



Nursery School - 9th grade

Student and Parent Handbook 2019-2020

*A handbook for Arches Academy Students and Parents
of the school's policies, procedures, and guidelines.*

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Welcome

Welcome to Arches Academy! We are so happy that you are a student at Arches and a part of this great community. Students at Arches Academy come from Utah as well as many different parts of the world, and we welcome your talents, perspective, culture, and voice that will contribute to our unique educational environment.

Arches Academy is an independent, liberal arts private school, managed by qualified, exemplary teachers. Founded in June 2012 by Meridian educators, these teachers are dedicated to offering a student centered PK-9 program in a secure and nurturing environment where students' talents, interests, needs, and capabilities help shape the personalized, unique curriculum.

Please read the following information to become familiar with the school's standards, policies, and aspirations that are the defining features of Arches Academy.

Our Philosophy

- All students are capable of learning and are equipped with innate talents and multiple intelligences. Recognizing, training, and enhancing these talents empower students to achieve their highest potential in core academic subjects and beyond.
- There are essential elements that contribute to the education of a child: namely, attitude and ability of the student; support of home and community; and a nurturing, yet challenging educational environment.
- A school should nurture a climate in which the worth of each individual is continually affirmed, and in which students can have meaningful experiences in a stimulating environment where they feel safe, inspired, challenged, and creative.
- An educational program must be comprehensive, develop critical thinking skills, foster curiosity and a balanced intellectual appetite, encourage practices for a healthy body and mind, and teach how to cope with a changing and global society. As part of that comprehensive program, special efforts must be made to ensure that students demonstrate competencies in the critical areas of listening, speaking, reading, writing, mathematical foundations, and computational thinking. Students should also have an understanding and appreciation for the impact that arts, science, and technology have on each person's life and the world.
- The instructional programs and teaching strategies should be flexible in order to provide for individual exploration and self-expression, be validated by research, and stay abreast of an ever-changing society. We champion the efforts and expertise of our professional staff as they strive to promote excellence.
- A proper education should prepare students to be contributing citizens in our world community in which individuals are constantly engaged in collaboration, problem-solving, and experiential learning. Educated and prepared students demonstrate a commitment to being positive, involved global citizens who recognize their responsibilities, as well as their opportunities, as a part of the broader community.

Diversity Statement

Arches Academy respects the diversity in our students, faculty, and administration, including differences in culture, race, ethnicity, national origin, religion, age, gender, learning and physical abilities and socioeconomic status. Arches Academy does not discriminate against any legally protected class.

Honor Code

Arches Academy fosters an environment where care and respect for one another is our foundation. Students, faculty and administration contribute to an atmosphere that is inspiring, inclusive, nurturing and safe for everyone.

The Honor Code expects students to conduct themselves with honor, integrity and respect for others. Arches students do not lie, cheat, steal, or inflict physical, mental or emotional harm to others or their property. Students pledge to follow all school rules as outlined in the Code of Conduct. At the same time, students are not to tolerate the actions of others who do not uphold the Code of Conduct, and should report such activity to the faculty or administration. It is of utmost importance to the administration and faculty that students thrive in a secure environment where learning, and a love for learning, flourish, while enabling students to develop their potential and a better global understanding of the world in which they live.

Academic Standards

The vision of Arches Academy is to be the standard of excellence for PK-9 educational institutions in the U.S. and abroad in terms of student achievement and best-in-the-world educational practices.

Arches faculty is dedicated to providing students with a learning environment that is engaging, relevant, flexible, challenging, and significant in promoting globally responsible, productive citizens. A liberal arts education, rich in best practices, technology, methodology and measurement, focused on developing the multiple intelligences of its students, is the foundation for the curricular framework. The Arches curriculum is based on the Core Knowledge curriculum, Singapore Math curriculum, and Utah Standards from which teachers will extend and enrich core subjects, concepts, and learning experiences to deepen student understanding and develop higher level thinking skills.

- Individualized Instruction: We value each student as a whole individual, focusing not only on their mental needs and capabilities, but also their emotional and social well-being and development. We consider and integrate students' talents, interests, needs, and cultural background as we craft our unique curriculum.
- Global Awareness: Our students learn in an environment rich in inter-cultural exchange. International students bring ideas and perspectives that bridge educational and cultural boundaries. Students learn foreign languages and about the countries and cultures where those languages are spoken. It is a culture that inspires children and young adults to contribute in a global society.
- Interactive Learning. We empower students by providing hands on activities and real life learning, both in and out of the classroom. Students have many opportunities to apply the knowledge and skills they acquire to real life situations.

