

Academics Plus Charter Schools, Inc.

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www.academicsplus.org



2017-2018

PARENT & STUDENT HANDBOOK

K-12

BOARD ADOPTED: JULY 10, 2017

Schools

Hours of Instruction 8:00 a.m.-3:15 p.m.

Maumelle Charter Elementary

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Assistant Principal: Jennifer Hyde

Maumelle Charter High

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Maumelle, AR 72113
Phone: (501) 851-3333
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Principal: Kimberly Willis
Assistant Principal: Lindsey Diaz

Scott Charter

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Scott, AR 72142
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Executive Director:

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INTRODUCTION

Dear Parents and Guardians,

Thank you for sharing your children with us at Academics Plus Charter School where we take your child's education personally. I am excited about the opportunities this year brings for all of our students as we work together to make every one of them successful. Our schools have talented teachers, administrators and support staff dedicated to providing students with a quality education. Our professional faculty and staff are ready to lead our students to achieving their true potential.

We are also fortunate to have many parents/guardians who want and expect nothing but the best for the students we serve. You are extremely important in the education process and we must work together in order to succeed. I hope you find this handbook helpful in answering many questions you may have concerning expectations and how we operate.

Educationally Yours,

Rob McGill, Executive Director

MISSION STATEMENT

Academics Plus Charter School (APCS) is an open enrollment, public school of choice. The mission of Academics Plus Charter School is to provide an academically rigorous college preparatory program for all students regardless of race, ethnic origins, national background or socioeconomic level. All children can learn when challenged by high expectations. We believe that the School and parents should work together to provide the best possible education for all students. We believe that attitude, behavior, effort and attendance, as well as ability, determine academic success.

EQUAL OPPORTUNITY

It is the policy of APCS to provide equal opportunities without regard to race, color, national origin, sex, age, qualified disability or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and/or employment. Inquiries concerning application of this policy should be referred to: Equity Coordinator at 501-851-3333. APCS is an open enrollment, public charter school of choice. An open enrollment charter school is a public school that may draw its students from across public school district boundaries. Eligible students are those who have successfully completed the prior grade of the grade application being made. APCS reserves the right to deny any person who has been expelled, or withdrew in lieu of expulsion, from any school, to enroll as a student.

ACCREDITATION

APCS is fully accredited by the Arkansas State Department of Education.

ARKANSAS ACTIVITIES ASSOCIATION (AAA)

The Charter will abide by the rules and regulations of the AAA governing interscholastic activities.

SCHOOL ATTENDANCE

All children ages five (5) through seventeen (17) on or by August 1st are required to be in school that school year with the exception of:

- five-year-old children for whom kindergarten has been waived;

- students who have received a high school diploma or its equivalent;
- students who are enrolled in a postsecondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.

Each teacher will maintain accurate records of the attendance of the pupils. Every school day is important to the total education of APCS students. Attendance is critical to the maintenance of individual education. It is absolutely essential that the parent and student take individual responsibility for attendance at school. The parents must be aware of the attendance regulations and bear the responsibility while their child is enrolled at APCS.

Regular attendance at school is essential to academic and social development and helps prepare students for learning as a life-long skill. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction that results in higher student achievement. Excessive absences may result in loss of academic credit and retention.

- Maumelle students should not arrive at school earlier than 7:30 a.m. unless arrangements have been made with the principal and at 7:45 a.m. will be allowed to go into their respective buildings.
- Scott students should not arrive at school earlier than 7:00 a.m. and until 7:50 a.m. should go to the cafeteria.
- All buildings will be quiet and ready for work at 8:00 a.m.
- All visitors must sign in through the main office of each campus and receive a pass before continuing into any area or building.
- Elementary students arriving after 8:30 a.m. will be marked absent for a half day.
- High School students will be counted absent when arriving ten minutes after a class period begins.

The State of Arkansas requires student attendance of 95% or better at APCS. It is expected, therefore, that students will attend school every day.

Excessive absences can be reason for loss of credit in class. Whenever a student exceeds SIX (6) UNEXCUSED ABSENCES during the semester, APCS will notify the prosecuting attorney. The parent(s), guardian(s), or person(s) in loco parentis (person(s) acting in place of the parent) will be subject to civil penalty as prescribed by law. An absence is considered unexcused if not approved in advance by an administrator or accompanied by a note from a medical practitioner upon returning to school. Any note to excuse an absence must be sent to school the 1st day the student comes back to school. A maximum of 3 excused notes by a parent. Other allowable excused notes are not limited to the following: by a doctor, death in immediate family, or exceptional circumstances with prior approval of the principal.

When a student has three (3) unexcused absences, his/her parent, guardian, or person in loco parentis will be notified that the student has missed half the allowable days for the semester. In addition to this notification, the designated attendance committee will conduct an investigation of the student's attendance, which will include contacting the parent, guardian, or person in loco parentis in effort to assist in resolving any matters that might contribute to unsatisfactory attendance.

Students with more than 6 unexcused absences in a course in a semester shall not receive credit for that course unless the attendance committee allows for credit recovery. If the student fails to receive credit for a sufficient number of courses and at the discretion of the principal after consultation with the attendance committee, the student may be denied promotion or graduation. Excessive absences, however, shall not be a reason for expulsion or dismissal of a student.

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence. The appropriate documentation of attendance will be indicated in the student's IEP or 504 plan that outlines the attendance concerns.

It is the Arkansas General Assembly's intention that students having excessive absences due to illness, accident, or other unavoidable reason be given assistance in obtaining credit for their courses. Therefore,

at any time prior to when a student exceeds the number of allowable absences (unless unable to do so due to unforeseen circumstances), the student, or his/her parent, guardian, or person in loco parentis may petition the school's administration for special arrangements to address the student's absences. If formal arrangements are granted, they must be formalized into a written agreement which includes the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement must be signed by the student, the student's parent, guardian, or person in loco parentis, and the school administrator or designee.

The General Assembly declares that any school that grants additional absences of FFA member students who attend officially sanctioned FFA activities shall afford equal treatment to FHA and 4-H member students who attend the same or similar officially sanctioned activities.

The Charter will notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the code.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1st of any year are required to provide proof of a high school diploma or enrollment and regular attendance in school prior to receiving an instruction permit. To be issued a driver's license, a student must present proof of a "C" average for the previous semester.

DAILY ATTENDANCE FOR PARTICIPATION

Students that miss any part of the regular school day are ineligible to participate in games, practices, performances, contests, dances, extra-curricular events or credited work programs unless the absence is excused in advance by the Principal or Executive Director.

RELEASE OF STUDENTS

Defined procedures are followed to assure the safety of children when released from school either during or at the end of the school day.

- Students should not be checked out early unless it is an emergency. A parent/guardian must come to the office and sign for the student. All students must be checked out in the office if leaving school before dismissal time. All instruction time is important. Please do not make a habit of checking your child out early as it interrupts the educational process. Early check out will be considered as unexcused unless appropriate documentation and parent notification is provided.
- If any person other than the parent or guardian is to pick up the student, the school must have a statement from the parent specifying the necessary information and that person must have proper identification.
- A student must have a note from a parent giving permission for him/her to deviate from his/her normal transportation routine. (Example: walk home, ride bike, or the CAT bus).
- Maumelle students must be picked up within 20 minutes after dismissal. Failure to pick up students will result in consequences. Scott students must be picked up no later than 6:00 pm.

Consequences for Each Late Pick Up:

1. First Offense: Warning
2. Second Offense: Parent conference
3. Third Offense: Detention
4. Fourth Offense and additional offenses: Saturday School and notification of DHS and Prosecuting Attorney

TARDIES

The first hour of the day sets the tone for the student's entire day. Students who are tardy fall behind from the beginning, and may be out-of-sync the entire day. They should arrive in time to be in the classroom before 8:00 a.m. Students who are regularly late to school or class show disregard for both the teacher and classmates and compromise potential student achievement. Students who are late must receive a tardy slip in the office. Frequent tardiness interferes with teaching and learning and is not acceptable.

Consequences:

1. All students who arrive after 8:00 a.m. are considered tardy.
2. Middle School and High School students who are tardy to a class will receive a tardy issued by that specific teacher for that individual class.
3. Note: A Middle School and High School student has the possibility of accumulating multiple tardies in the course of one school day.
4. High School: When a student accumulates three (3) tardies or unexcused early check-outs in a semester, Saturday School will be assigned. The fourth tardy will be equivalent to an unexcused absence for the specific class where the student was tardy. If the student does not attend detention when assigned, the student will be assigned Saturday School. If Saturday School is not attended, a 1-day suspension will be assigned.

High School Consequences for each tardy:

1. First Offense: Warning
2. Second Offense: Detention
3. Third Offense: Saturday School
4. Fourth Offense and additional offenses: 1 Unexcused Absence in class where tardy occurred, 1-day Suspension and Parent Conference.

Elementary Consequences for each tardy:

1. First Offense: Warning
2. Second Offense: Detention and Parent Notified w/copy of policy
3. Third Offense: Unexcused Absence incurred and 2 days of Detention or Saturday School
4. Additional tardy offenses after the 3rd one, in any one semester: 3 days of Detention and 1 unexcused absence.

TRUANCY

Truancy shall be defined as any absence from school or class without prior parental knowledge and consent or without prior notification to school administration. Student is counted absent after 10 minutes. To promote regular attendance, the school regards truancy as unacceptable.

Consequences:

1. First Offense: Corporal punishment or Saturday School and parent conference
2. Second Offense: Corporal Punishment, Saturday school, parent/guardian conference or Suspension
3. Third Offense: Recommendation for Expulsion

UNIFORM POLICY/DRESS CODE

This policy has been designed to uphold a standard that is both non-distracting and easily enforced that ensures a safe and orderly environment and ensures that we prepare our students for the expectations of the business community. The uniform policy of APCS is strictly enforced upon arrival to campus until departure, unless specified otherwise by administration. Students are to come to school and school sponsored events neatly groomed and appropriately dressed. All clothes should be clean and free of holes and/or tears. Dress code checks will be conducted by teachers and administration.

Students are prohibited from wearing, while on the school grounds during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, chest or midriff.

Both male and female students are treated equally. The following guidelines will be adhered to for all students in grades K-12.

BELTS

- No electronic, design or ornamental belts or belt buckles (spikes, bullets, metals, etc.).

COATS, SWEATERS & JACKETS

- Solid Navy blue blazers (This is optional although some sponsors may require the blazers for certain programs such as Choir, Quiz Bowl, etc.)
- Solid color cardigan sweaters (Optional).
- Sweaters and sweatshirts must be worn in solid color.
- Coats, hoodies and jackets may be worn without offensive printing.
- Collared uniform shirts must be worn under all coats, sweaters, hoodies, jackets, or sweatshirts.
- Logos are allowed if coverable by a driver's license with the exception of Academics Plus apparel. No other printing or drawings are allowed.

HAIR

- Hair is to be clean, neatly groomed, and styled in a manner that is not distracting. Students may not dye or paint their hair unnatural colors, such as blue, purple, green or hot pink.

HATS

- No caps, hats, toboggans, or beanies allowed in the building. Caps with bills may not be worn backwards or turned to the side while on campus or at any school sponsored function.
- No bandanas in the building.
- No hoodies worn on head in the building.

HEADBANDS AND BOWS

- Headbands, beads, barrettes and bows may be worn.

JEWELRY

- Nose, eyebrow, tongue, ear gages or any other visible body part pierced jewelry, with the exception of earrings, is not allowed during school hours or any school functions. Administration retains the right to ask that unacceptable jewelry be removed and held in the Administrator's office until the end of the school day. Upon the second offense, the jewelry may not be returned immediately and will require parental pick-up. Rings, no more than one ring per hand, may be worn as long as the ring is not distracting. These include class rings, purity rings, Masonic rings, etc. One bracelet per arm may be worn.

MAKEUP

- Makeup may be worn as long as it is not excessive.

PANTS

- Twill beige khaki, black, navy blue, or gray pants worn at the natural waist level.
- Either straight leg, cuffed, or flared pants permitted.
- All pants are to be appropriately sized, neither too tight nor oversized.
- Sweatpants, yoga pants, or jogging pants are not allowed on campus.
- No blue jeans.
- No pants with holes or tears.

- No garments made of stretch material (i.e. lycra) that clings to the body shall be worn as outerwear or pants (such as jeggings, leggings, tights, yoga pants, biking attire, or exercise garments).
- Tights/leggings/jeggings may only be worn under skirts, shorts, or skorts of required length (see below); not to be worn alone as pants.

SHIRTS

- Long or short sleeved collared shirts must be worn in solid colors.
- Approved Academics Plus tee shirts are allowed only on Fridays.
- The sleeves of an undershirt, if any, must not extend below the sleeves of the outer shirt.
- Undershirts must be solid uniform color.

SHOES

- All laces must be tied.
- No house shoes, chunky heels, Heely's, sandals, flip flops or open toed shoes of any kind.
- Rain boots are permitted during inclement weather.

SHORTS/SKIRTS/SKORTS/JUMPERS

- Twill beige khaki, black, gray or navy blue worn at the natural waist level.
- Length: Shorts, skirts, skorts, or jumpers must be no shorter than a dollar bill's width above the knee (2-5/8 inches).
- All are to be appropriately sized, neither tight nor oversized.

SOCKS

- Socks, tights, and leggings can be any color or design. Administration retains the right to ask that any socks, tights, and/or leggings with inappropriate designs be removed and held in the Administrator's office until the end of the school day.
- Appropriate hosiery may be worn.

SPECIAL APPAREL

- Extra-curricular activities may require special apparel (blazer, tie, etc.) to be worn at the discretion of the sponsor.

SPECIAL EVENTS

- On special days/events (Spirit Week/Homecoming, Red Ribbon Week, Field Trips or other designated events), the Principal may designate special attire.

SUNGLASSES

- Sunglasses are not permitted to be worn inside the school building unless required by an attending physician.

TATOOS

- All tattoos or body art must be covered while on campus or at school related events. This includes temporary tattoos.

FREE DRESS DAY

Free dress day does not supersede the standard dress code requirements. Students may wear jeans, t-shirts, or other clothing that is clean and conservative. Inappropriate clothing includes but is not limited to: shorts or skirts that are too tight or too short; shirts with bare midriff, spaghetti straps, or low cut shirts; ripped or torn tops or bottoms; hats; clothing with offensive language, pictures, or symbols. Shoes must follow the regular uniform policy. Please be aware that students will be sent home or asked to change if their clothing is considered to be inappropriate or in bad taste.

