepared to show proper identification. **VOLUNTEERS must sign out their children before leaving campus. Students may not be taken from the classrooms by parents but must be called down from the front desk.

The end of the school day is an extremely busy time in the office and classroom. **Students may not be dismissed from classroom instruction between 3:00 p.m.—3:15 p.m.** Please make prior arrangements with your child for after school destinations. Phone calls and messages toward the end of the day may not reach the student before dismissal.

RECESS

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 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.

RETENTION POLICY

Advantage Arts Academy has implemented a strict policy regarding retention. Students can be retained based on three criteria: academics, attendance, or behavior. Students must meet specific levels of performance in order to be promoted. For students who are not meeting grade level performance levels and are at risk for retention, the parent/guardian will be notified in a timely manner to provide opportunities for intervention and remediation. At the end of the year, the student's data will be reviewed in conjunction with the parent/guardian and a determination of grade level retention will be made.

Students in grades kindergarten through sixth grade should pass the following courses for promotion to the next grade: reading, writing, mathematics, social studies, and science. Individual student decisions will be made by the school and parent.

SCHOOL PROPERTY

Advantage Arts Academy would like to stress the importance of taking proper care of textbooks, library books, Chromebooks, and school property with your child. Students are held responsible for the condition and proper usage of all textbooks and similarly related materials. ***All items must be paid for if lost, damaged, stolen, or defaced.*** Any student damaging school property is held responsible for any replacement or repairs needed.

****PARENT REMINDER!**

Advantage Arts Academy supports the belief that education is important. Please be aware that we are unable to deliver messages or forgotten items (lunches, money, cell phones, homework, supplies) during class time. Please support us in our endeavor to limit classroom disruption by reminding students to bring all necessary materials with them to school. Your support and cooperation are greatly appreciated.

SCHOOL SUPPLIES

Utah law requires that schools furnish students with necessary daily school supplies, such as pencils, crayons, paper, and rulers for elementary students. However, you may desire to provide your child(ren) with a pencil box and other kinds of supplies. In addition, periodically there may be specific supplies needed from home for special projects. Classroom teachers will notify parents when this occurs. A list of required supplies for students will be provided at the beginning of the school year and on the website.

SCREENINGS

Vision screenings will be conducted for the kindergarten and fourth grade students by the staff during the school year. Please contact the office if you have questions regarding these health screening programs.

STUDENT RESPONSIBILITIES

MANNERS MATTER

Three basic expectations for all students, parents, and staff members of Advantage Arts Academy are the following:

Safety

Keep hands and feet to self/no fighting.
Walk in the building.

Respect

Treat others as you wish to be treated.

Be prepared.

Be courteous.

Use appropriate language.

Listen to each other.

Remember that you represent yourself, family and community.

Responsibility

Try your best at all times.

Follow directions.

Complete your school work.

If you make a mess, help clean it up.

If you make a mistake, be honest.

Take care of your equipment/school property.

Be on time.

CODE OF RESPECT

A Code of Respect is set in place to ensure the safety of students and staff and create an environment conducive to learning.

Failure to abide by the school's Code of Respect will result in the student receiving a Citation. Parents/guardians are expected to sign and return the Citation to the teacher or staff member issuing the behavior report. Citations generally require no further action. In most instances, a class discussion of acceptable and unacceptable behavior heads off the need for parental conference or further consequences. However, it is recognized that parents are the child's first and most important educators. Advantage Arts Academy emphasizes the importance of the family in the child's development and seeks to create a partnership with parents/guardians. Such a partnership is a two-way, interactive process. Consequently, the primary intent of sending a Citation to the parent/guardian is to keep the family informed of the child's conduct at school and to enlist support and reinforcement of good behavior.

Upon receipt of multiple citations pertaining to the same inappropriate behavior or upon more serious offenses, teachers may find it necessary to complete an Incident Report and send that student to the principal's office for immediate action.

These situations are typically more habitual and/or disruptive and require immediate attention. Certain violations may require a more severe consequence which includes but is not limited to:

- Conference with Student & Parent Phone Call

- Lunch Detention/Loss of Recess

- In House Suspension

- Off – Campus Suspension

- Expulsion and Revocation of Enrollment

- Law Enforcement Involvement

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Committing, participating in or unlawfully attempting any of the following activities or acts in school buildings or on school property is prohibited and may constitute cause for disciplinary action. In addition, students at school-sponsored, off campus events and those using charter school sponsored transportation shall be governed by the policies, rules, regulations, and procedures established in this handbook. Any criminal act shall be reported at once to the local police or sheriff's office. The student's parent(s) or guardian(s) shall also be notified, if possible. The school will take disciplinary action, whether or not criminal charges result. (See suspensions at the end of the document for more information on consequences.) Also, please refer to page 140 of the policy manual on the website to see the Student Conduct and Discipline policy.