*Grades K-3rd Grading Scale**

4	Excelling above the standard
3	Achieving the targeted standard
2	Making progress toward the standard
1	Improvement Needed to be on grade level
N/A	Not assessed in the standard as of this quarter

*Most students will receive a “3” indicating they are achieving the targeted standard.
A “4” will only be given when a student particularly excels at the standard.

Grades 4th-9th Grading Scale

The following scale will be used for determining grades:

Letter Grade	Numerical Value	Percentage
A	4.0	94% - 100%
A-	3.7	90% - 93%
B+	3.4	87% - 89%

B	3.0	84% - 86%
B-	2.7	80% - 83%
C+	2.4	77% - 79%
C	2.0	74% - 76%
C-	1.7	70% - 73%
D+	1.4	67% - 69%
D	1.0	64% - 66%
D-	0.7	60% - 63%
F	0	59% -

Arches Academy Academic Honors

Honor Roll is recognition for students with a GPA of 3.4 and higher and with no grade C+ or below and no incompletes in any course taken during the semester.

High Honor Roll is a distinction for students with a GPA of 3.7 and higher and with no grade C+ or below and no incompletes in any course taken during the semester.

For a student who makes Honor Roll both semesters in an academic year, the student is recognized as an **Arches Academy Scholar**. When a student achieves High Honor Roll both semesters of the school year, the student is awarded **Arches Academy Scholar with Distinction**. These honors will appear on the student's transcript.

Academic Probation

A student in Middle School (Grades 6-9) is placed on academic probation at the end of the grading period for one or more of the following reasons:

1. A grade of C- in half or more (3) of their classes
 2. A grade of D+ or lower in any Core Subject class (English, Math, Science, History)
 3. A GPA of 1.75 or lower
 4. Missed Assignments—Number to be determined by teachers and administration
- Students placed on probation will not be allowed to participate in mini-courses, fieldtrips, class parties, school sports, and/or other extra-curricular activities until he or she is removed from academic probation. Students on probation will still attend school on fieldtrip or special event days to use the opportunity to complete missing assignments and work on improving their grades.
 - Students will be required to attend Morning or Afternoon Enrichment (extra fee) until their grade is satisfactory. This will allow them to receive the extra support and time needed to remedy their academic status. Students assigned to Enrichment are expected to attend until they are notified by the administration that they have been taken off probation. Private tutors may also be required in certain cases. We are eager for our students to succeed and strive to support them in their efforts.

Students who are on academic probation two or more times during a school year will be in jeopardy of losing their enrollment at the school. However, each student's situation will be considered individually; effort, attitude, overall academic performance, and behavior will all play a part in the contract decision.

Please note that for all Core Subject classes, a student must receive a grade of C or higher in order to pass and move on to the next level.

Parent-Teacher Conferences

During each of the two semesters, parents have the opportunity to meet with teachers one-on-one during Parent-Teacher Conferences. Core teachers will have set times for appointments on a particular day or after school. Elective teachers may block out a period of time when they will be available. Conferences are usually held in the classrooms. Additional Parent Teacher conferences may be requested at any time by the parent or the teacher.

Religion

Arches Academy is a secular school which means that we do not preach or encourage one religion over another. We do teach facts about various religions from around the world as part of our Social Studies curriculum, which may spark religious discussions. To prepare and guide students for these types of discussions, teachers make sure they understand the following:

- We learn facts about various religions so we can adopt a global perspective.
- Comments about truthfulness of one religion over another or degrading comments about why/how a person believes or does not believe are not acceptable.
- If a student disagrees with how another believes, the student can basically ‘agree to disagree’; it’s ok that we believe different things and we can still get along.
- A student should not force their beliefs on another, ie; insist that they are right and the other student is wrong.

When teachers choose to celebrate a Christian based holiday (Christmas, Easter) in their classroom, they will inform parents what will be talked about and what activities will be done so a parent can choose to opt their student out if they choose to. Class celebrations will be focused on the cultural and secular aspects of the holidays (i.e., children may make a Christmas ornament, but not talk about the religious aspect of the holiday.)

School Musical Concerts: The music performed at concerts is chosen carefully by the music director based solely on it's musical merits and the higher level of musical skills that the best music demands of our students. Some of the best world choral music is inherently religious in nature, and is not chosen to teach any particular religious concept but rather to develop and show particular musical skills. The music director will inform parents as to what songs the students will be singing, so a parent can opt their student out if they wish to.