Administration shall be authorized to appraise any fashion, fad, hair, jewelry or article of clothing deemed inappropriate for school wear or disruptive to the education process or safety of the campus.

Consequences:

1. First Offense: Warning/made to change clothes/copy of dress code sent home
2. Second Offense: Saturday School
3. Third Offense: 3-day Suspension
4. Fourth Offense: 5-day Suspension

CODE OF STUDENT CONDUCT

An administrator has the discretion to make judgment calls on a case by case issue. Each child is an individual and each situation will be handled as such. This handbook is a guide. More severe or less severe punishment may be given depending on circumstances.

The behavior of students is the responsibility of students and their parents. Each student is responsible for his/her conduct at all times. Parents are responsible for teaching their children rules of acceptable conduct. Those rules must be consistent with School rules, federal and state laws and school policies and regulations. Students must understand and follow all rules provided by the School. Parents have the responsibility to support the School in all decisions related to proper behavior and performance of students.

It is the philosophy of the school that parents and families work together to prevent small problems from developing into larger ones. As educators, we are as concerned about character development as intellectual development. We expect our staff to model respectful behavior and to use incentives to motivate our student to be good citizens through respect for self, others, and property. It is our aim to instill in our students that school is not only a place of learning but also a caring community. We intend to provide for our students a stable and predictable learning environment characterized by positive social order, respect for authority and an appreciation of the need for rules and regulations.

Students and their parents are responsible for student conduct that occurs:

- At any time on the school grounds
- Off School grounds at a school sponsored function, activity or event
- Going to and from school or a school activity

At the city library, community center, or on any property off school grounds before or after school hours.

It is required by law that the school administrator or designee reports to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Executive Director, that person shall also inform the Executive Director of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a report has been made to the appropriate law enforcement agency. The Executive Director or designee shall inform the Board of Trustees of any such report made to law enforcement.

The staff at APCS is encouraged to explore all avenues available to effect a change in a student's inappropriate behavior. Parents are encouraged to work with the school to ensure that appropriate behavior occurs at all times. The principal has the discretion to look at each offense on case by case basis and act accordingly as he/she deems best for the situation at hand. Students should be aware that some of the avenues that have been approved by the APCS Board and Administration are:

- Reprimand/Warning
- Time-Out

- Parent Contact or Parent Conferences
- Supplemental Written Assignments
- Revocation of Privilege
- Removal from Activities
- Lunch Detention
- After School Detention with classroom teacher
- (24 hr. notice given unless prior parent approval)
- Corporal Punishment
- Saturday School
- Work Detail
- Out-of-School Suspension
- Expulsion
- Prosecution

Minimum and maximum disciplinary actions which may be administered have been listed. The gravity and severity of the rule infraction will be taken into account to determine the appropriate disciplinary action assigned in each case.

All students will be held accountable for their behavior on campus. Each staff member is responsible for the control and conduct of our students while the students are legally under the supervision of the school. Every student who is requested by a staff member to cease his/her inappropriate behavior will be expected to obey immediately and without any uncivil reply in words, attitude, or action. Students who display inappropriate behavior will receive corrective discipline action. (Arkansas Law 6-18-502)

ACADEMIC DISHONESTY/CHEATING

Academic dishonesty involves acts that take away or compromise the integrity of the educational process at APCS. This includes, but is not limited to any act by which a student gains or attempts to gain an academic advantage for his/herself or another by misrepresenting him/herself or another's work or by interfering with the completion, submission, or evaluation of another's work. The following examples include, but are not limited to, accomplishing or attempting any of the following acts:

- Changing of grades or office records
- Using any materials that are not authorized by the instructor for use during an exam
- Talking during exams
- Copying from another student's paper during an exam
- Collaborating during an exam with any other person by giving or receiving information without specific permission of the instructor
- Stealing, buying, or otherwise obtaining information about the exam
- Any collaboration on lab work, take home exam, homework, or other assigned work when instructed to work independently
- Substituting for another person or permitting any other person to substitute for oneself to take an examination
- Submitting as one's own any theme, report, term paper, essay, computer program, other written work, speech, painting, drawing, sculpture, or other art work prepared totally or in part by another
- Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course
- Plagiarizing, that is the offering as one's own work the words, ideas, or arguments of another person without appropriate attribution by quotations, reference, footnote. Plagiarism occurs when the words

of another are reproduced without acknowledgment or when the ideas or arguments of another are plagiarized in such a way as to lead the reader to believe that they originated with the writer.

- Sabotage of another student's work
- Falsification or forgery on any high school form or document
- Submitting altered or falsified data as experimental data from lab projects, science projects, survey research, or other field research
- Any willful act or dishonesty that interferes with the operation of the academic process
- Facilitation or assistance in any act of academic dishonesty

The faculty and administration of Academics Plus expects students to abide by high standards of academic honesty. Any student who commits academic dishonesty/cheating will not be awarded honor graduate, salutatorian, or valedictorian.

Consequences:

1. First Offense: Zero on work, conference with Principal and parent contact, and Saturday School
2. Second Offense: Zero on work, 3-day suspension
3. Third Offense: Zero on work and 10-day suspension
4. Fourth Offense: Recommendation for Expulsion

ASSAULT ON A SCHOOL EMPLOYEE

It is unlawful, during regular school hours or during any school activity for any person to address a public school employee using language that is calculated to cause a breach of the peace or materially and substantially interfere with the operation of the school. Persons guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Consequence:

Recommendation for Expulsion and duty to report all threats and violence to authorities.

BEHAVIOR NOT COVERED

APCS reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in written rules. (Inappropriate infractions will be specified and punishment will be determined based on a case-by-case basis).

Consequences:

Minimum: Verbal Warning

Maximum: Recommendation for Expulsion

BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Trustees. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his or her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation.

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment

Electronic Act of Bullying means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and **Substantial Disruption** means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities;
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting or belittling
- Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person
- Demeaning humor relating to a student's race, gender, ethnicity or actual or perceived attributes
- Blackmail, extortion, demands for protection money or other involuntary donations or loans
- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Stealing or hiding books or belongings, and/or

- Threats of harm to student(s), possessions, or others
- Sexual harassment is also a form of bullying
- Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles

Students are encouraged to report behavior they consider to be bullying; including a single action which, if allowed to continue, would constitute bullying, to their teacher or the building Principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the Principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the Principal. The Principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to **disciplinary action up to and including expulsion**. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred and will be made at the principal's discretion.

Notice of what constitutes bullying, the School's prohibition against bullying, and the consequences for bullying shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request. Legal Reference: A.C.A. § 6-18-514

Consequence:

- First Offense: Corporal punishment or Saturday School or 3-day Suspension
- Second Offense: Suspension up to ten (10) days
- Third Offense: Recommendation for Expulsion

CELL PHONE AND ELECTRONIC DEVICES

APCS supports the use of personal electronic devices for educational purposes in the classroom. Students are responsible for conducting themselves in a manner that respects the rights of others. Possession and use of any electronic device, whether school or student owned, that interferes with a positive, orderly classroom environment, does not respect the rights of others is expressly forbidden.

As used in this policy, "electronic devices" means anything that can be used to transmit or capture images, sound, or data.

Cell Phones must be stored and concealed in "silent mode" of operation for students in grades (6-12) at all times. Students may not operate cell phones during school hours. Improper use of cell phones and electronic devices at any time such as including, but not limited to: communication on social media outlets (Twitter, Facebook, Snapchat, etc.), taking pictures/video, harassment, causing hurt, harm, or endangerment of any persons. Capturing video/pictures may be subject to penalties listed per handbook specific to student codes of conduct.

Students (K-5) must store their cell phone and/or electronic devices in their backpacks before the beginning of the school day until the end of the school day.

Students' (K-12) electronic devices cannot be used as an excuse for being tardy to class.

Students are allowed to connect to the APCS-Student Wi-Fi using the student's personal account information, which follows all state and federal CIPA guidelines. Students must abide by the guidelines the teacher gives for any such authorization. Music may be listened to, using headphones, at the discretion of the teacher. Students who fail to follow teacher's directions will be subject to the provisions of this policy governing misuse of cell phones.

Before and after normal school hours, possession of electronic devices is permitted on the school campus. Cell phones may not be used during transitions or in class for any reason. The use of such devices at school sponsored functions outside the regular school day is permitted to the extent and within the limitations allowed by the event or activity the student is attending.

Misuse of electronic devices includes, but is not limited to:

1. Using electronic devices during class time in any manner other than specifically permitted by the classroom instructor;
2. Permitting any audible sound to come from the device when not being used as instructed;
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores;
4. Using the device to take photographs in locker rooms or bathrooms;
5. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person;
6. Cyber bullying, or personal use of video.

Use of an electronic device is permitted to the extent it is approved in a student's individualized education program (IEP) or it is needed in an emergency that threatens the safety of students, staff, or other individuals. Medical documentation MUST be on file with the student's administrator and the school nurse. (See Arkansas Code Sections 6-17-113 and 6-18- 502)

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing electronic devices. Students have no right of privacy as to the content contained on any electronic devices that have been confiscated.

Students who use a school issued cell phones and/or computers for non-school purposes, except as permitted by the Charter's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Students are forbidden from using school issued cell phones/electronic devices while driving any vehicle at any time. Violation may result in disciplinary action up to and including expulsion.

A driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building.

(Arkansas Code § 27-51-1602)

Consequences:

1. First Offense: Parent/guardian contacted and confiscation of the device until parent or guardian can come and retrieve device.
2. Second Offense: Parental contact and 3-day suspension or Saturday School and confiscation of device until parent retrieval.
3. Third Offense: Parental contact and 5-day suspension with loss of electronic device for remainder of the school year upon administration discretion.
4. Fourth Offense: Parent contact and 10-day suspension.
5. Fifth Offense: Parent contact and recommendation for expulsion.

COMPUTER USE POLICY

APCS makes computers and/or computer Internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of School computers is for educational and/or instructional purposes. It is the policy of this School to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. For the purposes

of this policy “harmful to minors” is defined as any picture, image, graphic image file, or other visual depiction that:

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse School-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers, using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action.

Consequences:

1. First Offense: Confiscation of device, Corporal Punishment or Saturday School, and parent contact.
2. Second Offense: Confiscation of device and 3-day Suspension
3. Third Offense: 5-day Suspension & loss of privileges of device for remainder of the year
4. Fourth Offense: Parent contact and 10-day Suspension

DAMAGE, DESTRUCTION, VANDALISM OR THEFT OF SCHOOL PROPERTY

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or property of other students. APCS will recover damages from the student destroying school property. Regardless of which disciplinary action, restitution will be made to the party from which the theft was made.

Parents of minor students under the age of 18 will be liable for damage or theft caused by said minor. Depending on offense, police may be contacted.

Consequences:

1. First Offense: Corporal punishment or Saturday School or 3-day Suspension
2. Second Offense: Suspension up to ten (10) days
3. Third Offense: Recommendation for Expulsion

DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS

Students with special needs will be subject to the same disciplinary procedures as regular students. The only differentiations will be those required by state or federal law. Disciplinary cases of magnitude involving disabled students will be coordinated with the Special Education Supervisor to make sure that the student's due process rights are preserved. Some individualized procedures may be necessary for students for whom normal discipline is inappropriate. The student's Individual Educational Plan or 504 Plan will outline any behavior accommodations or behavior plans that warrant individual discipline.

DISREGARD OF DIRECTIONS OR COMMANDS/INSUBORDINATION

A student shall comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, administrative personnel, school bus drivers, school officers, and other authorized personnel. A student shall not refuse to respond to adults or refuse to identify self to faculty or staff. A student shall not behave in a disrespectful manner to any school employee via behavior, speech, gestures, etc.

This includes willful rudeness to classmates as well as staff. Under this rule, students may be punished for back talking or making rude comments to authority, misconduct with food in the cafeteria (grabbing others' food, making messes, etc.), cutting in line, slamming objects in anger, unauthorized meddling with or pilfering of classmates' or teachers' property, blocking passageways, doorways, water fountains, mimicking, horseplay, etc.

Consequences:

1. First Offense: Detention and parent contact
2. Second Offense: Corporal punishment or Saturday School or 3-day Suspension
3. Third Offense: Suspension up to ten (10) days
4. Fourth Offense: Recommendation for Expulsion

DISRUPTION OF SCHOOL OR CLASS

No student shall, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing disruption or obstruction of any lawful mission, process, or function; nor shall any student encourage any other student to engage in such activities.

Disorderly activities by any student or group of students that adversely affect the school's orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the Principal or Principal's designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to teach the students, the class, or with the ability of the student's classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

A teacher may remove a student from class and send him/her to the Principal's office in order to maintain effective discipline in the classroom. Teachers may remove from class a student:

- Who has been documented by the teacher as repeatedly interfering with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn; or
- Whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to teach the students in the class or with the ability of the student's classmates to learn.

Consequences:

1. First Offense: Conference and Detention
2. Second Offense: Corporal punishment or Saturday School or 3-day Suspension
3. Third Offense: Suspension up to ten (10) days
4. Fourth Offense: Recommendation for Expulsion

DRUGS AND ALCOHOL

The use of alcohol or drugs is illegal by students and diminishes the capacity of students to learn and function properly. Therefore, no student shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who; is on or about school property; is in attendance at school or any school sponsored activity; has left the school campus for any reason and returns to the campus; is coming to or from school or any school sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student's ability to act, think, or respond, LSD, or any other hallucinogen,

marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, or any controlled substance.

Selling, distributing, or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance with the recommended dosage is prohibited.

Students may be subject to drug testing if administration has reasonable cause to think that a student may be taking a controlled substance. Parents will be notified if possible.

Consequences:

1. First Offense: Suspended ten (10) days and placed on probation. The student/family must show proof that they are enrolled with a counseling agency recognized by the Charter or the student will be recommended for expulsion.
2. Second Offense: Suspension pending recommendation for expulsion/reported to legal authorities.