SUSPENSIONS

Suspension is the temporary removal of a student from school or from school-sponsored activities. Students may be suspended for the following reasons:

1. Violation of any state law or local ordinance in a school building, on school grounds, or at a school-sponsored activity.
2. Violation of rules, policies, and procedures established for charter schools as outlined in this manual.
3. Student actions or inactions at school or a school-sponsored activity that disrupt, interfere with, or pose a threat to the educational program, other students, staff, visitors, or the student personally.

The primary purpose of suspension is to give the student, his/her parent(s) or guardian(s), and the school the time needed to resolve a problem. The duration of suspension is related to a course of action designed to resolve the problem.

SPECIAL CONDITIONS OF SUSPENSION:

1. A student may not participate in extracurricular activities during the term of his/her suspension.
2. Suspensions may be reflected in the student's class citizenship or school citizenship grade.
3. Notations of suspensions from school will be made in the student's cumulative folder.
4. Schoolwork missed as a result of suspensions that last 10 days or less may be made up through the completion of make-up work. Any work that cannot be made up, or is not made up, will result in the lowering of the academic grade for the grading period, and it may result in loss of credit.

A student may be removed from school immediately for any of the following:

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1. Posing a continuing danger to persons or property,
2. Posing an ongoing threat of disrupting the academic process,
3. Selling or distributing any controlled substance, or
4. Being found in possession of a dangerous weapon.

When a student is removed for any of these reasons the student shall be given an explanation of the reasons for his or her removal. The student shall also be given an explanation of pending proceedings, to be conducted as soon as practicable after removal, for his or her suspension or expulsion.

TESTING DATES

The proposed examination schedule will be aligned with any schedules of examinations of achievement and proficiency which are required by federal, state and local laws and regulations. All formal testing administration dates will be aligned with schedules provided by the Utah State Board of Education.

Testing Calendar 2022-2023

Test	Grades	Testing Window
KEEP	Kindergarten	BOY- Aug 2- Sept 13
		EOY- May 1- May 26
Acadience Reading & Math	K-3	BOY- Aug 16- Sept 30
		MOY- Dec 1- Jan 31
		EOY- Apr 15- June 15
iReady Diagnostic Reading & Math	4-6	BOY- Aug 22- Sept 2
		MOY- Jan 9- Jan 20
		EOY- May 1- May 12
RISE ELA, Math	3-6	EOY Apr 24- May 12
RISE Science	4-6	EOY Apr 24- May 12
RISE Writing	5	EOY Apr 24- May 12

TEACHER CONFERENCES

You will be invited to attend a formal teacher conference during the school year to discuss your child's progress. Please make every effort to attend conferences when they are scheduled. It is by working cooperatively that we can provide the best education for your child. You may schedule a conference with your child's teacher or the principal at any time. We especially encourage this when you have questions about your child's progress, class work, or school policies. **Please do not interrupt classrooms during instructional time to conference with the teacher.** Please allow the teacher the opportunity to schedule an appointment to meet with you – to offer privacy and enough time to discuss your concerns without interruption.

Did You Know????

For every unit of time that there is an interruption, it takes the brain three times the length of time to focus back to where it was before the interruption.

VISITING SCHOOL

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Parents are invited and welcome to visit the school. Visitors are required to check in at the office for a visitor's pass. Class visits are a time for observation and fulfilling volunteer hours. Any parent who wishes the option to work with students on an individual level must first take and pass a background check. Information regarding this check is available from the Office.

Any questions or conferences should be reserved for an appointed time when more privacy and time is available. It is necessary to call the school's office in advance to schedule a time that is convenient with the teacher if you wish to discuss your child's progress. Also, please understand that we cannot honor requests for relatives (including younger/older siblings) or friends to visit the school during the school day. Parents are not to interrupt instructional time or teacher's preparation periods without first scheduling an appointment.

Please leave small children at home if you plan to assist in the classroom. Teachers may not conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made. Visitors should also remember to sign out and return the visitor's badge prior to leaving the school.

Parents will be required to show ID before they are allowed to enter the building, visit a classroom or check a student out. If the parent/guardian does not have Identification then they will NOT be allowed to visit the classroom or check out a student.

You MUST arrange a time with your classroom teacher before coming to volunteer.

**Advantage Arts Academy
STUDENT INTERNET ACCESS AGREEMENT
*PARENT PERMISSION FORM***

I am the parent/legal guardian of _____ . In giving permission for my child to use the ADVANTAGE ARTS ACADEMY Network to access the internet, I understand and agree that:

1. I have reviewed the Rules of Acceptable Use on the reverse side, and my child will comply with these rules.

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2. ADVANTAGE ARTS ACADEMY encourages use of the Internet’s valuable information and educational resources in an age-appropriate manner consistent with curriculum objectives. However, the Internet contains some materials that may be inaccurate, incomplete, outdated or offensive to some individuals and that may be considered inappropriate for children.

3. ADVANTAGE ARTS ACADEMY, its employees and the Board of Directors is not liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of internet access, including, without limitation, access to other networks.