Attendance Policy

Students may arrive at 8:15, when our doors open for the regular school day. (Morning Enrichment is from 7:30-8:15 for an additional fee.) *The first bell of the school day rings at 8:25 am. Students should be at the school, ready to begin classes at this time.* Classes begin promptly at 8:30 am. All students are expected to be on time to each class. A student's success in any subject is dependent upon regular attendance and participation in class. Excessive absences and tardiness negatively affect a student's ability to do well in school.

Tardiness

School begins at 8:30 am.

Students should be at school no later than 8:25 am to be on time for class.

Please plan to arrive by 8:20, so there is slush time for going to their locker and walking to class. All students who arrive after 8:30 am must check in at the Front Office and pick up a tardy slip to take to their homeroom or first period teacher.

A class tardy is issued to any student arriving up to 5 minutes late to his/her class. Any student arriving later than 5 minutes to class without an approved note from a parent or administrator is considered to have an unexcused absence.

Arches Academy teachers manage their classes in such a way that meaningful instruction occurs “from bell to bell.” It is unfair to distract a teacher's attention away from the majority of students who are at school, on time, and ready to learn by requiring the teacher to re-teach or re-administer activities to students who arrive late. Therefore, parents need to know that their child's learning and academic progress may suffer due to missed work and tardiness.

- Teachers and Arches admin will employ various rewards for students who arrive on time.
- Teachers will not shame or draw negative attention to students who arrive late, in that these students are dependent upon adults to bring them to school on time.
- Teachers will issue verbal and/or written warnings and request conferences with parents who habitually bring their children to school late.
- If the behavior persists, parents of habitually tardy children will be asked to meet with Arches' administration to discuss the student's place at the school since habitual tardies impede our ability to teach and have each child succeed.
- School work and tests missed due to tardies will need to be made up. The teacher will not be held responsible for re-teaching content missed, and the student will be responsible for all make-up work. This may require them to attend Morning or Afternoon Enrichment (extra fee).
- Chronic tardiness is disruptive to the classroom environment and may result in disciplinary action.

Absences

Absences should be avoided as much as possible. Regular attendance is necessary for a student's success in school. **A student will be given an unexcused absence if there is no contact from his/her parent/guardian within 24 hours.**

Policies and Parent Responsibilities:

- For *any* absences, the teacher will not be held responsible for re-teaching content missed, and the student will be responsible for all make-up work. This may require them to attend Morning or Afternoon Enrichment (extra fee).
- Absences due to illness, funerals, and other emergencies deemed allowable by the administration must be excused by email: attendance@archesacademy.com. Email must be received by 9:00 am of the current school day, or the absence will be considered unexcused.
- In addition, if medical absences continue for more than 5 days, a written notice on official medical practitioner letterhead must be submitted within 1 day of returning to school.
- Travel and vacations during the semester should be planned during school holidays as much as possible. If families *must* travel while school is in session, parents should contact teachers well ahead of time (2 week minimum notice) to obtain school work that will be missed. Missed work must be turned in within the number of days missed (if you miss 2 days, you have 2 days to turn in the work, etc.) or by the end of the quarter, whichever comes first.
- Doctor, dentist, orthodontic, and other appointments should be scheduled before or after school hours.
- Students who are absent from school due to illness are not eligible to participate in special school activities that are held on the same day (mini courses, fieldtrips, etc.). This is to prevent a student from being sick for their academic periods but then being well enough for special activities.
- If a student is absent 10 consecutive school days without prior written approval, he/she may be in danger of forfeiting their space at Arches Academy.
- Students who are absent for 25% or more of the total class hours within a quarter will automatically fail the class, unless absences meet qualifying excused absence guidelines. These students will also be in danger of not graduating to the next grade.
- Students with excused absences are personally responsible for making up and turning in all missed school work. Missed work must be turned in within the number of days missed (if you miss 2 days, you have 2 days to turn in the work, etc.) or by the end of the quarter, whichever comes first.
- Students with unexcused absences will not be able to make up missed work.

School's and Teacher's Responsibility

- Arches Teachers will employ various positive rewards and recognition for students who have good attendance.
- School will notify parents of excessive absences and tardies. Attendance record on the online student information system can also be checked by the parent at any time.
- Teachers will provide a disclosure document stating expectations of each student in their class (i.e. grading, attendance, participation, etc.)
- Participation points may be deducted from the student's grade for tardies and absences. The student's overall grade can be affected, as outlined above and in the teachers' policies.

Student's Responsibility with Homework and Tests

All students are responsible to obtain missed assignments or make-up work from their teacher due to tardiness and absence. Students must make up the work, unless unexcused, within the time frame noted above. If a student is absent on a test day, the teacher is not obligated to allow the student to make up the test. Prior arrangements with the teacher should be made for planned absences.