FIGHTING/VIOLENCE/THREATENING

Students will be deemed as fighting when blows are being exchanged with a display of anger being present. Any student who strikes or attempts to strike, cause physical injury, or behaves in such a way as could reasonably cause physical injury to another student is considered fighting or violent behavior. Fighting is defined as: Martial arts, wrestling, boxing, dangerously rough play (i.e. shoving back and forth), slamming, arranging and or cheering fighters are punishable under this rule. If a student is found to have not initiated the fight, alternative punishment may be applied with regard to actual involvement. In cases where premeditation or potential for serious injury exists, local law enforcement authorities will be notified. (Arkansas Law 5-71-207, Act 1108 of 1997) A student will not harass, threaten or attempt to cause injury or physical harm to another student, nor will a student strike or beat another student, nor direct verbal abuse toward another person. (Act 207 of 1997, Act 706 of 1997)

Consequences:

1. First Offense: Corporal punishment or Saturday School or 3-day Suspension
2. Second Offense: Suspension up to ten (10) days
3. Third Offense: Recommendation for Expulsion

GANGS AND GANG ACTIVITY

Gangs and their activities shall not be allowed on school grounds or at school functions. The following actions are prohibited:

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or extorting payment from any individual in return for protection from harm from any gang.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Consequences:

1. First Offense: Suspension up to ten (10) days
2. Second Offense: Recommendation for Expulsion

IMMORALITY AND VULGARITY

Students shall abstain from indecent and immoral acts. This includes, but is not limited to: abusive, vulgar, profane or obscene language, acts or gestures, possessing any pornographic or obscene printed material to include computer or other electronic devices, written or drawings, at school or at any school-sponsored event or activity or on school property.

Public Display of Affection are not allowed. (Public display of affection is hand-holding, kissing, fondling, or any affectionate touching).

Consequences:

1. First Offense: Detention and parent contact
2. Second Offense: Corporal punishment or Saturday School or 3-day Suspension
3. Third Offense: Suspension up to ten (10) days
4. Fourth Offense: Recommendation for Expulsion

LASER POINTERS

Students shall not possess any hand held laser pointer while in school, on or about school property, before or after school, in attendance at school or any school-sponsored activity, in route to or from school or any school-sponsored activity, off the school grounds at any school bus stop or at any school-sponsored activity or event.

School personnel shall seize any laser pointer from the student possessing it and the student may reclaim it at the close of the school year, or when the student is no longer enrolled in the School.

Consequences:

1. First Offense: Corporal punishment or Saturday School or 3-day Suspension
2. Second Offense: Suspension up to ten (10) days
3. Third Offense: Recommendation for Expulsion

PLAYGROUND CONDUCT

- Play in assigned areas.
- Use playground equipment correctly.
- Play together courteously.
- Show respect to others (students and adults).
- Keep hands, feet, and all objects to self at all times.

APCS has a responsibility to protect the health, safety, and welfare of students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school sponsored function, activity, or event; going to and from school or a school activity.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. It shall be a violation for any student to subject another person to, sexual harassment as defined in this policy.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature.

- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: *sexting; unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.*

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. A.C.A. § 6-15-1005 (b) (1)

Consequences:

1. First Offense: Corporal punishment or Saturday School or 3-day Suspension
2. Second Offense: Suspension up to ten (10) days
3. Third Offense: Recommendation for Expulsion

STUDENT ASSAULT OR BATTERY

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

Consequences:

1. First Offense: Corporal punishment, or Saturday School, or 3-day suspension

2. Second Offense: Suspension up to ten (10) days
3. Third Offense: Recommendation for Expulsion

Assaults with substantial risk of death or serious physical harm: Recommendation for expulsion. Law enforcement may be contacted.

TOBACCO AND TOBACCO PRODUCTS

Due to the serious health risks associated with tobacco, all aspects of this policy shall be strictly enforced. For the purposes of this policy, tobacco is defined to include tobacco or tobacco products in any form including, but not limited to, cigarettes, e-cigarettes/vaping, cigars, chewing tobacco, and snuff.

Smoking or the use of tobacco products by any individual in or on any property owned or leased by the School, including school buses or any other school vehicle is prohibited. This prohibition extends to anyone attending school sponsored events on campus and to students and staff attending school sponsored events off campus.

Tobacco Prevention Education

Students shall be presented with tobacco prevention education in all grades at a level appropriate to their grade. The tobacco education program shall be integrated into the general health education program and be designed to:

- Instruct about immediate and long-term undesirable physiologic, cosmetic and social consequences of tobacco use;
- Decrease the social acceptability of tobacco use;
- Address reasons why young people smoke;
- Teach how to recognize and refute advertising and other social influences that promote tobacco use;
- Develop students' skills for resisting social influences that promote tobacco use; and
- Develop necessary assertiveness, communication, goal-setting, and problem-solving skills that may enable students to avoid tobacco use and other health-risk behaviors.

Consequences:

1. First Offense: Conference/Warning, parent contact, and Saturday School
2. Second Offense: Corporal punishment or Saturday School or 3-day Suspension
3. Third Offense: Suspension up to ten (10) days
4. Fourth Offense: Recommendation for Expulsion

Visitor Violations

Visitors found using tobacco products shall be informed of this policy and asked to cease their use of such products. Visitors who refuse shall be asked to leave the school campus or activity. Principals are authorized to seek the assistance of law enforcement officers in removing visitors who refuse to leave voluntarily.

WEAPONS AND DANGEROUS INSTRUMENTS

No student shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon while in school, on or about school property, before or after school, in attendance at school or any school sponsored activity, in route to or from school or any school sponsored activity, off the school grounds at any school bus stop, or at any school sponsored activity or event.

A weapon is defined as any knife, gun, pistol, revolver, shotgun, BB gun, rifle, pellet gun, razor, ice pick, dirk, box cutter, nun chucks, pepper spray or other noxious spray, explosive, or any other instrument or substance capable of causing bodily harm.

Possession means having a weapon, as defined in this policy, on the student's body or in an area under his/her control. If, prior to any questioning or search by any school personnel, a student discovers that he/she has accidentally brought a weapon to school including a weapon that is in a vehicle on school grounds, and the student informs the Principal or a staff person immediately, the student will not be considered to be in possession of a weapon. The weapon shall be confiscated and held in the office until such time as the student's parent/legal guardian shall pick up the weapon from the school's office.

Consequences:

Recommendation for Expulsion

Students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of not less than one year. The Executive Director shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property.

Legal References: A.C.A. § 6-18-502 (c) (2)(A)(B) A.C.A. § 6-18-507 (e) (1)(2)
20 USCS § 8921 A.C.A. 5-73-102, 5-73-104, 5-73-108, 5-73-119, 5-73-120, 5-73-122, 6-21-608)

BEHAVIOR CONSEQUENCES

AFTER-SCHOOL DETENTION

A teacher may assign after-school detention for any infraction of classroom rules which, in the teacher's opinion, do not warrant an office referral. With all detentions the teacher will advise the student of the detention and fill out the appropriate forms. The student will be responsible for taking the parent copy home, getting it signed and reporting to the assigned detention room with the form. Students will not be allowed to serve without the signed parent copy. If a student fails to report, reports late, or reports without parent signatures, the following process will be followed.

Consequences:

1. First offense: Saturday School
2. Second offense: 1-day Suspension
3. Third offense: 3-days Suspension

Detention assignments will take precedence over all other activities, including extracurricular activities as well as personal business with discretion granted by the principal.

CORPORAL PUNISHMENT

The APCS Board authorizes the use of corporal punishment to be administered in accordance with this policy by the Principal or his/her designated staff members who are required to have a state-issued license as a condition of their employment.

Prior to the administration of corporal punishment, the student receiving the corporal punishment shall be given an explanation of the reasons for the punishment and be given an opportunity to refute the charges.

Legal Reference: A.C.A. § 6-18-505 (c) (1)

Corporal punishment will:

- Be administered only for cause, be reasonable, and follow a warning that the misbehavior will not be tolerated.
- Be administered by a teacher or a school administrator or his or her designee, who shall be a certified teacher or administrator employed by the School.
- Be witnessed by a certified staff member of the School.

- Be administered without malice.
- Be administered on the buttocks.

SEVERE CLAUSE: If the administration deems it necessary, parents may be requested to pick up their child immediately. Parents who do not wish their child to receive corporal punishment must submit a request in writing to the classroom teacher and the office each year. These requests will be honored. When a student who is not to receive corporal punishment misbehaves to the extent that other students would receive corporal punishment, the student will be removed from class and the parent will be contacted to pick up the child. The number of days the student is to remain suspended from class will be determined at that time.

EXPULSION

The Executive Director may expel a student for a period longer than ten (10) school days for violation of the school's written discipline policies. The Executive Director may expel a student for conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Executive Director or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the School's records) that the student be expelled for the specified length of time and state the reasons for the recommendation to expel.

The parent/guardian or students 18 years of age or older may appeal the executive director's decision to the board. Notice of the appeal will be given in writing to the executive director or chairman of the board within ten (5) days of the expulsion notice.

The hearing shall be conducted not later than ten (10) school days following the date of the appeal request, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The Chairman of the Board, Hearing Officer, or other designated trustee shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Executive Director will present evidence, including the calling of witnesses, which gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Executive Director, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Executive Director shall expel any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Executive Director shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis.

Legal Reference: A.C.A. § 6-18-507

GRIEVANCE/DUE PROCESS

Students and parents have the responsibility to know and obey school rules and to express grievances in an appropriate setting. Students have the responsibility to give parents correct information concerning misconduct. If a student or the parent of a student has a grievance the following chain of command should be followed to address the concern:

1. Teacher
2. Principal or Assistant Principal
3. Executive Director

SATURDAY SCHOOL

Saturday School may be assigned to students who have excessive tardies or for various discipline infractions. With all Saturday School assignments, the person assigning the Saturday School will advise the student and fill out the appropriate forms.

- Students must report to designated room before 7:00 a.m. school time and remain until 11:00 a.m.
- A student will not be admitted after 7:00 a.m. school time.
- Students are to adhere to the school uniform policy.
- Students who violate the Saturday School policies will have days added or face possible suspension from school.
- Students will be required to bring all books, paper, pencils, and other materials to Saturday School.
- Students will be allowed individual bathroom breaks for five (5) minutes each hour.
- Students will follow the instructions and rules of the person in charge of Saturday School and will follow all policies in the student handbook.
- There is to be absolutely no talking, sleeping, tardiness, eating, or drinking during class time.
- The supervisor will make determinations not covered in the above rules and those determinations will be reviewed by the principal if questions arise.

If a student who was issued Saturday School fails to report, the student will be issued a three (3) day suspension beginning the following Monday.

SEARCH, SEIZURE, AND INTERROGATIONS

The Executive Director, Principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness. However, searches may be done at any time with or without notice or the student's consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Executive Director, Principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs. A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees local law enforcement or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the School makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the Principal or the Principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

Principals **must** release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the Principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. (There may be an exception if the Department of Human Services is involved.) If the Principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the Principal or designee, and leave both a day and an after-hours telephone number.

SUSPENSION FROM SCHOOL & IN-SCHOOL SUSPENSION

The Principals or their designees have the authority to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. A student may be suspended for behavior including, but not limited to that which:

- Is in violation of school policies, rules, or regulations;
- Substantially interferes with the safe and orderly educational environment;
- School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or
- Is insubordinate, incorrigible, violent, or involves moral turpitude.
- The School Principal or designee shall proceed as follows in deciding whether or not to suspend a student.
- The student shall be given written notice or advised orally of the charges against him/her;
- If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts;
- If the Principal finds the student guilty of the misconduct, he/she may be suspended.

When possible, notice of the suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student if age 18 or older prior to the suspension. Such notice shall be handed, phoned, or mailed to the parent(s), legal guardian(s), or to the student if age 18 or older.

Generally, notice and hearing should precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as possible.

Out-of-School Suspensions: During the period of their suspension, students serving out-of-school suspensions shall not be permitted on campus or to attend school sponsored events. The exception is to attend a student/parent/administrator conference.

In-School Suspension: During the period of their suspension, students serving in-school suspension shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities. Students, assigned in-school suspension, may be assigned work detail as part of their punishment.

Students will be **REQUIRED** to **make up all work** while assigned in or out of school suspension. The work will be graded and reduced by one letter grade as a result of the suspension.

Suspensions initiated by the Principal or his/her designee may be appealed to the Executive Director, but not to the Board.

Suspensions initiated by the Executive Director may be appealed to the Board.

Legal References: A.C.A. § 6-18-507, Goss v Lopez, 419 U.S. 565 (1975)

ACADEMICS POLICIES

ADVANCED PLACEMENT (AP) STIPENDS

Students will receive \$100 for a score of 3, \$150 for a score of 4, and \$200 for a score of 5. Academics Plus will pay the first \$50 upon receiving the incentive money from the State of Arkansas. Outside organizations such as the PTO or Maumelle Foundation for Education will provide the additional funding. Students will receive the incentive money at the beginning of each school year. Students receiving AP scores after graduation will be paid in a timely manner after the school receives verification of the scores. The incentive is based upon the availability of funding from the State of Arkansas and fundraising activities.

COMMUNITY SERVICE LEARNING

Community Service Learning – Ten (10) community service hours each school year (Effective beginning 2012- 2013 school year):

Students in grades 6th through 12th will obtain a minimum of five (5) hours per semester of documented community service activities. The hours must be pre-approved by the principal or designee. These hours are mandatory and must be completed prior to receiving a passing grade in English/Language Arts. If a student completes ten (10) hours during the first semester his/her obligation will be complete for the year. Hours may also be accumulated over the summer for the upcoming school year.

CONCURRENT COLLEGE AND HIGH SCHOOL CREDIT REGULATIONS

- 1.1 These regulations are the Arkansas Department of Education regulations governing concurrent college and high school credit for students who have completed the 9th grade.
- 1.2 These regulations are enacted pursuant to the authority of the State Board of Education under Arkansas Code Annotated Section 6-18-223.
- 2.1 The purpose of these regulations is to provide concurrent college and high school credit for public school students who have successfully completed the 9th grade.
- 3.1 A student who has successfully completed the 9th grade is a student that has been promoted to the 10th grade.
- 3.2 Consistent with Act 34 of 1984, as amended, a student in grades 9-11 is considered “enrolled” in public school if she/he is taking four high school courses which count toward high school graduation, and a student in grade 12 is considered “enrolled” in a public school if she/he is taking three high school courses which count toward high school graduation.