4. ADVANTAGE ARTS ACADEMY does not warrant that the functions of the network or any of the networks accessible through ADVANTAGE ARTS ACADEMY access points will meet any of the specific requirements you may have, or that internet access will be error free or uninterrupted. ADVANTAGE ARTS ACADEMY will not be liable for any direct or indirect, incidental or consequential damages (including lost data, information or profits) sustained or incurred in connection with the use, operation or inability to use internet access.

5. In consideration for the privilege of using ADVANTAGE ARTS ACADEMY network access and in consideration for having access to the public networks, I hereby release ADVANTAGE ARTS ACADEMY and its staff, administrators, operators, Board of Directors and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, ADVANTAGE ARTS ACADEMY access, including, without limitation, the type of damages identified above.

6. If my child violates this agreement in any way, I understand that he/she may lose his/her Internet access privileges, temporarily or permanently. I may be held financially liable for any damage that my child causes to the computer hardware or software. Unlawful activities may result in criminal prosecution.

____ I give permission for my child to have access to the ADVANTAGE ARTS ACADEMY Internet.

____ I **do not** give permission for my child to have access to the ADVANTAGE ARTS ACADEMY Internet.

Parent/Guardian Signature _____ Date _____

Home Phone _____ Work or Cell Phone _____

ADVANTAGE ARTS ACADEMY
STUDENT INTERNET ACCESS AGREEMENT
STUDENT RULES AND ACCEPTABLE USE FORM

I understand that it is a privilege to use the ADVANTAGE ARTS ACADEMY network to access any public or other network, such as the Internet. I understand and agree with the following:

1. The privilege to use the ADVANTAGE ARTS ACADEMY network to access public and other networks may be revoked by ADVANTAGE ARTS ACADEMY at any time for abusive conduct or violation of the conditions of use below. This includes, but is not limited to: (1) the placing, transmission or deliberate access of obscene, abusive or otherwise offensive or objectionable language in any form using

Advantage Arts Academy Family Handbook

ADVANTAGE ARTS ACADEMY access; (2) plagiarism; and (3) use of the internet for the purpose of cyber bullying others. ADVANTAGE ARTS ACADEMY reserves the right to determine what constitutes abusive conduct or violation of ADVANTAGE ARTS ACADEMY policies.

2. ADVANTAGE ARTS ACADEMY has the right to review any material stored in ADVANTAGE ARTS ACADEMY files to which other ADVANTAGE ARTS ACADEMY users have access and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive or otherwise objectionable. I hereby waive any right of privacy, which I may otherwise have in and to such material.

3. All information and services contained at Internet access points in ADVANTAGE ARTS ACADEMY are placed there for general informational purposes and are in no way intended to refer to or be applicable to any specific person, case or situation.

4. I am using this service at my own risk. ADVANTAGE ARTS ACADEMY is not able to monitor or control all information accessible through the internet and cannot be held responsible for all content.

5. Files downloaded from the internet may contain computer viruses. ADVANTAGE ARTS ACADEMY is not responsible for damage to my disk or computer or any loss of data, damage or liability that may occur from my use of ADVANTAGE ARTS ACADEMY computers.

6. I will not attempt to modify or tamper with ADVANTAGE ARTS ACADEMY's computer hardware or software, introduce viruses, or install or run any unauthorized programs.

7. I will not attempt to gain unauthorized access to other computers or networks, violate the acceptable use policies or any network to which I connect, or improperly read, copy, misappropriate, alter, misuse or destroy any information or files on this or other computers.

8. I will not use this access for unlawful activities, including violations of copyright law or other rights of third parties, or transmission of obscene, threatening or harassing material.

9. I will not use this access to operate an on-line business, distribute commercial advertising or represent myself as another person.

10. If I violate this agreement in any way, I understand that I may lose my internet access privileges temporarily or permanently. I may be held financially liable for any damage that I cause to ADVANTAGE ARTS ACADEMY computer hardware or software. Unlawful activities may result in criminal prosecution.

I have read the above Internet Rules and Acceptable Use and agree to abide by their provisions. I agree that violation of the agreement may result in the revocation of my public network access and related privileges.

Student name (print) _____ Grade _____

Student signature _____ Date _____

Advantage Arts Academy Family Handbook Acknowledgment

PLEASE SIGN AND RETURN THIS FORM

Advantage Arts Academy Family Handbook

to your child's teacher.

We have read the Advantage Arts Academy Family Handbook. My child/children and I understand and agree to cooperate with all of the policies contained therein. As a parent, I understand the importance of the Advantage Arts Academy Charter School Family Handbook and have explained it to my child/children in detail.

My child/children and I agree to adhere to the policies and regulations of the Family Handbook. I understand that failure to follow school regulations and policies will jeopardize my child/children's eligibility to register for the following academic year, or perhaps will result in dismissal from Advantage Arts Academy Charter School by the Governing Body of this institution.

Student Signature _____

Parent Signature _____

Teacher's Name _____

Grade _____

Sign and return this form to your classroom teacher.