Health and Safety

Parent Responsibility

It is the responsibility of the parent/guardian to provide Arches Academy with all necessary forms/paperwork required to be able to properly assist a student in the case of accident, illness, or injury. Each year, the specific forms in our enrollment packet are needed from parents to maintain current records on each student. Arches Academy will make every effort to collect all forms, but the responsibility to ensure accurate records are on file for their students is on the parent/guardian.

Illness and Injuries

Your child's health is important to Arches Academy. A healthy child is more ready and able to learn than an unhealthy one. During school hours, students who are injured or ill will be directed to appropriate school staff for treatment. The staff will provide basic first-aid as appropriate and/or medication if needed, as allowed on Enrollment Packet. If the injury is serious and warrants further care, the student's emergency contact will be notified immediately by phone. Arches Academy will take all necessary steps to ensure the care of the student. It is the responsibility of the parent to be certain that all emergency contact information and specific requests are up-to-date in the Student Information System (Alma).

Conditions that warrant exclusion from school

- Fever with temperature over 101 degrees F (any method)
- Vomiting - 2 times or more in previous 24 hours
- Diarrhea
- Abdominal pain - lasting 2 continuous hours or intermittent associated with fever
- Mouth sores with drooling child cannot control
- Rash with fever or behavioral changes

Parents will be asked to pick up their child within 30 minutes or to designate another adult to pick up the child within this time frame.

Children must be free of symptoms for 24 hours before returning to school. *For example, a child's fever is gone by 4 p.m. on Day 1. The child must stay home the next day (Day 2) and be free of fever through 4 p.m. on Day 2. The child may return to school the morning of Day 3 if the fever has not returned.

**Note: The American Academy of Pediatrics says children do not need to be excluded from school for common colds, runny noses (regardless of color or consistency of nasal discharge), coughs, yellow, green, white, or watery eye discharge without fever, even if the whites of the eyes are red (pinkeye), or rash without fever and without behavioral changes.*

Medication

Arches Academy must be informed of any prescription medication that a student is required to take at school. If a student needs to take non-prescription medication (i.e. Tylenol) during the school day, permission must be granted by a parent/guardian on the school Medical Information Form. The school nurse will administer non-prescription medications as permitted.

Emergency Procedures

Arches Academy emergency evacuation and response plan is detailed below:

1. For any building evacuation all students and employees meet on the grassy area north of the school building.
2. If evacuation of the premises is needed for safety or due to inclement weather, Orem High School has agreed to allow us to be sheltered in their facility until students can be picked up. If this is the case, parents will be notified by a) a phone call, b) a note on the front of the school door, or c) a note attached to the light post in the school parking lot if neither of the other two options are available.
3. Alma has an emergency notification system that will be used to contact you in emergency situations. Please be sure your phone number is current on Alma.
4. Each teacher will have a copy of the Emergency Contacts in their emergency backpack. Students will be released ONLY to an adult listed on this sheet. Any other adult showing up may stay WITH the student, but they will NOT be permitted to leave with them.

Emergency Drills

Fire drills are conducted four times a year. Lock Down and Earthquake drills are conducted a few times each school year.

1. Fire: When the alarm is sounded, all teachers and students evacuate the building, following the documented evacuation routes, and meet in class lines on the north side of the playground field. Head of School, admin, and each class teacher account for all students. Students stand without talking in order to hear any announcements. Once the “All Clear” announcement is made, students return to their classrooms.
2. Lock Down: (Intruder) When the announcement is given, students hide and take cover in their classroom out of site of any windows or doors. Teachers lock the classroom door, cover the door window, turn off lights, and draw the blinds. Teachers use cell phones to communicate with admin or each other. Students outside do not enter the building; teacher guides them to nearest safe building. Any fire alarm sounding during this time is ignored, as the school would not be evacuated with this method.
3. Earthquake: When the alarm is sounded students seek cover under the nearest desk or table and hold on to table or desk legs. When notified, students use a hardcover book to cover their head as they exit the building.

Student Check-out and Pick-up

In the absence of a parent, students will only be released for an early check-out or at dismissal to the adults indicated on the student's Emergency Contact list in Alma. Identification may be requested from the person picking up the student. Arches Academy does not allow students to travel from Arches via Uber, Lyft, or any other ride-sharing service unaccompanied by an adult or legal guardian.

Lunch Options

Students may bring their own lunch to school, or have the option to purchase lunch items from the school store. Microwaves are available for warming or cooking food. Assistance with cooking food is available. Friday is Pizza Day. Students can purchase pizza for \$1.50 per slice.

