Salt Lake Arts Academy
Parent / Student Handbook

Welcome to the Salt Lake Arts Academy. We are excited to have you join our parent / student community this year. In this handbook, you will find important policies and procedures. Please take time to read through these and keep them on hand for future reference.

Accommodations for Individuals with Disabilities

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Salt Lake Arts Academy will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact the school ADA/504 Coordinator **[Amy Mautz, 801-531-1173]**, their principal or supervisor.

Admissions

The Salt Lake Arts Academy is strongly committed to excellence and fairness. The school will not discriminate on the basis of race, creed, color, ethnicity, national origin, or eligibility for services. SLArts does not administer entrance exams and does not review any academic records before admissions. The only requirements for admission include:

- Students and families desire the rigorous and academically challenging program
- Students are committed to the hard work necessary to achieve success
- Students and families read and agree to actively support the school's goals and objectives
- Students and parents subscribe to the ideals of the school

Parents or guardians may apply for admission for a child by completing an open enrollment application. If the school receives more applications than it has spaces available, it will conduct a lottery to order the applications and prioritize students for admission. More details regarding the admission process are available on our website: www.slarts.org

Withdrawing students–If you are moving and are withdrawing your child from school, please call, come by the school or send a letter with your child a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

Artificial Intelligence

I. PURPOSE

Salt Lake Arts Academy recognizes that Artificial Intelligence (AI) technologies are rapidly

transforming education, the workforce, and society. This policy establishes expectations for the ethical, responsible, and instructional use of AI to support student learning, staff effectiveness, and school operations while maintaining academic integrity and student safety.

II. DEFINITIONS

II.A. Scope

This policy applies to:

a. All students
b. All faculty and staff
c. Administrators
d. Contractors and third-party vendors using AI tools on behalf of the school

This policy applies to school-issued devices and networks, as well as personal devices when used for school-related purposes or activities.

II.B. Definition of Artificial Intelligence

Artificial Intelligence (AI) refers to computer-based systems or tools that perform tasks typically requiring human intelligence, including but not limited to:

a. Generating text, images, audio, or code
b. Analyzing data and identifying patterns
c. Providing recommendations, predictions, or feedback
d. Supporting decision-making or automation of tasks

Examples include generative AI tools (chatbots), adaptive learning platforms, automated feedback systems, and content generation tools.

III. POLICY STANDARDS, PROCEDURES & GOVERNANCE

III.A. Guiding Principles

Salt Lake Arts Academy adopts the following guiding principles for AI use:

Educational Purpose First
AI must support learning goals and instructional outcomes, not replace authentic student learning.

Academic Integrity
Student work must reflect original thinking, understanding, and effort unless explicitly directed otherwise by the teacher.

Transparency

AI use must be disclosed when required by assignment directions or teacher expectations.

Equity & Access
AI tools should be used in ways that do not create unfair advantages or inequities among students.

Privacy & Safety
Student and staff data must be protected in compliance with applicable laws, including FERPA and state privacy requirements.

Human Oversight
All AI-generated output must be critically reviewed by students and staff for accuracy, bias, and appropriateness.

III.B. Student Use of AI

Permitted Uses (only when explicitly allowed by the teacher):

a. Brainstorming ideas or topics
b. Receiving tutoring, explanations, or step-by-step support
c. Improving writing (grammar, clarity, organization) when revision is the learning goal
d. Supporting research as a starting point (not as a sole source of information)
e. Other instructional uses as determined appropriate by the teacher

Students may NOT:

a. Submit AI-generated work as their own without teacher permission
b. Use AI to cheat on assignments, quizzes, tests, or performance tasks
c. Enter personal, confidential, or sensitive information into AI tools
d. Use AI to generate harmful, inappropriate, biased, or discriminatory content
e. Rely on AI as the sole author or source for assigned academic work

III.C. Academic Integrity

Violations involving AI use will be addressed under existing academic integrity policies and may include:

a. Plagiarism
b. Cheating
c. Misrepresentation of student work

Consequences will follow established school discipline procedures and may include re-doing assignments, loss of credit, parent notification, or additional interventions as appropriate.

III.D. Staff Use of AI

Staff may use AI to support professional responsibilities, including:

a. Lesson planning and instructional design
b. Creation of classroom materials and assessments
c. Differentiation and modification of instruction
d. Administrative tasks and communication drafting

Staff must NOT:

a. Input personally identifiable student information into non-approved AI tools
b. Rely solely on AI for grading, evaluation, or instructional decisions
c. Use AI to generate formal student evaluations, discipline decisions, or official school documentation without human review and professional judgment
d. Use AI in ways that violate student privacy or district/school data policies

III.E. Data Privacy & Security

No personally identifiable student information (PII) may be entered into AI systems unless:

a. The tool has been reviewed and approved by the school or authorized district/school leadership, and
b. A data privacy agreement or equivalent safeguard is in place

Staff and students must take care to avoid entering names, IDs, behavioral records, medical information, or other sensitive data into unsecured AI platforms.

III.F. Approved and Restricted Tools

The school may:

a. Maintain a list of approved AI tools for instructional and operational use
b. Restrict, filter, or block AI tools that do not meet privacy, safety, or educational standards
c. Update approved tools as technology and guidance evolve

Use of unapproved AI tools for instructional or student data-related purposes is discouraged and may be prohibited depending on risk level.

III.G. Disclaimer

AI tools may produce inaccurate, incomplete, biased, or outdated information. Users are responsible for critically evaluating AI outputs, verifying accuracy, and applying professional or academic judgment before use. AI is a support tool and does not replace teacher expertise, student thinking, or professional decision-making.

Attendance

I. PURPOSE

Salt Lake Arts Academy (SLArts) is committed to providing a quality education for every student.

SLArts firmly believes that consistent attendance is critical for students' academic, social, and emotional development. Regular attendance helps students develop healthy and responsible habits, maintain continuity of instruction, and build positive relationships with peers and staff.

SLArts shall comply with Utah Code Sections 53G-6-201 through 53G-6-208 and Utah Administrative Code Rule R277-607 regarding compulsory education, attendance interventions, absenteeism, and truancy prevention.

II. DEFINITIONS

- **II.A. Absence:** Failure of a student to attend school or an assigned class period.

- **II.B. Chronic Absenteeism:** A student who has been enrolled for at least sixty (60) calendar days and has been absent for at least ten percent (10%) of instructional days, whether the absences are excused or unexcused.