- 3.3 Private institution is defined as a higher education school accredited by the Western Association of Colleges and Schools, New England Association of Schools and Colleges, Northwestern Association of Schools and Colleges, or North Central Association of Colleges and Schools.
- 4.1 Any student who is enrolled in grades 10-12 in an Arkansas public school shall be eligible to enroll in a publicly supported community college, technical college, or 4-year college or university in accordance with the rules and regulations adopted by the college or university.
- 4.2 Any public school student in grades 10-12 who enrolls in and successfully completes a course(s) offered by such a college, technical college or university or private institution shall be entitled to receive both high school and college grades and credit (credit earned by CLEP examination may not be counted as high school credit) toward graduation, as outlined in these regulations.
- 4.3 Students must comply with applicable enrollment or graduation requirements of the public high school.
- 4.4 Three semester hours of college credit taken by a student in grades 10-12 at a publicly supported community college, technical college, or 4-year college or private institution shall be the equivalent of one-half unit of high school credit.
- 4.5 College credit earned at a publicly supported college or private institution shall be counted by the high school toward graduation, including credit earned during summer terms.
- 4.6 All cost of higher education taken for concurrent college credit are the student's responsibility; (However, the Board of Trustees for Academics Charter School has authorized the school to pay for all expenses for concurrent credit for students grades 10-12).

APCS partners with higher education institutions to provide concurrent credit on campus at no charge to our students. A tenth through twelfth grade student who meets entrance requirements of the participating institution may enroll in concurrent credit courses. A student who successfully completes a college course(s) shall be given credit toward high school grades and graduation requirements at the rate of 1 high school credit per completed course. It is the student's responsibility to obtain the transcript from the providing higher education institution.

CREDIT RECOVERY/GRADE RECOVERY/SIMULTANEOUS CLASSES/DIGITAL LEARNING

The Digital Learning Act 1280 of 2013 requires that beginning with the entering ninth grade class of the 2014-2015 school year, each high school student shall be required to take at least one (1) digital learning course for credit to graduate.

Credit Recovery: Students who take a digital class or classes for credit recovery, must complete required course(s) by June 30th of that current school year. Students are eligible to apply for Credit Recovery if the final grade earned in a course required for graduation is a failing grade. Students taking a course for credit recovery will be responsible for payment of that course. Alternatively, such a student can choose to repeat a course in its entirety during the next regular school term. The grade received for credit recovery will be added to the transcript and the failing grade will also remain on the transcript. Any course taken for credit recovery must have prior approval of the principal or designee.

Grade Recovery: Students are eligible to apply for Grade Recovery if the grade received in a course required for graduation or promotion is passing but below 90%. If a student is eligible for grade recovery, the new grade received will replace the grade recorded previously. The new grade(s) will only be a replacement grade if the course taken is the same course. Students taking a course for grade recovery will be responsible for payment of that course. Any course taken for grade recovery must have prior approval of the principal or designee.

Simultaneous Digital Learning: Students may simultaneously enroll in a digital course to supplement the APCS classroom instruction. The final grade will be given by the APCS classroom teacher. Students taking a course simultaneously will be responsible for payment of that course. Any course taken simultaneously must have prior approval of the principal or designee.

EARLY GRADUATION

Any student who wishes to graduate before his/her senior year may only apply for that privilege during the sophomore year or the summer before their junior year between April 1st and June 30th, or unless an extenuating circumstance is presented and can be verified. Early graduation requires a written graduation contract on file within the Counselor's Office, which is signed and approved by the student, the guardian, a counselor, and high school administrator.

In order to be considered for early graduation, the student must be able to complete all credits and have all grades to the registrars in the counselor's office one week prior to the graduation date. Only two credits or less can be contracted to be completed outside of the regular school day. Students who need more than two credits in addition to their junior-year credits are not eligible for early graduation.

Early graduate applicants cannot participate in senior activities or receive accolades to include valedictorian, salutatorian, senior pictures, early release from school and/or any other senior specific activities. However, early graduation applicants can walk as seniors for graduation for that current year (specific to their application for early graduation). Diplomas will specify the graduating year to also be the current year of early graduation application.

Arkansas State Law requires that students in Arkansas successfully complete the state mandated annual assessment. This criterion reference test ranks students on their individual abilities. Students who do not reach this proficiency level *MUST* participate in a remediation program. The law states that students who *do not* participate *will be retained*.

FOREIGN EXCHANGE STUDENTS

APCS welcomes exchange students to our campus. The following has been adopted to ensure that both the organization and the student understand the expectations of the school. Foreign exchange students must have a local contact person. The student will be required to attend the full academic school year. Students should be able to speak the English language and must complete the required immunizations before being admitted. Approved organizations will provide a transcript (translated to English) of the student's academic record. Approved organizations are responsible for translating APCS transcripts to the student's native language. Foreign exchange students shall not be included in any class ranking list. Foreign exchange students shall not be eligible for scholarship programs. Foreign exchange students will be allowed to walk in the graduation ceremony. However, they will not be eligible to receive a diploma from APCS. Foreign exchange students will receive a certificate of attendance.

GRADING

The school shall issue progress report mid-quarter and grades at the end of each nine-week grading period in order to keep parents/guardians informed of their student's progress.

Grades assigned to students reflect educational objectives only.

Kindergarten will use a skills achievement check list to determine proficient, advanced, basic, or below basic. Any student completing a high school course for credit will be graded on the high school grading scale.

Grading at K-1 is standards based.

Grading Scale for Elementary Students (2nd – 5th)

A = 100 – 93
B = 92 – 85
C = 84 – 77
D = 76 – 70
F = 69 and below

Grading Scale for High School Students (6th – 12th)

A = 100 – 90
B = 89 – 80
C = 79 – 70
D = 69 – 60
F = 59 and below

GRADE POINT AVERAGES

Grade point averages (GPA), on transcripts, will be computed on credits earned. GPA's are computed on a four-point scale, with the exception of weighted courses (Advanced Placement (AP) courses, or International Baccalaureate (IB) courses), which are computed on a five-point scale. In order for students to receive weighted credit, the student must take the applicable AP and/or IB examination after having completed the entire compatible AP and/or IB course and the teacher who is teaching the applicable AP and/or IB course has taken the approved AP and/or IB training for the applicable course as outlined by the College Board. All grade point averages are carried three places past the decimal and then rounded back to the nearest hundredth of a point. Note: For purposes of transcripts concurrent courses are not weighted courses.

For the purpose of determining grade point averages, the numeric value of each letter grade shall be: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points.

Weighted courses grading scale (ADE approved Honors courses, IB, & AP courses): A = 5 points, B = 4 points, C = 3 points, D = 2 points, F = 0 points.

HOMEWORK

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. Homework is a natural extension of the school day and an important part of a child's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Homework reinforces the home/school connection.

HONOR ROLL

Students making all A's, including Physical Education, Art, Music, and Spanish, (4.0 GPA) and working on or above grade level in Reading and Writing will be named to the Principal's All A Honor Roll. Students making the A/B Honor Roll must have a Grade Point Average of 3.5-3.99 (More A's than B's in core subjects and nothing less than a B in Physical Education, Art, Music, and Spanish). In addition they must be working on or above grade level in Reading, (DRA levels) Writing, and NWEA scores.

IDEA – REFERRALS FOR SPECIAL SERVICES

Under IDEA (Individuals with Disabilities Education Act), students are eligible for special education and related services (such as speech therapy) if they are within the age range specified by the state's plan for special education (usually age 3 through 21 years), meet the eligibility criteria for one of the 13 categories of disabilities specified by IDEA, and require special education and related services because of the disability. The 13 categories are: autism, deaf-blindness, deafness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairments, other health impairment, serious emotional disturbance, specified

learning disability, speech or language impairment, traumatic brain injury, and visual impairment including blindness (Sec. 300.7.c). For children aged 3-5 years, states and local agencies (LEA's) may choose to use the category of developmental delay, rather than label the child with a particular disability. Children must have a delay in one or more of the following areas: physical development, cognitive development, social or emotional development, or adaptive development, and because of the delay need special education and related services (Sec. 300.7.b). **If students' disabilities do not adversely affect their educational performance, they do not qualify for special education and related services under IDEA.**

MAKE-UP WORK

Students who miss school due to an absence can make up the work they missed during their absence. It is the student's responsibility to arrange for all make-up work with his/her teacher(s). Students have one day per absence after returning to make up work per day missed. (Example 3 days out sick would allow for 3 days to make up work after returning to school.) Or as required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester unless the absences are part of a signed agreement.

We request that parents not come to school to pick up work without calling first. The office will not interrupt class instruction to get make-up work.

Any graded classwork missed during an absence will be made up at school during non-instructional time and/or after school.

PROMOTION RECOMMENDATIONS for Kindergarten – 8th Grade

When a student completes a grade level and is ready to be considered for promotion to the next grade, we recommend that each child meet or exceed these minimum performance levels in order to successfully participate in the next grade:

Kindergarten

- Social Skills/Maturity Level
- Attendance
- NWEA data
- Developmental Reading Assessment (DRA)
- Literacy Dibels
- Classroom Assessments
- Formative Assessments

First Grade

- Developmental Reading Level (DRA)
- Literacy Dibels
- Classroom Assessments
- Formative Assessments
- Attendance
- NWEA data

Second Grade

- Developmental Reading Assessment (DRA)
- Literacy Dibels
- Classroom Assessments
- Attendance
- NWEA data

- Formative Assessments

Third Grade-Fifth Grade

- Developmental Reading Assessment (DRA)
- ACT Aspire
- Classroom Assessments
- Formative Assessments
- Attendance
- NWEA Data

Each child in kindergarten through fifth grade will be evaluated based on his/her individual performance abilities and circumstances before a recommendation of retention is made. Parents will be notified if their child is struggling to meet these minimum requirements. If a child is being considered for retention after the third nine weeks and improvement is not being made, the teacher will notify the parents at the spring conference of the possibility of retention. If the student still does not show mastery of the learning a retention committee will meet before the end of school to make a final decision. The committee will be comprised of the classroom teacher, administrators, and other staff members critical to the specific student. The decision to promote or retain students is a school personnel decision. The principal and/or teacher will conference with the parent concerning the decision made by the committee.

Sixth, Seventh & Eighth Grades

Promotion requires that a student earn a minimum number of points in each of two categories of classes.

Category I courses are **Math, English, Science, and Social Studies**. Each class in this category has a value of two points each. A total of eight (8) points are possible in Category I courses. A student must have a **minimum of six (6) points in Category I** in order to be promoted.

Category II courses are all other courses not listed in Category I. These courses are **Physical Education, Health, Art, and Music**. Art and Music have a point value of 1/2 point each. A total of three points are possible in Category II courses. A student must have a **minimum of two points in Category II** in order to be promoted.

A student who has less than six points in Category I classes or less than two points in Category II classes will be retained. If a parent disagrees with the retention, that parent has ten (10) days to request a conference with a retention committee made up of teachers and an administrator.

SEMESTER EXAMS

Comprehensive semester exams will be given in all classes. Students will be given the opportunity to receive an exemption from his/her individual courses' semester exams. This policy does not pertain to Concurrent credit courses.

Semester exams will count 20% of the semester grade, whereas each of the two quarter grades per semester will count as 40% of the semester grade. If the student gains exemption from the semester tests, then each quarter grade will count as 50% of the semester grade.

Student must meet the following criteria per course to be exempt from that course's semester test:

1. Earn an "A" on both 9 weeks' reports for the course, and
2. No more than 4 excused absences for the semester (0 unexcused), and
3. No more than 3 incidents of tardiness.*

*In order to maintain an exempt status, the high school office must receive written notification of excused absence(s) from a parent/guardian or practitioner no later than 5 business days from the student's return from each absence.

Concurrent credit course exemptions will be at the discretion of the teacher.

SMART CORE CURRICULUM & GRADUATION REQUIREMENTS

Each graduating senior will be assessed a \$25.00 non-refundable graduation fee to go toward costs associated with graduation. This fee must be paid in full by fall break of their senior year. The school does not guarantee the award of a diploma or any certification of satisfactory completion of any course of study. The student must meet the requirements set by the school and the state in terms of courses taken and credit received.

APCS Requirements for Graduation Above the State Standard

All graduates will be required to have at least **two (2) successive credits in one foreign language, Four (4) science credits, and two (2) credits in Advance Placement (AP) or Concurrent Credit Courses.**

Smart Core Course Code List (Graduating Class of 2014 and After)

English – Four (4) Units

{9th Grade English (1 unit), 10th Grade English (1 unit), 11th Grade English (1 unit), 12th Grade English (1 unit)}

Natural Science – Three (3) Units with lab experience

{Biology (1 unit) and two (2) units chosen from: Physical Science, Chemistry, or Physics}

Mathematics – Four (4) Units (all students must take a mathematics course in grade 11 or 12 and complete Algebra II)

{Algebra I (1 unit) (or Algebra A and Algebra B), Geometry (1 unit) (or Geometry A & Geometry B), Algebra II (1 unit)

Beyond Algebra II (1 unit) chosen from: Pre-Calculus, Calculus, Algebra III, Computer Science and Mathematics, or an Advanced Placement mathematics. (Comparable concurrent credit college courses may be substituted where applicable.)}

Social Studies – Three (3) Units

{Civics (½ unit), World History (1 unit), American (U.S.) History (1 unit), Economics (½ Unit) (Economics may be counted as a Social Studies or Career Focus credit.)}

Oral Communications – ½ Unit Fine Arts – ½ Unit

Health and Safety – ½ Unit

Physical Education – ½ Unit (While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.)

Career Focus – Six (6) Units

Unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation requirements for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.

Technically, foreign language is not required under Smart Core, but it is required for eligibility for the Challenge Scholarship as well as being necessary for admission to many colleges. It is included in this policy under the Career Focus for those reasons.

A student must attain GPA of 2.75 in order to receive the Arkansas Department of Education seal.

Cross Reference: GRADUATION REQUIREMENTS

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03.1 – 14.03.3 ADE Guidelines for the Development of Smart Core Curriculum Policy, Smart Core Informed Consent Form

STUDENT CLASSIFICATION – HIGH SCHOOL

To be classified as a sophomore, junior, or senior, a student must have:

- Sophomores – 6 units
- Junior – 12 units
- Senior – 18 units

If there is doubt concerning the promotion or retention of a student, or their retaking a course, a conference between the parents, teacher(s), counselor, and/or principal shall be held before a final decision is made. If the attendees fail to agree concerning the student's placement, the final decision will rest with the Principal.