- **II.C. Truancy:** A condition where a school-age child is absent without a valid excuse for at least half of the instructional day. A student may not be considered truant more than once during the same school day.

- **II.D. Habitual Truancy:** For students in grade 7 or above who are at least twelve (12) years old, being truant at least twenty (20) days during a school year or failing to cooperate with school efforts to resolve attendance concerns.

- **II.E. Intervention:** A series of non-punitive, increasingly frequent, and individualized activities designed to create trusting relationships, improve attendance and academic outcomes, and reduce barriers to school attendance.

- **II.F. Valid Excuse:** For purposes of this policy, "valid excuse" means:
    1. An illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
    2. Mental or behavioral health of the school-age child;
    3. A family death;
    4. An approved school activity;
    5. An absence permitted by a school-age child's:
        - Individualized Education Program (IEP); or
        - Section 504 accommodation plan;
    6. Competition in a rodeo sanctioned by an international, non-profit organization dedicated to the development of sportsmanship, horsemanship, and character in youth through the sport of rodeo;
    7. Any reason a parent provides to justify a student's absence if the student maintains a cumulative grade point average of at least 2.0, including an event related to participation in the following clubs:
        - Mountain biking;
        - Shooting sports; or
        - A youth development program Utah State University administers, which provides educational experiences in areas including agriculture, science, technology, engineering, mathematics, civic engagement, leadership, and

healthy living through hands-on learning, mentoring, and community-based clubs or activities;

8. An absence permitted in accordance with Utah Code Subsection 53G-6-803(5); or
9. Any other excuse established as valid by the SLArts Governing Board, consistent with Utah law.

"Valid excuse" does not mean a parent acknowledgment of an absence for a reason other than a reason described above, unless the absence is specifically permitted as an additional valid excuse by the SLArts Governing Board consistent with Utah law.SLArts shall not require a medical note to excuse a medical absence.

- **II.G. Tardy:** A student arriving after the designated start time for a class period or instructional day.

- **II.H. Notice of Compulsory Education:** A notice issued to parents or guardians of students in grades 1-6 when required by Utah law.

- **II.I. Notice of Truancy:** A notice issued to students and parents or guardians of students in grades 7-8 when required by Utah law.

III. POLICY STANDARDS, PROCEDURES & GOVERNANCE

III.A. Attendance Expectations

Students are expected to attend every scheduled school day and every assigned class period on time unless a valid excuse is provided.
Parents and guardians are expected to take an active role in ensuring students attend school regularly and arrive on time. Families are encouraged to schedule vacations during school breaks whenever possible.
Students are responsible for obtaining and completing missed assignments following an absence.

III.B. Procedures for Reporting Absences

All absences must be reported to absent@slarts.org (preferred method) or by calling the attendance line at 801-531-1173.
Parents or guardians must notify the school of an absence within two school days of the absence and should provide the reason for the absence.
If a parent or guardian does not notify the school within two school days, the absence may remain unexcused and, when the absence meets the definition of truancy under Utah law, the attendance record may be changed from an unexcused absence to a truancy.

For multiple consecutive absences, parents or guardians must provide notification within two school days of the beginning of the absence and continue to communicate with the school regarding the expected duration of the absence.

In cases of illness or emergency, parents or guardians should notify the school as soon as reasonably possible.

The school may request additional information when necessary to determine whether an absence qualifies as a valid excuse under this policy or applicable law. SLArts shall not require medical documentation as a condition of excusing an illness-related absence.
Students shall be provided reasonable accommodations and a minimum of three (3) school days to complete make-up work following an absence unless additional time is warranted by the circumstances.

III.C. Extended Absences

A parent or guardian may request approval from the Student Support Team prior to an extended absence of up to ten (10) school days per year.

The Student Support Team shall approve the request when it determines the absence will not adversely impact the student's education.

Approval of an extended absence does not guarantee that all assignments will be provided in advance or that instruction can be replicated outside of school.

III.D. Check-In and Check-Out Procedures

Students arriving after the start of the school day must check in through the main office.
Students leaving during the school day must be checked out through the main office by a parent, guardian, or authorized emergency contact.

Parents and guardians are responsible for maintaining current contact and emergency information in the school's Student Information System.

III.E. Tardies

Students are considered tardy if they are not present in their assigned classroom when the tardy bell rings.
Because tardiness disrupts instruction and impacts learning, chronic tardiness may result in intervention through the Student Support Team.

III.F. Attendance Notifications

SLArts shall notify parents or guardians of an unexcused absence within two (2) instructional days of the absence when practicable.

Notifications may occur through the student information system, email, phone call, text message, or other school communication systems.

Attendance communications shall include cumulative absences when available.

III.G. Truancy Procedures

Students with five (5) unexcused absences or truancies may be referred to the Student Support

Team for intervention.

III.G.1. Grades 1-6

When a student accumulates five (5) truancies, SLArts may issue a Notice of Compulsory Education directing the parent or guardian to meet with school officials to address attendance concerns.

Failure to cooperate with intervention efforts may result in referral to appropriate state agencies as authorized by law.

III.G.2. Grades 7-8

When a student who is at least twelve (12) years old accumulates five (5) truancies, SLArts may issue a Notice of Truancy directing the student and parent or guardian to meet with school officials to address attendance concerns.

III.H. Habitual Truancy

Students who become habitually truant may be subject to additional interventions, referrals, and actions authorized by Utah law.

The school shall maintain records of notices issued and resulting interventions.

III.I. Attendance Plans and Excessive Absences

Students are permitted up to five (5) unexcused absences before formal intervention is initiated. When attendance concerns become excessive or begin adversely impacting educational progress, the Student Support Team may require the student and parent or guardian to participate in an attendance meeting and develop an Attendance Improvement Plan.
The Attendance Improvement Plan may include:

- Attendance goals
- Academic support
- Counseling services
- Check-in/check-out procedures
- Mentoring opportunities
- Parent-school communication expectations
- Other individualized interventions

III.J. Chronic Absenteeism Interventions

SLArts utilizes a tiered system of support to improve attendance and reduce chronic absenteeism.

III.J.1. Tier 1: Universal Supports

- Positive school climate and culture

- Family engagement and communication
- Attendance monitoring
- Recognition of improved and exemplary attendance
- School-wide attendance education and awareness

III.J.2. Tier 2: Targeted Supports

- Student Support Team meetings
- Attendance contracts and improvement plans
- Counseling services
- Academic support and tutoring
- Schedule adjustments when appropriate
- Mentoring and check-ins
- Referrals to community resources

III.J.3. Tier 3: Intensive Supports

- Individualized intervention plans
- Frequent family-school collaboration
- Intensive mentoring
- Community agency partnerships
- Executive functioning and self-management supports
- Alternative educational supports as appropriate

III.K. Withdrawal for Non-Attendance

Students who accumulate ten (10) consecutive unexcused absences may be withdrawn from enrollment after reasonable efforts to contact the family.

Prior to withdrawal, SLArts shall provide written notice to the parent or guardian.

For students with an Individualized Education Program (IEP), special education staff shall be consulted before withdrawal, and applicable state and federal requirements shall be followed.

Students withdrawn due to non-attendance may be required to participate in a re-enrollment meeting with the Student Support Team prior to returning to school.

III.L. Stakeholder Responsibilities

III.L.1. Students

- Attend school and classes regularly and on time.
- Complete missed assignments.
- Communicate with teachers regarding absences.
- Participate in attendance interventions when necessary.

III.L.2. Parents and Guardians

- Ensure regular school attendance.
- Notify the school of absences.
- Maintain current contact information.
- Participate in attendance meetings and interventions.
- Monitor attendance and academic progress.

III.L.3. Teachers

- Take attendance daily.
- Foster positive relationships with students and families.
- Provide reasonable opportunities for make-up work.
- Communicate attendance concerns to families and administration.
- Participate in attendance interventions when requested.

III.L.4. Administration and Student Support Team

- Publicize attendance expectations annually.
- Monitor attendance data.
- Implement attendance interventions.
- Provide required notices and communications.
- Support students and families in removing barriers to attendance.
- Maintain attendance records as required by law.

III.L.5. Attendance Team

The Student Support Team shall serve as the school's Attendance Team.
The Attendance Team shall meet regularly to:

- Review attendance data
- Monitor chronic absenteeism trends
- Evaluate intervention effectiveness
- Coordinate supports for students and families
- Recommend policy and procedural improvements

III.M. Appeals Process

A student or parent or guardian may appeal a Notice of Truancy, Notice of Compulsory Education, attendance determination, withdrawal decision, or other attendance-related action. Appeals shall:

1. Be submitted in writing within ten (10) business days of the action being appealed.
2. Include:
    - Student name
    - Description of the action being appealed
    - Relevant dates
    - Explanation of circumstances
    - Proposed resolution
3. Be reviewed by the Executive Director or designee.

A written decision shall be provided within ten (10) business days whenever practicable. If the appellant disagrees with the decision, a final appeal may be submitted to the Governing Board.

III.N. Review

The Governing Board shall review this policy annually. The Board shall also annually review attendance data, chronic absenteeism rates, intervention outcomes, and attendance procedures to ensure compliance with state law and support student success.

Bullying

I. PURPOSE AND PHILOSOPHY

Salt Lake Arts Academy (SLArts) is committed to maintaining a safe, inclusive, and respectful learning environment where all members of the school community are treated with dignity and respect. Conduct that constitutes bullying, cyberbullying, hazing, retaliation, abusive conduct, harassment, or discrimination interferes with a student's ability to learn and the school's ability to provide a safe educational environment.

SLArts prohibits bullying, cyberbullying, hazing, retaliation, abusive conduct, and harassment involving students, employees, contractors, volunteers, and visitors.

Our school social vision is:

RIISE - Respect, Integrity, Inclusion, Safety, Kindness, and Empathy

II. DEFINITIONS

II.A. Student Bullying

Student bullying means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, relational, electronic, or physical act against another student, or engaging in a single egregious act involving an imbalance of power that:

1. Creates an environment that a reasonable person would find hostile, threatening, or humiliating; and
2. Interferes with a student's educational performance, opportunities, participation, or benefits.

Bullying may include:

Physical Bullying

- Hitting
- Pushing
- Shoving

- Kicking
- Taking belongings
- Theft
- Physical intimidation

Verbal Bullying

- Name-calling
- Taunting
- Threats
- Ridicule
- Slurs
- Humiliating comments
- Offensive gestures

Relational Bullying

- Exclusion
- Social isolation
- Spreading rumors
- Gossip
- Manipulating peer relationships
- Scapegoating

II.B. Cyberbullying

Using the internet, social media, text messages, email, cell phones, or other electronic communication to hurt, embarrass, threaten, intimidate, shame, or isolate another individual.

II.C. Staff Bullying

Staff bullying means a school employee repeatedly committing a written, verbal, or physical act toward a student or employee, or engaging in a single egregious act involving an imbalance of power that creates a hostile environment and substantially interferes with educational or professional opportunities.

Staff bullying does not include:

- Reasonable correction of behavior;
- Appropriate disciplinary action;
- Reasonable coaching strategies; or
- Ordinary disagreements or conflicts.

II.D. Hazing

Hazing means intentionally, knowingly, or recklessly committing an act that endangers the

mental or physical health or safety of a student or employee for the purpose of initiation into, affiliation with, admission to, or participation in a school-sponsored team, club, organization, activity, or event.

Consent of the individual subjected to the conduct does not excuse hazing.

II.E. Retaliation

Retaliation means any act intended to:

- Punish a person for reporting bullying, cyberbullying, hazing, abusive conduct, or harassment;
- Discourage reporting;
- Interfere with an investigation; or
- Influence the outcome of an investigation.

II.F. Abusive Conduct

Abusive conduct means verbal, nonverbal, written, electronic, or physical conduct by a parent, student, volunteer, contractor, or other individual directed toward a school employee that a reasonable person would find intimidating, humiliating, threatening, or intended to cause unwarranted distress.

A single incident generally does not constitute abusive conduct unless sufficiently severe.

II.G. Protected Class Harassment

Harassment based on race, color, national origin, sex, religion, disability, gender identity, sexual orientation, or other protected status may constitute a violation of federal civil rights laws and will be addressed in accordance with applicable federal and state law.

III. POLICY STANDARDS, PROCEDURES & GOVERNANCE

III.A. Prohibited Conduct

Students, employees, volunteers, contractors, parents, and visitors shall not engage in:

1. Bullying
2. Cyberbullying
3. Hazing
4. Retaliation
5. Abusive conduct
6. Harassment based on a protected class
7. Creation or distribution of non-consensual intimate images
8. Sharing recordings of bullying incidents for the purpose of encouraging, promoting, or glorifying bullying behavior

9. Knowingly making false allegations of bullying, cyberbullying, hazing, retaliation, or abusive conduct

Good-faith reports made in error shall not be considered false allegations.