TRANSCRIPTS

Students are provided with one transcript at no cost, but additional transcripts may be requested at a cost of \$2.00 each. Requests are made through the Guidance Office. Requests should be made forty-eight (48) hours in advance of date needed.

VALEDICTORIAN/SALUTATORIAN SELECTION CRITERIA

To honor superior academic achievement, graduation ceremonies shall include recognition of valedictorian and salutatorian.

- The graduating student must have attended Academics Plus High School four (4) consecutive semesters.
- The graduating senior must be enrolled in the 12th grade and graduate with his/her cohort class.
- Valedictorians and salutatorians will be based on seven (7) semester's grades.
- Foreign exchange students are not eligible for valedictorian, or salutatorian recognition.
- Any student who has received discipline for academic dishonesty/cheating is not eligible for selection.
- Advance Placement, International Baccalaureate (IB), ADE Honors approved and Concurrent courses will be tallied on the 5.0 weighted grading scale when determining class valedictorian, salutatorian, and honor recognition.

The following criteria will be used to select the **Valedictorian**:

- The valedictorian must have earned the highest grade point average of their graduating class based on the weighted grading scale method.
- If two (2) or more graduating seniors meet the qualifications the student from that group with the highest composite ACT score shall be selected.
- If more than one (1) graduating senior from that group have the highest composite ACT score, those students shall be selected as co-valedictorians.

The **Salutatorian** is the student with the next highest academics grade point average.

- If two (2) or more graduating seniors meet the qualifications, the student from that group with the highest composite ACT score shall be selected.
- There shall be no salutatorian if co-valedictorians are selected.
- If more than one (1) student qualifies as salutatorian, those students shall serve as co-salutatorians.

Date Adopted: February 9, 2009 Last Revised: July 2011

Honors Recognition is awarded to signify a student's academic excellence over the course of high school.

- The Valedictorian/Salutatorian criteria will be used to determine the Honor students.

- The 10 highest ranking students with grade point average of 3.0 or above will receive Honor recognition.
- Valedictorian and Salutatorian will also receive honor recognition if all criteria are met.

504 REFERRALS AND SPECIAL SERVICES

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who:

- Has mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- Has a record of such impairment.
- Is regarded as having such impairment.

No discrimination against any person with a disability shall knowingly be permitted in any program or practice. Under Section 504, the Charter has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. Students may be eligible for services under the provisions of Section 504 even though they do not require Special Education services.

If any person believes that the staff has inadequately applied the principles and/or regulations of Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance. The building administrator or the 504 Coordinator may be contacted for information regarding grievances.

MEDICAL POLICIES

COMMUNICABLE DISEASES & PARASITES (LICE)

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (Pink Eye), impetigo/MRSA (Methicillin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea, and fever (100.4 F when taken orally). A student who has been sent home by the school nurse will be subsequently readmitted, at the discretion of the school nurse, when the student is no longer a transmission risk. In some instances, a letter from a doctor may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the Charter's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal, and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

The Charter shall maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records as defined. That policy provides that an education record may be disclosed to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in the Charter who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their student(s) up at school. The parent or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

The school may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects privacy and confidentiality of each student.

Students who come to school with contagious conditions (lice, scabies, poison ivy, ringworm) or come habitually unclean will be sent home by the office or nurse until the problem is resolved.

EMERGENCY HEALTH SERVICES

The School has the services of a licensed nurse for routine hearing, vision, etc. Facilities for sick children are extremely limited. If your child becomes sick or is injured, the School will make every effort to notify you immediately so you can pick up your child or make arrangements for someone else to do so. Please make sure that you have listed on your child's enrollment form at least **two** other people who can pick up your child in an emergency. **If the injury or illness requires medical attention, School officials shall act to secure medical attention.**

PHYSICAL EXAMINATIONS OR SCREENINGS

Before beginning school, each student will need a well-student check-up with a health care provider of the parent's choice. The health care provider must verify and update required inoculations. A physical is required for student participation in athletic programs and required physical education classes. The check-up must include screening for scoliosis for students entering the seventh (7th) and ninth (9th) grades, and should include vision and hearing screenings. Transfer students must have health screenings prior to admittance.

It is understood that students who refuse to have a physical exam will not be allowed to participate in certain extracurricular activities. The rights provided to parents under this policy transfer to the student when he/she turns 18 years old.

STUDENT ILLNESS/ACCIDENT

If a student becomes too ill to remain in class and/or could be contagious to other students, the School Nurse, Principal or designee will attempt to notify the student's parent or legal guardian. The student below the age of 18 will remain in the school's health room or a place where he/she can be supervised until the end of the school day or until the parent/legal guardian can check the student out of school.

If a student becomes seriously ill or is injured while at school and the parent/legal guardian cannot be contacted, the failure to make such contact shall not unreasonably delay the school's expeditious transport of the student to an appropriate medical care facility. The school assumes no responsibility for treatment of the student. When available, current, and applicable, the student's emergency contact numbers and medical information will be utilized. Parents are strongly encouraged to keep this information up to date.

To return to school after an illness, your child must be free from fever, diarrhea, and vomiting for a period of 24 hours.

STUDENT MEDICATIONS

The school nurse may not dispense medication, prescription or nonprescription, without a DOCTOR'S ORDER(Arkansas State Board of Nursing: School Nurse Roles and Responsibilities A, C.A. 6-18)

Prior to the administration of prescription or nonprescription medication to any student under the age of eighteen, a current valid doctor's order as well as a signed consent form from the student's parent/guardian must be on file.

Physicians shall provide written orders stating the medication should be given during school hours, name of the medication, the dosage, and the time the medication is to be given, and possible side effects. Medications will only be discontinued upon the receipt of a physician's order. Medication dosage changes also require written physician orders.

1. The parent/guardian shall complete a consent form including authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy. This form shall include the student's name and grade, name of medication to be given, time for administration, and recommended interval between doses. It should also include why the medication is being given and emergency numbers in case the student has a reaction to the medication.
2. All medications shall be in the ORIGINAL CONTAINER and dispensed directly from the original container.
3. The PRESCRIPTION LABEL SHALL INCLUDE the student's name, current date, name of the medication, dosage and time to be given. (Pharmacists will provide a second container to send to school upon parent's request.) Medications shall not be mixed in container.
4. A separate consent form and doctor's order will be required for each medication administered. The consent shall include the possible side effects and a notation should be made that office personnel and teachers have been informed to the side effects.
5. Over-the-counter (OCT) non-prescription medication will not be given at school without a doctor's order on file. Only the school nurse or designee will be allowed to give prescription and non-prescription medication to students, as long as doctor's order and parental consent form is on file. Students are not allowed to carry ANY medications while at school, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration. The parent or legal guardian shall bring the student's medication to the school NURSE at 8:00 a.m. The student may bring the medication if accompanied by written authorization from the parent/legal guardian and the proper doctor's forms. When medications are brought to the school nurse, the nurse shall document, in the presence of the parent, the quantity and type of the medication(s). If the medications are brought by a student, the school nurse shall ask another school employee to verify, in the presence of the student the quantity of the medication(s). Each person present shall sign a form verifying the quantity and type of the medication(s).
6. Medications must be in the original container and be properly labeled with the student's name, the ordering provider's health care provider's name, the name of the medication, the dosage, frequency, and instructions for administration of the medication (including dosage times). Additional information accompanying the medication shall state the purpose for the medication, its possible side effects, and any other pertinent instructions (such as special storage requirements) or warnings. Students with an individualized health plan (IHP) may be given over-the-counter medications to the extent giving such medications are included in the student's IHP.

The only Schedule II medications that shall be allowed to be brought to the school are methylphenidate (Ritalin) and amphetamine sulfate (Adderall). To help ensure their safe keeping, any such medications brought to the school nurse shall be stored in a double locked cabinet.

For the student's safety, no student will be allowed to attend school if the student is currently taking any other Schedule II medication than permitted by this policy. Students who are taking Schedule II medications which are not allowed to be brought to school shall be eligible for homebound instruction if provided for in their IEP and 504 plans.

The Charter's supervising registered nurse shall be responsible for creating both on campus and off campus procedures for administering medications.

Asthma Inhaler and Auto-Injectable Epinephrine Use in School:

1. Act 1694 of 2005 requires school to allow students to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on-site school sponsored activities, and at off-site school sponsored activities.
2. The parent/guardian of a student who needs to carry an asthma inhaler or auto injectable epinephrine, or both shall provide the school with a health care provider order for the student to self-medicate and carry the inhaler or epi-pen on his/her person for use while in school; and a plan of action/instructions to follow after administration of rescue med. The authorization and action plan shall be renewed yearly. Student responsibility: The student is responsible for immediately reporting to the school nurse or school personnel following the use of asthma inhaler, epi-pen and any side effects or reactions for school documentation. Any student who does not demonstrate reliable behavior while carrying their emergency medication will lose this privilege and the medication will be kept in the nurse's office.
3. Option to choose to not self-administer: The parent/guardian may choose to not allow the student to self-administer his/her asthma inhaler and or epi-pen. In that instance, the inhaler and epi-pen shall remain in the nurse's office readily available in case of an emergency.

Students may be administered Glucagon in emergency situations by the school nurse or, in the absence of the school nurse, a trained volunteer school employee designated as a care provider, provided the student has:

1. an IHP developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of Glucagon in emergency situations; and
2. a current, valid consent form on file from their parent or guardian.

A student is prohibited from sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession. Any student using an inhaler without authorization shall be subject to disciplinary measures according to the local board of education policies for drug abuse. "Medication" means drug defined by the federal Food, Drug and Cosmetic Act as in existences on January 1, 2005. "Medication" includes inhaled bronchodilators and epi-pens.

Dispensing of Medications:

The school nurse shall be the staff person responsible for the administration of medications. In the absence of the school nurse, the principal, in consultation with the school nurse, shall designate a person and alternate to dispense medications from the nurse's office. Unlicensed personnel shall not dispense medication at any time.

Parents may be called to administer if no licensed person is available.

Security:

1. Prescription medication shall be stored in the nurse's office in a locked medicine cabinet. Access to the locked medication cabinet shall be under the authority of the school nurse.
2. It is the parent's responsibility to provide the appropriate medication, correctly labeled; to get the medication to school; and to provide an appropriate supply.
3. Disposal of medication – The school shall not keep outdated medications or any medications past the end of the school year. Parents shall be notified ten days in advance of the school's intention to dispose of any medication. Medication not picked up by the parents/guardians within the ten days shall be destroyed by the nurse with a witness present.

Reference: Arkansas State Board of Nursing: School Nurse Roles and Responsibilities A, C.A. 6-18-707

ADMISSION & WITHDRAWAL PROCEDURES

ADMISSIONS PROCEDURES

We understand that making the selection of where children will attend school is one of the most important, and difficult, choices any parent or student makes in their educational career. Therefore the admissions process at APCS (APCS) is very simple and straight forward. Application and entry into APCS is not materially different from the admissions processes experienced in any other public education system. APCS will afford the same services and educational opportunities to homeless children as are afforded to non-homeless children.

The following general guidelines are established and presented to aid prospective and returning students to understand the admissions process. If at any time during your admissions experience you require additional information or have questions or comments of any kind, just call 501-803- 9730 or email registrar@academicsplus.org.

- Download or request an application from the school website or Registrar's office.
- Complete the application and return it via fax, mail or email to the Registrar's office. (See above for contact information)

To enroll in APCS students may enter kindergarten if they will attain the age of five (5) on or before August 1. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the Charter and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child's parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a Charter school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1) may be enrolled in the first grade.

The public schools in Arkansas shall be open and free through completion of the secondary program to all persons in this state between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the school and to all persons between those ages who have been legally transferred to the Charter for education purposes.

Home-schooled students shall be evaluated by the School to determine their appropriate grade placement.

The Charter shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child's admission to APCS:

1. The parent, guardian, or other responsible person shall furnish the child's social security number, or if they request, the Charter will assign the child a nine (9) digit number designated by the department of education.

2. The parent, guardian, or other responsible person shall provide the School with one (1) of the following documents indicating the child's age:
 - a. A birth certificate;
 - b. A statement by the local registrar or a county recorder certifying the child's date of birth;
 - c. An attested baptismal certificate;
 - d. A passport;
 - e. An affidavit of the date and place of birth by the child's parent or guardian;
 - f. United States military identification; or
 - g. Previous school records.
3. The parent, guardian, or other responsible person shall indicate on school registration forms whether the child has been expelled from any other school or is a party to an expulsion proceeding.
4. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubella) measles, rubella, and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Exemptions are also possible on an annual basis for religious reasons from the Arkansas Department of Health. To continue such exemptions, they must be renewed at the beginning of each school year. A child enrolling in a Charter school and living in the household of a person on active military duty has 30 days to receive his/her initial required immunizations and 12 months to be up to date on the required immunizations for the student's age.

A student enrolled in the Charter who has an immunization exemption may be removed from school during an outbreak of the disease for which the student is not vaccinated at the discretion of the Arkansas Department of Health. The student may not return to the school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

SCHOOL REGISTRATION

Returning students will automatically be registered if we have been notified by the parent; or, if they have sent back in the polling letter mailed out earlier in the year. Applications will be accepted throughout the year.

Acceptance is based on space availability. Students with enrolled siblings and students of staff members will have priority of placement.

STUDENT LOTTERY

To participate in the student lottery, applications must be received by the school on or before February 28th prior to the following school year. All applications received after February 28th will be placed on the waiting list in the order they are received following the placement of all lottery students.

Student applications are assigned a number and numbers will be drawn. The lottery will be held according to the guidelines outlined on the website. After the lottery, all available slots will be filled in order received until grade level capacity is reached at which time the student will be placed on a waiting list.

TRANSFER BETWEEN SCHOOLS

The following guidelines shall be used when students are transferring to APCS from accredited, non-accredited, and home schools.

1. Any student transferring from a school accredited by the Department of Education to APCS shall be placed into the same grade the student would have been in had the student remained in the former school.

2. Any student transferring from a home school or from a school that is not accredited by the Department of Education shall be evaluated for grade and subject placement by the school's staff and/or building principal.
3. Students in grades 9-12th from home schooling or non-accredited schools must provide the school with their most recent standardized achievement test scores. A student's scoring below the 50th percentile in a given achievement area shall be subject to testing by the school's designee. Such a student must score 60% or more on a school designed test for each subject in which the student wishes to receive academic credit. For performance type courses, the school may designate auditions in lieu of written examinations whenever appropriate. Subject area examinations will be developed from the state approved frameworks.