III.B. Scope of Policy

This policy applies to conduct that occurs:

1. On school property;
2. During school-sponsored activities;
3. On school transportation;
4. At bus stops;
5. While traveling to or from school activities;
6. During field trips;
7. Through electronic communication or technology;
8. Off-campus conduct that substantially disrupts the educational environment or interferes with a student's access to educational opportunities.

III.C. Reporting Procedures

Students, employees, volunteers, and parents are strongly encouraged to report incidents immediately.

Reports may be made:

- In person to any employee;
- To the Principal;
- To the Director of Academic Engagement;
- Through written statements;
- Through email;
- Through the Upstander/No Bully reporting box;
- Through SafeUT.

School employees who receive reports shall promptly notify the School Designee.

III.D. School Designee

The Principal, Director of Academic Engagement, or their designated administrator shall serve as the School Designee responsible for:

- Receiving reports;
- Conducting investigations;
- Notifying parents;
- Maintaining records;
- Developing action plans; and

- Monitoring implementation of corrective measures and learning needs.

Anonymous reports will be investigated to the extent possible. Formal disciplinary action will not be based solely upon an anonymous report.

III.E. Investigation Procedures

The School Designee shall promptly investigate all reports.

Investigations may include:

- Interviews with the targeted student;
- Interviews with the alleged aggressor;
- Interviews with witnesses;
- Review of written statements;
- Review of emails, texts, social media, photographs, video, or other evidence;
- Consultation with parents and staff members.

The School Designee shall maintain documentation of:

- Dates of interviews;
- Individuals interviewed;
- Evidence reviewed;
- Findings;
- Actions taken.

All investigations will be conducted as confidentially as reasonably possible.

The accused individual shall be provided an opportunity to respond to allegations before disciplinary action is imposed.

III.F. Parent Notification

The School Designee shall notify parents or guardians when their student is involved in an incident of:

- Bullying;
- Cyberbullying;
- Hazing;
- Retaliation;
- Abusive conduct; or
- Suicidal ideation.

When student safety is at-risk, parents will be notified as soon as practicable and no later than the end of the school day.

Notification should include:

- Nature of the concern;
- Safety measures implemented;
- Available support services;
- Appeal procedures.

When a student expresses suicidal ideation, the school shall provide parents with information regarding:

- Suicide prevention resources;
- Limiting access to lethal means;
- Healthy social media practices and online safety.

III.G. Action Plans for Verified Incidents

When allegations are substantiated, the School Designee shall develop an Action Plan.

The Action Plan may include:

For the Targeted Student

- Safety planning;
- Check-ins with trusted adults;
- Counseling supports;
- Academic accommodations;
- Parent communication;
- Restorative opportunities when appropriate and voluntarily agreed upon.

For the Student Who Caused Harm

- Behavioral interventions;
- Accountability measures;
- Progressive discipline;
- Counseling and/or skill-building supports;
- Parent communication;
- Restorative practices

No Action Plan shall require the targeted student to change classes, activities, schedules, or educational opportunities as a condition of receiving protection.

III.H. Restorative and Accountability Practices

SLArts supports restorative and accountability practices that:

- Repair harm;
- Restore relationships;
- Teach responsibility;
- Promote empathy;

- Preserve student access to educational opportunities.

Participation by a targeted student in restorative processes shall be voluntary and require parent notification and consent.

III.I. Consequences

Verified violations may result in:

- Restorative interventions;
- Educational consequences;
- Loss of privileges;
- Removal from extracurricular activities;
- Behavioral contracts;
- Suspension;
- Expulsion;
- Employee discipline up to and including termination;
- Referral to law enforcement when appropriate.

III.J. Appeals

Parents, guardians, students, and employees may appeal findings or procedural concerns within ten (10) school days of receiving notice of the investigation outcome.

Appeals shall be submitted in writing to the Governing Board President.

Appeals may be based on:

- Failure to follow policy procedures;
- New evidence unavailable during the investigation.

Disagreement with findings alone is not grounds for appeal.

III.K. Training and Prevention

SLArts shall provide ongoing training regarding:

- Bullying;
- Cyberbullying;
- Hazing;
- Retaliation;
- Abusive conduct;
- Protected-class harassment;
- Civil rights protections;
- Digital citizenship;
- Online safety;
- Appropriate reporting procedures.

Training shall be provided to:

- Students;
- Parents;
- Employees;
- Coaches;
- Volunteers.

The school shall maintain records documenting training participation.

III.L. Assessment

SLArts shall annually assess:

- The prevalence of bullying, cyberbullying, hazing, retaliation, and harassment;
- Student perceptions of safety;
- Locations where incidents are more likely to occur;
- Areas requiring increased supervision or intervention.

Results may be used to improve prevention efforts and supervision practices.

III.M. Annual Acknowledgment

Each year, students aged eight and older, parents/guardians, and employees shall acknowledge receipt of this policy as required by Utah law.

The policy shall be published on the school website and in student and employee handbooks.

III.N. Employee Grievance

Employees who experience abusive conduct, bullying, harassment, or retaliation may file a written complaint with the School Designee and may pursue additional remedies through applicable employee grievance procedures.

III.O. No Bully Protocol

SLArts will continue to utilize the No Bully Solution Team process, Restorative Justice, Positive Behavior Interventions and Supports (PBIS) and progressive discipline procedures as outlined in the school's Anti-Bullying Protocol. These procedures shall be implemented in a manner consistent with this policy and applicable Utah law.

Computer & Internet Acceptable Use Policy for Students

It is the policy of the Salt Lake Arts Academy Governing Board to permit students to have Internet access. Salt Lake Arts Academy has taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropropriate information. In general, the user's

responsibilities require decent, ethical, polite, efficient, and legal use of the network resources. Teachers will instruct and supervise students on responsible use of Internet resources and proper network etiquette.

Privileges and Discipline:

Student computer, network, and internet use is a privilege. A student can lose this privilege and be subject to other disciplinary action should (s)he choose to violate the conditions of this agreement. If the student's parent/guardian has not signed this agreement, then their student will not have access to school computers, networks, and/or the internet. This agreement must be renewed annually.

Internet services provided by the school are not intended for personal use. SLARTS system administrators will determine appropriate use. Their decision is final. The system administrator may deny user access at any time.

Privacy Expectations:

Students have no expectation of privacy in electronic data or communications (i.e., files, disks, documents, emails, etc.) which have been created in, entered in, stored in, downloaded from, or accessed on SLARTS' computer systems. System administrators monitor, log, and may review any or all files and messages.

Prohibited Uses:

Students Will Not (the listed examples are not all-inclusive)

- Access or distribute inappropriate materials objectionable to use in a public school environment. This includes pornographic, obscene, sexually explicit, or threatening material.
- Use the SLARTS internet system for the purpose of cyberbullying.
- Use one's identity, misrepresent one's identity or use another's identity to illegally access student or school information or send email, chat, or any form of electronic communication.
- Communicate vulgar, defamatory or threatening language, graphics or artwork.
- Download, upload, install or execute software without prior approval from an authorized teacher/advisor.
- Violate copyright or intellectual rights by knowingly downloading or distributing copyrighted material.
- Engage in illegal activities defined as a violation of local, state, and/or federal laws. This includes but is not limited to corrupting, destroying, or manipulating system data.
- Engage in hacking, sniffers, packet capture software, password grabbers, spy-ware, or software that compromises the network in any way.

- Change or manipulate the configuration of computer hardware or software.
- Operate an unauthorized business.
- Lobby for political purposes.
- Execute non-educational gaming.
- Customize computer settings for personal use.
- Erase, expire, or reset memory cache, web page links, or HTTP location history without prior consent.
- Use any interactive real time Internet activity (such as chat rooms) without prior approval.
- Copy system or curriculum programs or files from a computer or the network without permission.
- Send mass emails.

Expectations:

- Use school computer equipment only with permission from and under supervision of lab advisor, or faculty/staff member.
- Respect and follow computer teacher/advisor instructions.
- Use computer hardware, the Internet, and the school network to work on school related assignments only.
- Immediately report equipment failures to staff members.
- Immediately report accidental access to unauthorized sites.
- Use computer property properly, and ask for help when necessary.
- Report unacceptable Internet sites to a staff supervisor.
- Follow basic net-etiquette and be a good network citizen.
- Not engage in cyberbullying activity in any form be it cell-phone, text messages, e-mails, instant messaging, the Internet or social media to threaten, shame or isolate another student. It includes breaking into a student's electronic account and assuming that student's identity in order to damage their reputation.

Concussion and Head Injury Policy

The Salt Lake Arts Academy seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

Physical Education teachers shall review this protocol annually. Any changes or modifications

will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.

Discipline Policy & Procedures

The mission of the Salt Lake Arts Academy is to prepare students to become confident and creative builders of their future, equipped through the arts and academics to take responsibility for shaping their communities.

Teachers will handle most minor discipline issues within the classroom. If minor problems continue after in-class interventions, or if a more major problem occurs, a student will be referred to the office for interventions:

Parents / Students may appeal discipline decisions to the Governing Board if they are in disagreement. To file an appeal, they must contact the Governing Board president in writing within 10 days of the discipline action and request a hearing.

AUTHORITY TO SUSPEND OR EXPEL

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the Student Services Management Team.

DISRUPTION OF SCHOOL OPERATIONS

Students may be suspended, expelled, referred for police investigation, and/or prosecuted for any school-related conduct that creates an unreasonable and substantial
disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane vulgar, harassing or abusive language.

DRUGS/CONTROLLED SUBSTANCES

Any student who possesses, controls, uses, sells, or arranges the sale of real, look-alike, or pretend illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

DUE PROCESS

When a student is suspected of violating the Salt Lake Arts Academy policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet with a designated school official to review the suspension.

SAFE & ORDERLY SCHOOLS

It is the policy of the Salt Lake Arts Academy to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, disciplinary action as determined by the school's Student Services Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well
as the individual's age, disability status, intent, academic status, and prior disciplinary record.

SEARCH AND SEIZURE

School officials have the authority to search a student's personal property while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. Students have no right or expectation of privacy in school lockers. School lockers are the sole property of the Salt Lake Arts Academy. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

SERIOUS VIOLATIONS

Students may be suspended, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations:
1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs;
2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, and vandalism, possession or use of pornographic material on school property;
3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related
clothing or apparel, or soliciting others for membership in a gang.

WEAPONS AND EXPLOSIVES AUTOMATIC ONE-YEAR EXPULSION
Any student who in a school building, in a school vehicle, on school property, or in conjunction with any school activity, possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from the school, programs,
and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms weapon, explosive, and noxious or flammable material, include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

Dress Code

Clothing must not bear images of illegal substances or profanity. Please no clothing that disrupts the educational process, threatens the learning environment, or endangers the health or safety of students or any other person.

Equal Educational and Employment Opportunity

It is the policy of the Salt Lake Arts Academy to provide equal educational and employment opportunity for all individuals. Therefore, the Salt Lake Arts Academy prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of the Salt Lake Arts Academy educational programs, as well as all school-sponsored activities.

Electronic Devices

PLEASE REVIEW WITH YOUR STUDENT(S)! In accordance with **S.B. 178**,
Cell phones, smartwatches, airpods / wireless headphones and other communication devices have become increasingly distracting in our classrooms and are disruptive to learning and social / emotional growth. Our faculty and staff are united in our commitment to make our school a phone-free zone during the school day. **ALL cell phones, wireless headphones, and smartwatches brought to school must be turned off and locked in a locker.** *Students may not have them on their person during the school day.* This policy is school-wide. If a teacher or staff

member sees a phone out during the school day, it will be taken and placed in the Principal's office, and a parent will need to come into school to pick up the phone. We recognize that many kids have phones with them as a safety measure while traveling to and from school. We ask for your support as our partners in education to make sure those phones are turned off, locked up and not turned on again until the end of the school day.

Parents, we desperately need your support to make this policy work! If you need to get a message to your student during the school day, *please call the office* at 801-531-117 – we can always deliver a message to your student in class. If your student needs to contact you during the day, they may make a call in the office.

If your family's phone plan has the "school mode" option (where phones can be disabled for certain periods of time) we encourage you to ALSO use this tool. Please know that if a student has an IEP or 504 plan that specifically calls for the use of a cell phone during school hours, those accommodations will be honored, but that will be the only exception. To reiterate – if students have cell phones, wireless headphones, or smartwatches out during the school day, they will be taken by staff and faculty to the Principal's or Academic Engagement Director's office where they will remain until a parent picks them up.

Fees / Fee Waivers

As mandated by the Utah State Constitution and the Utah State Board of Education, Salt Lake Arts Academy is prohibited from charging fees to elementary school students. As such, SLArts Academy has created an official fee policy and a fee waiver guideline.