In situations where a student is transferring from a non-accredited school or a home school and where local testing is required, every effort will be made to expedite a student's placement. However, the school reserves the right to withhold final placement until such time as testing and placement recommendations are complete.

TRANSFERRING FROM NON-ACCREDITED INSTITUTIONS AND APPROVED HOME SCHOOLS

Students enrolling in APCS from home/non-accredited instructional programs will be admitted subject to the following guidelines:

1. Parents must submit a list of subjects completed and materials used.
2. Any student desiring to re-enter school claiming to have been in home schooling must have proof that application for home schooling has been filed and approved.
3. Students must attend the two consecutive semesters of their senior year to be eligible to graduate from APCS.
4. A copy of the most recent standardized achievement score must be available for each year of home/non- accredited instruction. If a student scores below 60% in a given subject/grade achievement test or requests credit for a course not examined by the current standardized achievement test, she/he must score 60% or more on a school designed test for each subject in which the student wishes to receive academic credit. The school may designate auditions in lieu of written examinations whenever applicable. Subject area examinations will be developed from the state approved curriculum guides in the subject area tested.
5. The school reserves the right to suspend enrollment until such time as testing and placement recommendations are complete.

WITHDRAWAL FROM SCHOOL

All students who withdraw from school will secure a withdrawal form from the Principal's office. All textbooks and library books must be returned. Lunch bills and any other unpaid bills must be paid before the student withdraws from school. The signature of a parent or guardian is required by APCS in order to release school records to another School.

FOOD POLICIES

Act 1220 FOOD IN CLASS

Act 1220 Paragraph 5.02.4 states "School Events- Students may be given any food and/or beverage items during the school day for up to nine different events each school year to be determined and approved by school officials. These items may not be given during meal times in the areas where school meals are being served or consumed."

The designated "food reward" dates for 2017-18 are: **October 31, December 15, February 14, and the next to last day of school.**

These food reward dates are for class parties to celebrate, birthdays, holidays and classroom accomplishments. The homeroom parent will work with the classroom teacher to organize the food for these reward events.

Act 1220 Paragraph 5.02.6 states “Foods for Instructional Purposes – Foods integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulative such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units.” These are not counted as “food reward” days but rather as an extension of the instruction.

Teachers will notify parents at least three (3) days prior to a lesson that will contain food as part of instruction. If a student has a food allergy or medical condition, the classroom teacher will select a food that child can have and use it for all students. If a parent does not want their child using the food provided by the teacher, the parent may provide their own substitution for the lesson.

Parents must contact the school nurse, food service director, and classroom teacher and provide any medical documentation of food allergies or health concerns.

FOOD SERVICES

Students arriving at school by 8:05 a.m. will be able to purchase a breakfast. The APCS Food Services serves a nutritional school breakfast and lunch every day. Menus for the week are posted on our school web site and may be sent home by classroom teachers. Students are encouraged to bring breakfast and/or lunch money on Monday for the week. **Breakfast** costs

\$2.00 per student. **Lunches** cost **\$3.00** per student. Applications for free and reduced meals are sent home at the beginning of the school year and are available at any other time through the central office or online.

SCHOOL LUNCH PROGRAM

One carton of milk is furnished with the meal. Only those students with a written doctor’s consent will be furnished with a milk alternative. Students who bring their lunch to school may buy milk (\$.50 per carton). Carbonated drinks in any type of container are not allowed.

Paying for Meals:

Meals may be paid by the following methods:

1. EZSchoolPay.com – This is an online payment system that may be accessed from the website to pay for student meals.
2. Pay in advance with cash or check.
3. Pay at the time the meal is received.
4. For information concerning charges, see below.

Cafeteria Charging Guidelines:

- Your child may not charge more than \$10.00 in unpaid meals to his or her meal account. Extra food items may not be charged to a meal account for later payment. Any money left in student account at the end of the year will be carried forward to the following year. Refunds of account balances will be given only to seniors or students who move out of the school.
- A charge letter will be sent out every 2 weeks. Elementary students will bring their letter home in a folder and Secondary student letters will be mailed out.
Students will not be allowed to charge the last two weeks of school.
- Students will not be allowed to charge for extras (milk, food, etc.) Extras will have to be paid for with money in a student’s account or cash.

Once a student accumulates \$10 in charges he/she will no longer be able to charge and will not receive a meal, until the balance has been paid. Students are expected to pay for any charges they have incurred in a timely manner.

As a business, APCS has a charge policy which has been adopted by all schools. Unpaid charges reduce revenue that affects the ability to pay food bills, employee salaries and many other expenses. Unpaid charges and the cost associated in collecting these charges result in higher prices for all meals for all students.

School Cafeteria Menu Substitutions:

Our school will provide substitute menus to accommodate students with handicapping conditions related to special dietary needs as defined in USDA regulations. You must fill out a Certification of Disability for Special Dietary Form to request such accommodation.

Remember that everyone can apply for free and reduced price meals. If you have a pending application you must pay for all school meals until you receive an approval letter.

VISITOR POLICIES

CONTACT BY LAW ENFORCEMENT, SOCIAL SERVICES, OR BY COURT ORDER

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a "72-hour hold" without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the Charter makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal's designee shall make a good faith effort to contact the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis identified on student enrollment forms. The principal or the principal's designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

In instances other than those related to cases of suspected child abuse, principals must release a student to either a police officer who presents a subpoena for the student, or a warrant for arrest, or to an agent of state social services or an agent of a court with jurisdiction over a child with a court order signed by a judge. Upon release of the student, the principal or designee shall give the student's parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis notice that the student has been taken into custody by law enforcement personnel or a state's social services agency. If the principal or designee is unable to reach the parent, he or she shall make a reasonable, good faith effort to get a message to the parent to call the principal or designee, and leave both a day and an after-hours telephone number.

CONTACT BY NON-CUSTODIAL PARENTS

If there is any question concerning the legal custody of the student, the custodial parent shall present documentation to the principal or his/her designee establishing the parent's custody of the student. It shall be the responsibility of the custodial parent to make any court ordered "no contact" or other restrictions regarding the non-custodial parent known to the principal by presenting a copy of a file-marked court order. Without such a court order on file, the school will

release the child to either of his/her parents. Non-custodial parents who file with the principal a date-stamped copy of current court orders granting visitation may eat lunch, volunteer in their child's classroom, or otherwise have contact with their child during school hours and the prior approval of the school's principal. Such contact is subject to the limitations outlined, and any other policies that may apply.

Unless prior arrangements have been made with the school's principal, Arkansas law provides that the transfer of a child between his/her custodial parent and non-custodial parent, when both parents are present, shall not take place on the school's property on normal school days during normal hours of school operation.

CONTACT BY PARENTS

In order to maintain the safety of all students and to limit potential disruption, parents wishing to speak to their children during the school day must register first with the office then their student will be called to the office. It is not appropriate or acceptable for parents to seek out their child on campus (on foot or by car) without first registering in the appropriate campus office.

GUIDELINES FOR VISITORS

Parents, and other adults interested in the school, are WELCOME to visit. The purpose for these guidelines is to insure the safety of all persons in the school and to insure the educational process is not disturbed.

All visitors must sign in at the main office of the campus being visited and inform office personnel concerning the nature of visit and be issued a visitor's pass. APCS campuses utilize the Raptor system in order to screen potential threats. Visitors must produce their driver's license or other acceptable photo ID and leave their car keys or identification card as collateral. When leaving the building return to the office to return the pass and retrieve keys or identification card.

If you plan to observe in a classroom the following guidelines apply:

- Let the teacher know you are there without disturbing the class.
- The teacher will assist you in determining a place to sit. Please follow the instructions of the teacher.
- Observe only. Do NOT disturb the class by talking to your child or OTHER students.
- If you need to conference with the teacher, leave a note with the office secretary and the teacher will call you to set up an appointment. If you need immediate assistance notify the principal.

It is very important that all visitors understand and follow the school rules. It is our responsibility as adults to set the example for the students and not allow any disruptions to interrupt instruction.

PARENT CONFERENCES AND VISITS

The School considers parent/teacher/principal communication a vital part of the student's educational experience. Each teacher has a daily period designated for planning and parent conferences during this time. Parents and legal guardians should make every effort to make an appointment to speak to a teacher, if possible. This makes any employee able to plan his/her day more efficiently. Parents are encouraged to communicate with teachers on a regular basis in various ways (written notes, telephone, email and conferences). Parents and teachers are encouraged to establish mutually agreed methods of communication. Academics Plus expects parent phone calls to be returned within a 48-hour period.

Teachers are expected and required to communicate with the parent(s) or guardian(s) of every student during the school year to discuss the student's academic progress, and must do so in a minimum of two parent-teacher conferences per year for each student. More frequent communication will be expected with the parent(s) or guardian(s) of students not performing at the level expected for their grade. All conferences will be scheduled at a time and place agreed upon by the parent/guardian and teacher. Teachers will strive to accommodate parent/guardian preferences for the time and location of the meeting to best ensure parent participation.

Classroom visitation by a parent will be to observe his/her child's behavior and learning. Parent observers in classrooms will not participate in instructional activities; interfere with the learning environment established by the teacher, or draw attention to their presence in the classroom.

Children who are not enrolled in the school may not visit classrooms during instructional time.

Principals are authorized to seek the assistance of law enforcement officers in removing visitors who are disruptive and refuse to leave voluntarily.

Students considering attending APCS may shadow age appropriate classrooms with permission from the principal.

MISCELLANEOUS

BICYCLES

At Maumelle campus, bicycle racks are provided for the parking of bicycles. The school cannot be responsible for the safekeeping of bicycles. Students are expected to obey safety rules when riding to and from school. Students riding bicycles to school must get off their bike whenever they enter campus and walk their bike to the rack. No bicycles are to be ridden on campus.

CLOSED CAMPUS

APCS shall operate closed campuses. Students are required to stay on campus from their arrival until dismissal at the end of the regular school day. Students using public transportation are considered to have arrived at school when they are delivered to the bus stop closest to the school and will come directly from the bus stop to the school. Students who leave campus without proper permission are truant. Once a student has arrived on campus, he/she may not leave without permission from an administrator. Students must sign out in the office upon their early departure.

DELIVERIES AND PARTIES

Balloons and flowers for birthdays will be accepted in the school office after 2:00 p.m. There will be a fall class party, Christmas class party and Valentine's Day class party with the date and time set by the office for all elementary classes. Homeroom parents are responsible for organizing these parties at the teacher's request.

Adult attendees are expected to assist the teacher in serving students and cleaning up behind students following the party.

Class parties are for students enrolled in the class. Siblings are not allowed whether they are school age or non-school age.

DISTRIBUTION OF LITERATURE

The school Principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:

- Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression
- Be uniformly applied to all forms of literature
- Allow no interference with classes or school activities
- Specify times, places, and manner where distribution may and may not occur

- Not inhibit a person's right to accept or reject any literature distributed in accordance with the regulations.
- Students shall be responsible for the removal of excess literature that is left at the distribution point for more than three days.

Legal References: A.C.A. § 6-18-1202, 1203, & 1204; Tinker v. Des Moines ISD, 393 U.S. 503 (1969); Bethel School No. 403 v. Fraser, 478 U.S. 675 (1986); Hazelwood School v. Kuhlmeier, 484 U.S. 260 (1988)

DRIVING

Students who drive vehicles to school must present driver's license, car tag number and proof of insurance to the office prior to driving the vehicle to school, and purchase a parking permit at a fee of \$ 5.00. The school reserves the right to ask for vehicle keys to be stored in the office during the school day. Students may not transport non-family members without written permission being on file in the office. Students may lose the privilege to drive to School as a result of disciplinary actions or not adhering to campus traffic procedures.

There is no left turn into the driveway on school grounds between 7:30-8:15 a.m.

Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by school personnel.

It is understood that there is no expectation of privacy in vehicles in parking areas. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by School policy found in their vehicle. The act of a student parking a vehicle on campus is a grant of permission for school or law enforcement authorities to search that vehicle.

Students are not to park in the front parking lot of the Jess Odom Community Center or the Maumelle Library.

Failure to follow these guidelines may result in the revocation of the parking permit, and other appropriate disciplinary measures. The School reserves the right to suspend vehicle privileges at any time. Cars parked without a visible permit will be ticketed with a \$25.00 fine or revoke vehicle privileges.

EXTRACURRICULAR ACTIVITIES

The Board believes in providing opportunities for students to participate in extracurricular activities that can help enrich the student's educational experience. At the same time, the School believes that a student's participation in extracurricular activities cannot come at the expense of his/her classroom academic achievement. Interruptions of instructional time in the classroom are to be minimal.

Extracurricular activities are defined as: any school sponsored program where students from one or more schools meet, work, perform, practice under supervision outside of regular class time, or are competing for the purpose of receiving an award, rating, recognition, or criticism, or qualification for additional competition. Examples include, but are not limited to, interscholastic athletics, cheerleading, band, choral, math, or science competitions, and club activities.

Any student in K-5 grades attending any extracurricular event (i.e. basketball game or performance) must be accompanied by a parent or guardian. Students are not to be left at events unattended by parents/guardians.

GUIDANCE AND COUNSELING SERVICES

The School Counselor is available to assist students with any personal, career, academic or social concern. Services are tailored to meet the specific needs of each individual. Counselors will also assist with course selection and class scheduling issues.

LOCKERS (6-12TH GRADES)

In Maumelle, locker space is provided for the storage of a student's school supplies and personal items. MCHS will assess a yearly locker rental fee of \$5.00. Combination locks are provided to the students. Students may not use a lock on lockers other than the one issued by the school. If this lock is misplaced or lost, a replacement fee of \$5.00 will be assessed. Locks found on lockers which were not issued by the school will be cut off and disposed of.

Lockers are school property and remain at all times under the control of the school. School authorities may conduct periodic general inspections at any time for any reason related to school administration. Inspection of individual lockers may occur at any time and in those cases, at least two (2) staff members will be present.

MAUMELLE COMMUNITY CENTER, LIBRARY AND OFF CAMPUS FIELD

Academics Plus Charter School is not responsible for students once they leave campus. In Maumelle, this includes, but is not limited to, the Maumelle Library, Jess Odom Community Center and the field next to the library. These areas are not supervised by school personnel and the school is not responsible for the children in these areas. Parents are encouraged to find after school care that is supervised and safe for the students.

PLACEMENT OF MULTIPLE BIRTH SIBLINGS

The parent, guardian or other person having charge or custody of multiple birth siblings in grades Kindergarten through 6th may request that the multiple birth siblings are placed in either the same or separate classrooms. The request shall be in writing not later than the 14th calendar day prior to the first day of classes at the beginning of the academic year. The school shall honor the request unless it would require the school to add an additional class to the sibling's grade level. If one parent of multiple birth siblings requests a placement that differs from that of the other parent of the same multiple birth siblings, the school shall determine the appropriate placement of the siblings.

The school may change the classroom placement of one or more of the multiple birth siblings if there have been a minimum of 30 instructional days since the start of the school year and after consulting with each classroom teacher in which the siblings were placed, the school determines the parent's classroom placement request is:

- Detrimental to the educational achievement of one or more of the siblings; or
- Disruptive to the siblings' assigned classroom learning environment; or
- Disruptive to the school's educational or disciplinary environment.

If a parent believes the school has not followed the requirements of this policy, the parent may appeal the multiple birth siblings' classroom placement to the Director. The Director's decision regarding the appeal shall be final.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited during the first class period of each school day. Those students choosing to participate shall do so by facing the flag with their right hands over their hearts, or in an appropriate salute if in uniform, while reciting the Pledge. Students choosing not to participate shall be quiet while either standing or sitting at their desks.

Students shall not be compelled to recite the Pledge, but students who choose not to recite the Pledge shall not disrupt those students choosing to recite the Pledge. Students choosing not to recite the Pledge shall not be subject to any comments, retaliation, or disciplinary action.

PRIVACY OF STUDENTS' RECORDS/ DIRECTORY INFORMATION

Except when a court order regarding a student has been presented to the Charter to the contrary, all students' education records are available for inspection and copying by the parents of his/her student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student. The School forwards education records, including disciplinary records, to schools that have requested them and in which the student seeks or intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

The School shall receive written permission before releasing educational records to any agency or individual not authorized by law to receive and/or view the educational records without prior parental permission. For purposes of this policy, the APCS does not distinguish between a custodial and noncustodial parent, and a non-parent such as a person acting in loco parentis or a foster parent with respect to gaining access to a student's records. Unless a court order restricting such access has been presented to the Charter to the contrary, the fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent, guardian, person acting in loco parentis, or an agent of the Department of Human Services must present a file-marked copy of such order to the building Principal and the Executive Director. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of material contained in a student file must be initiated with the building Principal, with an appeal available to the Executive Director or his designee. Any appeal above that level will be subject to the procedure set out in federal law and/or regulation.

Unless the parent or guardian of a student (or student, if above the age of eighteen [18]) objects, "directory information" about a student may be made available to the public, military recruiters, post-secondary educational institutions, prospective employers of those students, as well as school publications such as annual yearbooks, graduation announcements, and School and school authorized web sites. "Directory information" includes, but is not limited to, a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, classes in which he/she is enrolled, his/her placement on the honor roll (or the receipt of other types of honors), as well as his/her participation in school clubs and extracurricular activities, among others. If the student participates in inherently public activities (for example, basketball, football, or other interscholastic activities), the publication of such information will be beyond the control of the School. "Directory information" also includes a student identification (ID) number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems and a student ID number or other unique personal identifier that is displayed on a student's ID badge, provided the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user. A student's name (first name and first initial of their last name) and photograph will only be displayed on the School or school's web page(s) after receiving written permission from the student's parent or student if over the age of 18.

The form for objecting to making directory information available is located in the back of the student handbook and must be completed and signed by the parent or age-eligible student and filed with the building Principal's office no later than ten (10) school days after the beginning of each school year or the date the student is enrolled for school. Failure to file an objection by that time is considered a specific grant of permission. The Charter is required to continue to honor any signed-opt out form for any student no longer in attendance at the Charter.

The right to opt out of the disclosure of directory information under FERPA does not prevent the Charter from disclosing or requiring a student to disclose the student's name, identifier, or institutional email address in a class in which the student is enrolled.

RECESS

Students will be required to go outside for recess when weather permits. In instances where a child must stay inside, **a note from the parent** must be sent to the teacher. Wind chill and air temperature are checked before students are sent outside. Students are kept indoors if temperatures are below freezing or extremely hot. The school requests that parents check their child's clothing before they leave for school to make sure it is appropriate for the weather conditions. In the event a child arrives inappropriately dressed, all efforts will be made to contact parents to bring adequate clothing.

SEVERE WEATHER

When weather conditions make it dangerous for parents to transport students to school, Little Rock television stations 4, 7, and 11 will announce school closings as early as possible. Parents will also be notified through the electronic notification system. In case of sudden inclement weather after school begins, school-closing announcements will be made the same as listed above. Please plan ahead and make arrangements for your child in the event weather conditions should cause school to close and be sure to inform the school office of these plans.

STUDENT DISTRIBUTION OF NONSCHOOL LITERATURE, PUBLICATIONS, & MATERIALS

A student or group of students who distribute non-school literature, publications, printed materials, flyers, photographs, or other visual or auditory materials (hereinafter "non-school materials"), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute non-school materials shall have school authorities review their non-school materials at least three (3) school days in advance of their desired time of dissemination. The Principal shall review non-school publications prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the disruption. Concerns related to any denial of distribution by the Principal shall be heard by the Executive Director, whose decision shall be final. No political materials may be distributed to or by students, parents, volunteers, or staff.

STUDENT HANDBOOK

It shall be the policy of APCS that the most recently adopted version of the Student Handbook be incorporated by reference into the policies of this Charter. In the event that there is a conflict between the student handbook and a general board policy or policies, the more recently adopted language will be considered binding and controlling on the matter provided the parent(s) of the student, or the student if 18 years of age or older have acknowledged receipt of the controlling language.

Principals shall review all changes to student policies and ensure that such changes are provided to students and parents, either in the Handbook or, if changes are made after the handbook is printed, as an addendum to the handbook.

Principals and counselors shall also review SMART CORE CURRICULUM AND GRADUATION REQUIREMENTS and the current ADE Standards for Accreditation Rules to ensure that there is no conflict. If a conflict exists, the Principal and/or Counselor shall notify the Executive Director immediately, so that corrections may be made and notice of the requirements given to students and parents.

STUDENT ORGANIZATIONS/EQUAL ACCESS

Non-curriculum-related secondary school student organizations wishing to conduct meetings on school premises during non-instructional time shall not be denied equal access on the basis of the religious, political, philosophical, or other content of the speech at such meetings. Such meetings must meet the following criteria.

1. The meeting is to be voluntary and student initiated;
2. There is no sponsorship of the meeting by the school, the government, or its agents or employees;
3. The meeting must occur during non-instructional time;
4. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
6. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

All meetings held on school premises must be scheduled and approved by the principal. The school, its agents, and employees retain the authority to maintain order and discipline, to protect the wellbeing of students and faculty, and to assure that attendance of students at meetings is voluntary.

Fraternities, sororities, and secret societies are forbidden in the Charter's schools. Membership to student organizations shall not be by a vote of the organization's members, nor be restricted by the student's race, religion, sex, national origin, or other arbitrary criteria. Hazing, as defined by law, is forbidden in connection with initiation into, or affiliation with, any student organization, extracurricular activity or sport program.

STUDENT PUBLICATIONS ON SCHOOL WEB PAGES

Student publications that are displayed on school web pages shall:

- Not contain any non-educational advertisements.
- Not contain any personally identifying information, as defined by "Directory Information" (Privacy of Student Records), without the written permission of the parent of the student or the student if over eighteen (18)
- State that the views expressed are not necessarily those of the School Board or the employees of the School.

TRANSPORTATION

APCS provides transportation to students in the Oak Grove, Marche, Morgan and Palarm Communities near Maumelle. APCS also provides passes for students to ride Rock Region METRO vehicles at no charge.

PARENTAL INVOLVEMENT PLAN

Academics Plus Charter School will foster effective parental involvement strategies and support partnerships among school, parents, and the community to improve student achievement by developing and disseminating the district involvement plan. The LEA will provide the District messenger system for schools to notify parents by phone and email of upcoming events. The LEA will support the schools use of eSchool to provide specific classroom information to parents. Homework assignments and pertinent classroom information will be available on classroom websites and Enotes. The district will provide coordination, technical assistance, and other support necessary to enhance the awareness and skills of teachers, pupil service personnel, principals, and staff in reaching out to, communicating with, and working with parents as equal partners. The district will

build the school's capacity for parental involvement by providing information to participating parents in such areas as national, state, and local education goals, including parents' rights as defined in Title I. The district will involve parents in accordance with the Parent Involvement Plan.

ACHIEVEMENT GAP

Academics Plus will maintain a task force on Closing the Achievement Gap. The task force shall meet regularly and shall report to the local school board of trustees regularly. The task force may establish subcommittees to research answers to the critical questions. If subcommittees are established, they shall present their findings to the full task force.

BOARD OF TRUSTEES ELECTION PROCESS

(1) Membership and Voter Registration

Section 1.10 Member is defined in the Bylaws of Academics Plus Charter Schools, Inc. (APCS).

Section 1.11 Voter Registration Forms shall be distributed to the Members in January of each year. and shall be made available to any Member upon request Completed Voter Registration Forms shall be maintained by the APCS Executive Director or his/her designee for three (3) years after the election.

Section 1.12 Eligible Voter is defined as a Member who has completed a Voter Registration Form during the current APCS fiscal year and at least thirty (30) calendar days prior to the annual meeting of the Members. Only Eligible Voters may cast ballots in the election of PCS Trustees.

(2) Election Committee

Section 2.10 An Election Committee shall be appointed to oversee the Board of Trustees election each year and to ensure that this Election Process is properly followed.

Section 2.11 The Election Committee shall consist of five (5) members. The following four (4) members shall be appointed by the APCS Board of Trustees during its regular February meeting:

- (a) Three parents/guardians/custodians of APCS students. One of which will be appointed as chairperson by the APCS Board of Trustees;
- (b) APCS Trustee whose term is not expiring; and
- (c) An APCS teacher

Section 2.12 The Election Committee shall be released from their duties after the new Board has been seated and all Contesting Election Petitions have been resolved.

(3) Election Process

Section 3.10 The APCS Election Committee shall adopt an election schedule prior to the regular March meeting of the Board of Trustees, at which the Election Committee Chairperson shall present the election schedule for review and approval by the Board of Trustees. The approved election schedule shall be posted on the school website within the following week.

Section 3.11 The election schedule shall include a public forum during which Members may meet the candidates at least ten (10) but not more than fifteen (15) days prior to the annual meeting. Electronic voting will commence within seventy-two (72) hours after the close of the public forum and end no less than four (4) hours prior to the start of the annual meeting.

Section 3.12 The APCS Executive Director or his/her designee shall provide a list of the Members and a list of Eligible Voters to the Election Committee no less than fifteen (15) calendar days prior to opening of the voting process

Section 3.13 Notices

- (a) The APCS Executive Director shall be responsible to ensure that all notices required pursuant to this Election Process are properly posted.
- (b) Notice of the annual meeting of the Members shall be made through the electronic communication system, student flyer, and published on the school's official web site at least forty-five (45) days prior to the opening of the voting process.
- (c) Electronic notices shall be repeated weekly throughout the election process.
- (d) Additional notices may be required at the discretion of the Election Committee.
- (e) Notices shall include, at a minimum:
 - 1. All procedural deadlines
 - 2. Candidacy requirements or listing of the declared candidates
 - 3. Schedule of proposed election activities and voting opportunities.
 - 4. Web address for school election details.

Section 3.14 Candidate biographies shall be published on the school website and be made available for public viewing at the school at least fifteen (15) days prior to the opening of the election process, and shall be made available during the public forum.

Section 3.15 The public forum shall be scheduled in Maumelle, Scott and any other communities which contain schools operated by APCS. Each candidate shall be provided an equal amount of time to address the Members at the forum. The forum will be conducted by the election committee.

Section 3.16 The promotion of candidates by the candidate or other Members is allowed provided that:

- (a) School instruction is not interrupted and the dropping off and picking up of students is not hindered;
- (b) Promotional materials are placed on school grounds only in approved locations as determined by the APCS Executive Director ensuring equal access for all candidates.
- (c) Public campaigning on school grounds is not allowed.
- (e) No school funds are used for the promotion of individual candidates.

Section 3.17 The Ballot will be made electronically and election committee members may view the electronic ballot no less than five (5) days prior the opening of the voting process. The Ballot will be designed so voters may vote up to the maximum number of open board positions. Example: If there are two open board positions the voter may vote for a minimum of one (1) candidate and a maximum of two (2) candidates.

Section 3.18 Voting will be made available via an electronic software program approved by the election committee. The voting process will ensure anonymity and eligibility of the voter.

Section 3.19 Voting shall stop at least four (4) hours prior to the start of the annual meeting and will officially close at the annual meeting if a minimum of forty percent (40%) of Eligible Voters have voted. In the event that

voting does not close at the annual meeting, the Election Committee shall reopen the voting process. The annual meeting shall be continued and reconvened the first Monday after at least forty (40%) of Eligible Voters have voted. Voting shall officially close at the reconvened annual meeting.

Section 3.20 Once voting has officially closed; the vote count shall be verified by no fewer than three (3) Election Committee Members. The results shall be revealed before the close of the annual meeting. The results shall be posted on the school website within twenty-four (24) hours.

(4) Candidates

Section 4.10 Any Member who is not an employee of APCS may be a Candidate.

Section 4.11 Candidates, including incumbents, must declare their candidacy in writing and submit biographies and platform statements to the Election Committee no less than twenty (20) days prior to the opening of the voting process in order to be included on the ballot.

Section 4.12 Candidate biographies and platform statements, which may not exceed one side of an 8.5 x 11 single sheet of paper, shall be published on the school website no less than fifteen (15) days prior to the opening of the voting process. A single photograph of the candidate may be included but no extra space will be permitted.

(5) Contesting Election Results

Section 5.10 Members may contest Election results by submitting a Contesting Election Petition to the Election Committee Chairperson and the Board of Trustees Chairperson within three (3) business days following the announcement of election results.