A fee is defined as any charge, deposit, rental, or other mandatory payment in the form of money or goods. Any and all charges related to the National School Lunch Program, such as food or milk, are not considered fees. As required by law, all fees will be set, approved, and published annually by the Board of Trustees, as well as a fee waiver policy. The fee schedule will be posted and distributed to all parents or guardians.

No fee may be charged to students in grade K-5 regardless of whether 5th grade students are considered to be part of the middle school for any activity comprising the regular school day. For example, no fees may be charged for the following items or activities: textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, or snacks (except those associated with the National School Lunch Program). This list is not all inclusive. All students shall be allowed to enroll and fully participate in any class offered at the school, having the opportunity to acquire all skills and knowledge required for full credit and highest grades. Students may do this without paying a fee or participating in a fund raising activity, except in the

case of special optional projects. Salt Lake Arts Academy will supply all student supplies for 5th and 6th grade students. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student due to careless or irresponsible behavior.

Utah state law permits the charging of fees for grades 6 -12. Therefore, 6th, if part of a middle school, 7th and 8th grade middle school students may be assessed fees for general school supplies, class materials, rental fees, activities, and programs. Items may include, but not be limited to, textbooks, labs, calculators, musical instruments, lockers, towels, clubs, travel, and other materials and supplies needed for specific courses. Refundable deposits may be charged to ensure the return or replacement of loaned tangible items. However, except for common household items and common articles of clothing, no student shall be required to pay a fee or provide any material, money, or any object of value unless the requirement has been approved by the Board of Trustees and included in the school fee schedule.

For school activities outside of the regular school day, fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, so long as participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day. Items which have a cost associated with them include purchases such as school pictures, yearbooks, or other similar items. Costs associated with these items are not considered to be fees and will not be waived.

No fee may be charged or assessed in connection with any class or school sponsored or supported activity, including extracurricular activities, unless the fee is in accordance with this policy and has been set and approved by the Board of Trustees. This approval applies to the following: Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups.

The school administration and Board of Trustees shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.

As permissible by law, Salt Lake Arts Academy may make donation requests to supplement the school’s limited funds. All donation requests are strictly voluntary, and must be worded as such. Students may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax-deductible.

No present or former student with unpaid fees or fines may be denied receipt of transcripts or have their student files withheld from a subsequent school to be attended. A reasonable charge may be issued to cover the cost of duplicating or mailing, except for when duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Salt Lake Arts Academy shall provide, as part of this fee policy, adequate waivers or other provisions to ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee. If a student is eligible for fee waivers, all fees must be waived, including textbooks.
Fees must be waived for the following students:
• Students eligible for free school lunch
• Students who are in state custody or foster care
• Students whose families are receiving public assistance through the Family Employment Program (FEP) from the Utah Department of Workforce Services
• Students who are receiving Supplemental Security Income (SSI)
• Students whose families are financially unable to pay because of exceptional financial burdens beyond the family's control; these determinations are made on a case-by-case basis by school administration.
The Salt Lake Arts Academy may request documentation from parents to verify fee waiver eligibility. The fee waiver application process must be handled fairly, objectively, confidentially, and without discrimination. Only school staff with a need and right to know shall be aware of student fee waiver status. The policy shall be administered and waivers shall be granted only by school administration.

At the discretion of school administration, partial fee waivers or other provisions in lieu of fee waivers may be made available for students unable to pay their entire fees. Students may perform a work assignment or public service as payment-in-kind in lieu of a fee. The work must be a fair exchange of time for the value of the fees waived, appropriate to the age, maturity, and ability of the student, and not demeaning or discriminatory. Students are not obligated to perform work in lieu of fees, and parents must be given the opportunity to review the proposed alternatives to fee waivers, as well as given an available appeals process. If the parent/guardian appeals a denial of fee waivers, no fees will be required to be paid until the appeal is decided. Regardless of fee waivers or provisions in lieu of fee waiver, the school may assess charges to students who damage, destroy, or otherwise lose school property. The school may pursue reasonable methods in order to obtain payment for such charges; however, students may not be excluded from school, and transcripts may not be withheld as a means of obtaining payment of those charges.

Annually, by October 31, the School Fee Certification of Compliance Form will be submitted to the USOE law office. Attached to the compliance form will be the current board-approved school fee policy, fee-waiver policy, and current board-approved fee schedule.

If a student drops from a class or withdraws within the first 10 days of when s/he started, fees will be refunded except for a $25 administrative fee. After ten days from the first day of classes, student fees will not be reimbursed.

Grades / Assessment / Standards

Students are assessed weekly on three standards: Proficiency; PEPR (Preparation, Effort, Participation, Risk-Taking); and CAB (Cooperation, Attitude, Behavior). In place of letter grades, students are evaluated on a 4 point rubric. All three standards are of equal weight. As a public school, we are required to administer all state standardized tests to each of our students. Parents may follow the State Office of Education procedure if they wish their student to "opt out" of testing.

Harassment

To provide a positive environment based on mutual respect of each and every person, certain guidelines for appropriate behavior need to be recognized by each student. SLArts' community recognizes individual differences in culture, race, ethnic origin, religion, gender, and lifestyle preferences. Inappropriate behavior, either verbal or physical, disregards the feelings of others, is demeaning and will not be tolerated. This includes unwelcome physical advances, unwarranted verbal remarks, and derogatory or discriminatory statements.

SEXUAL HARASSMENT

Sexual harassment is illegal* and is defined, in part, as unwelcome and unwanted sexual advances of a physical or verbal nature. Sexual harassment may include but is not limited to:

- Coerced sexual relations (rape)
- Uninvited pressure for sexual activity–real or implied
- Obscene, insensitive, stereotypical, or suggestive remarks or actions, including jokes, insults, or verbal remarks of a sensitive nature; this would encompass sexual comments about a person's clothing, body, or behavior
- Uninvited touching in any form
- Display of explicit, offensive, or demeaning materials

RACIAL/ETHNIC HARASSMENT

Racial/ethnic harassment is any abuse–written, physical, or verbal (including "humor")–of an individual or group on the basis of race or ethnic heritage. Harassment may include but is not limited to:

- Demeaning graffiti
- Epithets based on race or ethnicity
- Racially/ethnically stereotyped remarks or "humor"
- Insensitive or cruel comments or actions in or out of class

PERSONAL HARASSMENT

Personal harassment is the physical or verbal abuse of any member of the school community because of a legally protected characteristic. Harassment may include easily identified acts of verbal or physical abuse, or it may take on more subtle, but equally damaging, rumor mongering, stereotyping, or abusive teasing or shunning.