Section 5.11 In order to be considered, the Contesting Election Petition must:

- (a) Be signed by a minimum of 10% of the Eligible Voters; and
- (b) State specific reasons for objecting to the posted results.

Section 5.12 If a valid Contesting Election Petition is filed, the Election Committee shall:

- (a) Schedule, announce, and hold a community meeting to discuss the issues within ten (10) business days;
- (b) Investigate the issues stated in the Contesting Election Petition; and
- (c) Adopt and present findings and recommendations to the APCS Board of Trustees, which may include:
 - 1. A finding of no validity;
 - 2. A finding of validity insignificant to the outcome of the election, thereby requiring no action; or
 - 3. A finding of validity significant to the outcome of the election, thereby requiring the results to be set aside and a new election to be held.

Section 5.13 In the event that the results are set aside, the Election Committee shall adopt and present an expedited election schedule to the Board of Trustees for approval. The Board of Trustees seated prior to the election shall be reseated until a new election is completed.

Policy Revised: February 13, 2017

TECHNOLOGY POLICIES

BRING YOUR OWN DEVICE (BYOD) POLICY

The Academics Plus Charter School (APCS) is committed to moving students and staff forward in a 21st century learning environment. As part of that progression, APCS is proud to offer wireless internet for our parents, guests, faculty and students using their own wireless devices, tablets, smart phones, laptops, and etc. during the learning day. With teacher approval and observation, students may use their own devices in the classroom to access and save information from the internet, communicate with other learners and to use productivity tools such as office or Google docs.

Each time a personal device attaches to the BYOD APCS BYOD network, a service agreement will appear to which the user (students, staff or parents) can accept our terms of service or decline. The user agreement is as follows:

“The Academics Plus Charter School and its affiliate schools is providing wireless connectivity as a guest service and offers no guarantees of service, speed, security or privacy. Use of the APCS BYOD network is at the user’s risk. APCS is not responsible for any data loss or security breach on your device. Students and staff are also bound by the Acceptable Use Agreement that is signed at the beginning of the year. The Technology department recommends that you have updated antivirus protection on your device. By clicking “accept” you agree to all of the above. Should you choose to “decline” you will not be allowed access to our BYOD network.”

Anyone who does not choose to accept the terms of service will not be able to connect to the APCS BYOD network. All users will have the same filtering status and will be filtered by the same level used to filter students. This complies with CIPA standards and access to this network can and will be tracked.

Since this is meant for personal devices, APCS is not responsible for data lost or stolen. Any misuse of the network will be a direct violation of the Acceptable Use Policy (AUP). APCS is also not responsible for damages to personal equipment on or off campus.

BYOD Frequently Asked Questions

Q: Which wireless network should I connect too?

A: APCSCH_BYOD

Q: Why can’t I find the wireless network?

A: You may be out of range from the wireless signal. While we have coverage across the campus, it’s possible that your location on campus may not have access to the BYOD network.

Q: I brought my laptop to school but my teacher says I can’t use it in her class, can I still use it?

A: The teacher has the final say on procedures in his/her classroom. If he or she asks you not to use your mobile device, then you should follow his/her directions. Access is only available, not guaranteed for each classroom situation.

Q: I need to save my work to my home folder, how to I do that?

A: On the APCS BYOD network you will not have access to home folders or printers. It is best to email this work to yourself to be printed off on a District owned device.

Q: What happens if my device gets stolen?

A: Bringing your own device to school can be useful and beneficial. However, there are risks involved as well. It is a good idea to record your devices serial number and model information in a secure place in case of theft. APCS is not responsible for theft of a device nor are we responsible for any damages done to the device while at school. Anytime theft or damage occurs, you should contact a school administrator and make them aware of the situation.

Q: If I can't get my device to connect, can I seek help?

A: Students who experience technical issues connecting to the BYOD network will have to take care of this issue themselves or among their peers. APSC suggests referring to the user's manual for the device. Remember these are not APCS devices and APCS will not allocate resources to troubleshoot such devices.

Q: What happens if a student is using their device to bully another student?

A: Administration should be contacted on the situation. The APCS student handbook will be in effect.

Q: Why is this connection filtered?

A: Being a public school APCS has to comply with CIPA (Children's Internet Protection Act). This act states that all student used devices must be filtered. This means that while at school you will be filtered.

Recommended Software for Mobile Devices Antivirus

Although not required it is recommended that all wireless devices have antivirus protection. The technology department recommends Microsoft Security Essentials for windows and mac. It is free to download and use and can be found at: <http://windows.microsoft.com/en-US/windows/security-essentials-download>. Avast is recommended to tablets and smartphones, it can be found in the app store or google store.

Device Tracing

Device tracking is recommended in case of theft. The technology department recommends Absolute Software. Some charges may apply if used. APCS only recommends this product. It is not required to obtain access to the APCS BYOD network. This software can be found here: <http://www.absolute.com/lojackforlaptops/home>.

Online Storage

For transferring, storing, or sharing work online it is recommended that users use caution. Sites like Google docs, Dropbox, etc. are good places to store documents. APCS is not responsible for where or how information is stored on personal devices.

AUP (Acceptable Use Policy)

The Acceptable Use Policy remains in effect for APCS even when you are using your own laptop, smart phone, iPad etc. Each time you attempt to access the network at school you will be prompted to accept the terms of service which include the AUP. Violating the terms of the AUP would be a student code of conduct violation and would be dealt with on the campus with a campus administrator.

APCS STUDENT ACCEPTABLE USE / INTERNET SAFETY POLICY AND AGREEMENT

Academics Plus makes computers and/or computer Internet access available to students in pursuance of their education. It is the policy of the Charter to equip each device with Internet filtering software designed to prevent users from accessing material that is harmful to minors. The term "minor" is defined under Arkansas Family Law as an individual who is under the age of 18 years old. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the computer use agreement is incorporated by reference into board policy and is considered part of the student handbook.

Academics Plus Charter School, by itself or in combination with the Internet access provider, will utilize active restriction methods to filter software or other technologies to prevent students from accessing visuals that are (1) obscene, (2) child pornography, or (3) harmful to minors. The district will also monitor students through direct observation and/or other means, to ensure that students are not accessing inappropriate materials. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]) as meaning any picture, image, graphic, or other visual that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way

with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse Charter-owned computers or Internet access in any way, including using mobile devices except as directed or assigned by staff or teachers, using devices to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software, or using the devices to access or create sexually explicit or pornographic text or graphics, will face disciplinary action.

Conditional Privilege: The Student's use of the Charter's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the Charter's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.

Acceptable Use: The Student agrees that he/she will use the Charter's Internet access for educational purposes only. In using the Internet, the Student agrees to obey all federal and state laws and regulations. The Student also agrees to abide by any Internet use rules instituted at the Student's school or class, whether those rules are written or oral.

Penalties for Improper Use: If the Student violates this agreement and misuses the Internet, the Student shall be subject to disciplinary action.

Consequences:

5 days loss of computer use

10 days loss of computer use and parent/teacher conference

3 days Suspension and loss of ALL computer privileges

Repeated violations may result in the recommendation of long-term suspension or expulsion. Any violation that involves pornographic or offensive material may result in the penalties for the 2nd or 3rd offense or the recommendation for repeated violations.

Note: Giving someone your password will result in an assignment of one-day in-school suspension. Receiving and/or using someone's password will result in a score of zero for the work done.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.

"Misuse of the Charter's access to the Internet" includes, but is not limited to, the following:

- Using the Internet for other than educational purposes;
- Gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by Arkansas law;
- Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
- Making unauthorized copies of computer software;
- Accessing "chat lines" unless authorized by the instructor for a class activity directly supervised by a staff member;
- Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others; Bullying
- Posting anonymous messages on the system;

- Using encryption software;
- Wasteful use of limited resources provided by the school including paper;
- Causing congestion of the network through lengthy downloads of files;
- Intentionally wasting limited resources, including the use of chain letters and message broadcaster to a mailing list or an individual
- Vandalizing data of another user;
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
- Gaining or attempting to gain unauthorized access to resources or files;
- Identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
- Invading the privacy of individuals;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
- Using the network for financial or commercial gain without Charter permission;
- Theft or vandalism of data, equipment, or intellectual property;
- Attempting to gain access or gaining access to student records, grades, or files;
- Introducing a virus to, or otherwise improperly tampering with the system;
- Degrading or disrupting equipment or system performance;
- Creating a web page or associating a web page with the school or school Charter without proper authorization;
- Providing access to the Charter's Internet Access to unauthorized individuals;
- Failing to obey school or classroom Internet use rules;
- Taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the Charter or any of its schools; or
- Installing or downloading software on Charter computers without prior approval of technology director or his/her designee.
- Liability for debts: Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of devices or the Internet including misuse of devices and penalties for copyright violations.
- No Expectation of Privacy: The Student and parent/guardian signing below agree that if the Student uses the Internet through the Charter's access, that the Student waives any right to privacy the Student may have for such use. The Student and the parent/guardian agree that the Charter may monitor the Student's use of the Charter's Internet Access and may also examine all system activities the Student in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system. The Charter may share such transmissions with the Student's parents/guardians.
- To comply with FCC Order FCC-11-125A1 CIPA Order, Effective July 1, 2012: APCS will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response as well as take the following measures to ensure Internet Safety for minors:
 - provide Education of Minors on appropriate online behavior, including interacting with other individuals on social networking websites
 - provide information on Cyberbullying Awareness
 - provide information on Cyberbullying Response
 - prevent access by minors to inappropriate matter on the Internet and World Wide Web
 - provide education on the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
 - prevent unauthorized access including "hacking" and other unlawful activities by minors online

- prevent unauthorized disclosure, use, and dissemination of personal information regarding minors
- implement measures designed to restrict minors' access to materials harmful to minors

No Guarantees: The Charter will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement, the parent and Student recognize that the Charter makes no guarantees about preventing improper access to such materials on the part of the Student.

Signatures: We, the persons who have signed below, have read this agreement and agree to be bound by the terms and conditions of this agreement.

Note: The Neighborhood Children's Internet Protection Act (PL 106-554, 47 USC 254 (h) (l)) requires Charters to hold at least one public hearing on its proposed Internet safety policy. The regulations do not require this to be a special meeting and it is allowable for it to be part of a regular school board meeting.

FORMS

The forms included in this sections are as follows:

- Permission for the Publication of Student Work/Pictures
- APCS Student Acceptable Use / Internet Safety Policy
- User Agreement Form
- Objection to Publication Of Directory Information
- Corporal Punishment
- Handbook Receipt



PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that, from time to time, the school may wish to celebrate students' accomplishments by publishing students' names, projects, photographs, etc. in print or electronic media. Please check one of the following options.

_____ My child's name, photographs, and work may be published on the school's website, in electronic media, or in print media.

_____ My child's name, photographs, and work may NOT be published on the school's website, in electronic media, or in print media.

Student Name (please print): _____

Parent or Guardian name(s) (PRINT CLEARLY)

Phone

Parent or Guardian signature(s) (IN INK)

Date



APCS Student Acceptable Use / Internet Safety Policy

USER AGREEMENT FORM

Every user, regardless of age, must read, complete and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action will be taken.

Printed name (PRINT CLEARLY)

Use the form of your name you prefer to logon with (Mike or Michael for example)

Last four digits of Social Security Number: XXX-XX-_____

(Select One): Administration Elementary High School

IMPORTANT! - YEAR OF GRADUATION _____

Address

Student Signature (IN INK)

Date

USER (place an "X" in the correct BOX):

I am under 18 years of age I am 18 years of age or older

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

PARENT'S OR GUARDIAN'S AGREEMENT

To be read and signed by parents or guardians of students who are under 18 years of age:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of APCS Acceptable Use and Internet Safety Policy for the student's access to APCS computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the APCS to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I am therefore signing this policy and agree to indemnify and hold harmless APCS and the Data Acquisition Site that provides the opportunity to APCS for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access APCS's computer network and the Internet.

Parent or Guardian name(s) (PRINT CLEARLY)

Phone

Parent or Guardian signature(s) (IN INK)

Date

Legal References:
Children's Internet Protection Act of 2000, as amended (H.R. 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h],[i])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)
A.C.A. § 9-27-303, 9-30-103 (2001), A.C.A. § 6-21-107, A.C.A. § 6-21-111, FCC-11-125A1



CORPORAL PUNISHMENT

APCS may use corporal punishment as a consequence for undesirable behavior.

➡ If you DO NOT want your child to receive corporal punishment, please sign below:

Parent/Guardian Signature Date

➡ If you DO want your child to receive corporal punishment and be contacted for prior permission, please sign below:

Parent/Guardian Signature Date

Please list name and phone number to be contacted before corporal punishment is administered:

Name Relation Phone #

Name Relation Phone #



Objection to Publication of Directory Information (not to be filed if the parent/student has no objection)

I, the undersigned, being a parent of a student, or a student eighteen (18) years of age or older, hereby note my objection to the disclosure or publication by APCS of directory information, as defined under Privacy of Students' Records, concerning the student named below. The school is required to continue to honor any signed opt-out form for any student no longer in attendance at the school.

I understand that the participation by the below-named student in any interscholastic activity, including athletics and school clubs, may make the publication of some directory information unavoidable, and the publication of such information in other forms, such as telephone directories, church directories, etc., is not within the control of the School.

I understand that this form must be filed with the office of the appropriate building principal within ten (10) school days from the beginning of the current school year or the date the student is enrolled for school in order for the School to be bound by this objection. Failure to file this form within that time is a specific grant of permission to publish such information.

I object and wish to deny the disclosure or publication of directory information as follows:

_____ Deny disclosure to Military Recruiters

_____ Deny disclosure to Institutions of Postsecondary Education

_____ Deny disclosure to Potential Employers

_____ Deny disclosure to all Public and School Sources

Selecting this option will prohibit the release of directory information to the three categories listed above along with all other public sources (such as newspapers), AND result in the student's directory information not being included in the school's yearbook and other school publications.

_____ Deny disclosure to all Public Sources

Selecting this option will prohibit the release of directory information to the first three categories listed above along with all other public sources (such as newspapers), but permit the student's directory information to be included in the school's yearbook and other school publications.

Student's Name (printed): _____

Signature of parent/guardian (or student, if 18 or older)

To be filled in by office personnel:

Date form was turned in to office: _____

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