CONSEQUENCES OF HARASSMENT:

Members of the administration will swiftly investigate and respond to reports of student harassment. If it is determined that harassment has occurred, the administration will meet with the student's parents to determine appropriate consequences and to develop a plan to extinguish the pattern of harassment.

*Title VII of the Civil Rights Act of 1964 defined sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Much of the law is job related, but a recent Supreme Court ruling specified that sexual harassment is unlawful even when the alleged conduct causes an individual no economic harm or loss of job benefits.

Health Information

Illness–If your child is ill, please take the time to notify the school.

- Before sending your child to school, please be sure that he/she is well enough to be in school.
- Please do not assume your child will get better at school.
- We have no provisions to care for sick children.
- Our teachers are entitled to a duty-free lunch and cannot attend to children whose parents have requested they be kept inside.

Becoming ill at school–If a student becomes ill at school, every effort will be made to contact the parents who should be available to come check the student out at the office and take him/her home. Please notify the office of any updated emergency numbers. An ill student may not walk home alone. We request that you, or someone you designate, pick up your child.

Chronic or serious conditions such as diabetes, epilepsy, asthma, etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration card. This information is important for the safety of your child.

Medications–Teachers are not allowed to administer any medication, including aspirin.

Medication can be administered from the school office under the following conditions:

1. Students who need to take any kind of medication must have written authorization from a parent/guardian AND the student's physician. (These forms are available in the office.)
2. Prescription medication should be brought to the school office in its original pharmacy container. The pharmacist will put medications in two bottles upon request.
3. It is the parents' responsibility to keep medication in adequate supply.
4. For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
5. If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
6. Students with EpiPens or rescue asthma medications are allowed to keep them with them, easily accessible. Their forms should indicate that the doctor/practitioner and the parents request that this type of medication be kept with the child.

Just So You Know

Books & Materials– Students are responsible for books and instructional materials taken home from school. When students damage or lose books or other school property, parents will be expected to pay to have the item replaced.

Concerns–The majority of problems arising in a school can be solved through consultation between the student, teacher, parents, and/or principal. Concerns should be brought to the attention of school personnel beginning with your child's teacher. Teachers are available between 8:00 and 8:25 a.m. and from 3:30 – 4:00 p.m. Parents may also call and request a conference.

Curriculum–SLArts follows the Utah State Core Curriculum.

Insurance–All students are eligible for accident insurance. Free health insurance is available to all students under the age of 18 through CHIP. If you desire coverage for the school year, information is provided through the office.

Language–Students are expected to use appropriate language while at school. Profanity and the use of obscene gestures are not appropriate whether directed toward the staff or other students. Students who fail to observe these rules will be subject to disciplinary action.

Respect for Property–Students are responsible for the proper care of all equipment, supplies and furniture supplied by the school and are expected to show respect for school and community property and for the personal property of others. Students who deface, damage or destroy school property will be expected to pay for repairs or replacement costs for the items.

Right to request information – Parents have the right to request and receive information

regarding the qualifications of their children's teachers. This information is available through the administrative office.

Skateboards– Students must park their skateboards in the designated holding areas once they arrive at school. No skateboarding is permitted on the grounds.

Snowballing–Salt Lake City ordinance forbids the throwing of any object on or across the streets or sidewalks. The throwing of snowballs before, during and after school is forbidden.

Special Accommodations–In compliance with the law, Americans with Disabilities Act, individuals needing special but reasonable physical or language accommodations, such as interpreters–including sign language–or other methods of communications, during a meeting should notify the school secretary at least three working days prior to the meeting.

Supervision–Students will be supervised throughout the day. When traveling via TRAX, automobile, or on foot, students will be accompanied by adult supervisors.

Telephone–children should use the telephone only in cases of emergency. To reduce confusion and interruptions, please make arrangements for unusual situations. Students are not to use the phone for social reasons. Teachers or students may not be called to the telephone during instructional time unless for an emergency.

Visitors–Parents, you are welcome anytime. However, it is expected that any person entering a school will check in at the office and receive a visitor pass or a badge. If you desire more than to just visit, such as a conference with your child's teacher or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect the teacher's time prior to school each day as teachers are preparing for students' arrival. All other **individuals**– brothers, sisters, relatives or ex-students–are not to visit in the classrooms.

Walking to School–Students may be held responsible for any disorderly conduct on their part going to and from school if that conduct affects the school climate, classroom instruction, or student and staff welfare and safety. Students are to show respect for school and community property. Students may be held responsible for property which they damage or deface.

Lunch / Food Sold on School Grounds

(R277-719)

Students are required to bring their own lunch. Beverages and some snack foods will be available for purchase. Students will not be allowed to leave campus to buy lunch.

The Salt Lake Arts Academy does not participate in the National or State Lunch program.

Parent Involvement

We believe parental involvement is essential to the purpose and effectiveness of the Academy. Not only will the school look for opportunities to support families but also there is a strong expectation that parents will contribute in various ways to the support of the Academy and the education of their children. The education of adolescents must be a team endeavor and every attempt will be made to make this a collaborative effort.

Parent Rights and Responsibilities

COMPULSORY EDUCATION REQUIREMENTS

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor in a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to
work with the school in promoting regular attendance of all students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights are:

1) Parents have the right to inspect and review all of their student's education records maintained by the school within 45 days of a request for access.

2) Parents have the right to request that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write to the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

3) Generally, the school must have written permission from the parent before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to some parties. Such exceptions include, but are not limited to: school officials with legitimate educational interests; other schools that have requested the records and in which the student seeks or intends to enroll or where student is
already attending; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

A school official is a person employed by the District as an administrator, supervisor, instructor,

or
support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a
legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

STUDENT DIRECTORY INFORMATION

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations**.**

If you, as a parent, do not want the Salt Lake Arts Academy to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

Informal inquiries may be sent to FPCO via the following email address: FERPA @ ED.Gov

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas:

[a] Political affiliations or beliefs of the student or student's parent;
[b] Mental or psychological problems of the student or student's family;
[c] Sexual behavior, orientation or attitudes;
[d] Illegal, anti-social, self-incriminating, or demeaning behavior;
[e] Critical appraisals of others with whom respondents have close family relationships;
[f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
[g] Religious practices, affiliations, or beliefs of the student or parents; or

[h] Income, other than as required by law to determine program eligibility.
Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.
Inspect, upon request and before administration or use of:
[a] Protected information surveys designed to be administered to students; and
[b] Instructional material used as part of the educational curriculum.
The Salt Lake Arts Academy will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.
Parents who believe their rights have been violated may contact the school's administration or file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887
Informal inquiries may be sent to FPCO via the following email address: PPRA@ED.Gov.

RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS
In compliance with existing federal and state law regarding religion and religious expression in public schools, the Arts Academy may neither advance nor inhibit religion. It is the school's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools official neutrality regarding sectarian religious issues according
to the constitutional principle of separation between church and state.
Note: *Removed Teacher Qualifications [required for schools that receive Title I Federal funding]. This*
notification is coordinated through the Title I Department.

Parent and Family Engagement Policy

The Salt Lake Arts Academy regards parental involvement vital to the academic success of students. Parents are the initial teachers of their children and serve as partners with the school in helping their children achieve academic success. The Salt Lake Arts Academy will involve parents in the development of its school plan. ·

The Arts Academy will invite 2 or more parents to participate in the development of the school plan. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to parent representatives two weeks prior to the meeting for review. ·

Participating parents will review information, attend scheduled meetings and give input into the development of the school plan. The Salt Lake Arts Academy Board will give final approval of the school plan.

The Salt Lake Arts Academy will involve parents in the process of school review and improvement. ·

- The Salt Lake Arts Academy will promote quality parental involvement activities. ·
- Twice during the year, school leadership will include parental involvement discussions in meetings across departments to maximize coordination and effective use of resources.
- Provide annual training to school staff and teachers on effective parent involvement strategies.

The Salt Lake Arts Academy will build the school and parent capacity for strong parental involvement. ·

- Schedule an annual parent involvement seminar to build effective parental involvement strategies.

The Salt Lake Arts Academy will coordinate parental involvement strategies with other programs.

- Representatives from other programs (i.e. Special Education) will be encouraged to serve on the Academic Excellence Committee
- The Salt Lake Arts Academy will conduct an annual parental involvement evaluation.
- In the spring, parents will be encouraged to complete a parent involvement survey that will elicit feedback on current activities and request input for future efforts. ·
- At the beginning of the new school year, the school will provide a summary of the parental involvement survey with its plans to address identified needs and recommendations.
- Create an annual report to the Board of successful parent involvement activities. ·
- The Principal will annually report to the Board how Title I funds were used to support effective parent involvement strategies.

Salt Lake Arts Academy's Learning Compact

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve, therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well-rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend at least two conferences and communicate regularly with my child's teacher(s) to ensure their academic success.
- Support the school and staff in maintaining proper discipline.
- Read with my child and let them see me read regularly.
- Encourage positive attitudes toward learning.
- Review information and work sent home and respond as necessary.
- Learn how to use the SLARTS Google account set up for my family.

Students Hope Their Parents Will:

- Check email from school.
- Follow up with students and teachers.
- Ensure students are well rested and fed.
- Have a transportation plan,.Be interested and engaged in the student's learning journey.
- Join Parent Training events to learn about their student's journey and how to support them.

TEACHER RESPONSIBILITIES

It is important that my students achieve, therefore I will:

- Hold expectations high for all students, believing that all students can learn
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families.
- Teach my students to effectively use the SLARTS Google group for my classroom.

Students Hope Their Teachers Will:

- Be kind.
- Show mutual respect.
- Provide a safe environment for all kids.
- Practice equity.
- Demonstrate understanding and flexibility.
- Be open to questions and various needs.

PRINCIPAL RESPONSIBILITIES

I support this compact therefore I will:

- Provide an equitable learning environment for all children.

- Ensure staff provides parents with information about the total school.
- Ensure our staff provides avenues for positive and meaningful parent involvement.
- Schedule bi-annual parent-teacher conferences for parents of children to attend.
- Provide reasonable parent access to staff members.
- Provide a variety of opportunities for parents to volunteer.
- Communicate regularly with parents, teachers, and students.
- Hire and retain highly qualified, compassionate educators.
- Prioritize Arts integration into students' daily learning.
- Ensure anti-racist, equity-centered curricula for all learners.

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Commit to growing my brain to the best of my ability.
- I will accomplish this by attending school regularly and being on time.
- I will be kind, inclusive, and flexible.
- I understand that I am in charge of my learning and my SLArts community (classmates, teachers/staff, parents) is there to support me.
- I will learn by actively participating in class, completing assignments, and communicating with my teachers.
- I understand and will do my best to demonstrate RIISE values.
- I agree to work cooperatively with classmates, teachers, and staff.
- I commit to being an active participant in my daily development as a learner and young person.
- I am accepted and appreciated for who I am, and I respect my school building and everyone inside it.
- I will take responsibility for myself and believe that my words matter.
- I choose to be a SLArts kid.

Religious Holiday Policy

We at the Salt Lake Arts Academy believe in supporting students, faculty, and staff in their respective religious beliefs. We recognize that many may observe Holy Days and have religious obligations that may require cessation of work or absence from school.

The school recognizes that absences for religious observances and celebrations are not like absences due to family vacations or professional obligations and we do not want students or faculty to face the possible dilemma of observing their holiday and taking a lower grade /penalty or not observing the holiday at all.

The homework/curriculum expectations in all classes are as follows:

1. We believe that a student who is absent from school due to a religious holiday should not

be penalized for that absence.

2. Students or parents have the responsibility to give timely prior notification to teachers and office staff. This can be done personally, through a written note, or through email.
3. In planning curriculum, teachers are asked to make sure that information presented during religious holidays can be easily obtained by the student upon his or her return. Because during many religious holidays students will not have time to do work, alternate deadlines will be set for those students. Teachers must allow students to make up tests without penalty.

Standards For Excellence

Students are expected to strive for excellence in all aspects of their learning. These standards define the expectations that they are held to and by which they are evaluated.

Meaningful Understanding of Core Concepts

- demonstrate an enduring level of understanding by your ability to explain, interpret, apply, empathize, show perspective and self-knowledge..

Skill Progression and Refinement

- draw from previous knowledge
- build upon what you have learned
- maintain an open mind for improvement

Preparation/Effort/Participation/Risk-taking

- focus on class activities and assignments
- demonstrate willingness to try new things
- show positive and appropriate involvement
- generate ideas and add to the creative process
- arrive on time to class,
- be prepared to learn with required notebook, instruments, clothes and / or supplies

Cooperation/Attitude/Behavior

- listen and follow instructions
- be sensitive to others' feelings and knowledge
- demonstrate willingness to work toward group goals
- be respectful of classroom rules