In accordance with Utah County Health Regulations, you may not send homemade and/or home packaged items to be served or sold at school, unless you have a Utah County food handlers permit. This regulation applies to treats you may send for class parties, foods your children may sell for fundraisers, and all other foods in school (except, of course, those foods that you send with and for your own child). Please send only commercially prepared and packaged foods, unless you have a current Utah County food handler's permit.

School Photographs and Student Work

By enrolling a student at Arches Academy, parents and the student understand that photographs taken by the school or a third party for school purposes are the property of the school. Arches Academy may transfer or use photographs in school brochures, newsletters, advertising, posters, displays, slide shows, video tapes, catalogues, electronic images on the school's website and like publications or literature without limitations or reservations. In addition, any student work may also be selected for use in the above-named school publications.

Field Trip Policy

By enrolling a student at Arches Academy, parents give permission for their student to participate in off-campus field trips and activities as scheduled by faculty and staff. Parents/guardians will be notified in advance of field trips and may elect to NOT send their student to school during the scheduled field-trip activity. If a parent/guardian elects to send their student to school/class during the scheduled field-trip activity, the parent/guardian recognizes that there are inherent risks associated with any activity or field-trip.

By sending their student to the scheduled field-trip, the parent/guardian acknowledges that such risks exist, but believes the opportunity for learning outweighs these risks. In the unlikely event that the student becomes ill or is injured during a field-trip, the parent authorizes Arches Academy faculty and/or staff to act as an agent on their behalf to secure services needed for the well-being of the student. The parent/guardian further agrees to provide payment for these costs. In the event that the parent/guardian cannot be located during the securing of these needed services, Arches Academy faculty will refer to the Family Health Form information that is on file with the school. ***Special note: If the field trip involves an over-night activity, parents will be provided an additional consent form to be signed for the school.***

Code of Conduct

Each Arches Academy student is responsible to know and adhere to the Code of Conduct. Parents are also responsible to understand these school rules and support their student in abiding by them.

Behavior

All students are expected to be attentive and respectful in class. Any disrespectful behavior will not be tolerated. All students should treat school administrators, teachers, and each other with respect. This includes refraining from offensive language and inappropriate physical action. Arches Academy does not tolerate aggressive, demeaning, or bully-like behavior, either on-campus or off-campus, including online and through social media.

***Physical or verbal bullying may result in the suspension of the student, for at least the remainder of the day the offense occurred, and any subsequent days, as determined by the Head of School.*

Federal law prohibits sexual harassment of any kind by students or employees of Arches Academy. Any joke, gestures, physical contact, negative or offensive comments, written or verbal that is humiliating or derisive, or that creates an uncomfortable learning environment. Violations will result in immediate suspension or other appropriate action.

Cheating and Plagiarism

Honesty is expected of everyone in all activities. Any student caught cheating on assignments or tests will receive a score of zero. Plagiarism is copying others' work without proper and explicit credit. This includes downloading information from the internet and passing it off as one's own. Students must put into their own words what they have learned from research or cite resources appropriately. Plagiarized work will not receive course credit, nor can the work be made up.

Student Internet/Computer Use

A student's use of computers and the internet is a privilege. Use of computers and the internet are for educational purposes, as required for class assignments, and students agree to obey all state and federal laws and regulations. It is not acceptable for students to post inappropriate messages, view illicit sites, threaten or disparage members of the school community online or through social media. Violating these rules will result in a loss of network privileges and disciplinary action will follow.

Smoking, Drugs and Alcohol

Arches Academy has zero tolerance for the use of and distribution of cigarettes, drugs, and alcohol. Any student found with cigarettes, drugs and/or alcohol during school or at a school-sponsored activity will be suspended or expelled without a refund of tuition. Any student coming to school or a school activity intoxicated or under the influence of drugs will be suspended or expelled immediately without a refund of tuition.

Any illegal activity may result in suspension or expulsion from Arches Academy without refund of tuition, even if it does not take place at or during school.

Cell Phones and Electronics

Cell phones and other electronics should be left at home. These items tend to isolate students (due to interacting with others rather than who they're with), exclude students who don't have them, and

disrupt the academic focus we strive to achieve. There is no need for phones and electronics at school, as students may use the school phone to communicate with parents during the day and after school for transportation arrangements. Phones are not allowed during the dismissal window. If students still choose to bring these items, they will be checked into their teacher for safe keeping during school hours, and returned to the student at the end of the school day, upon pick up. Phones or other electronics used during the school day without permission will be confiscated and returned only to the parent upon pick up of the student. Parent will need to park and come in to the office to pick up any confiscated devices.

Animals At School

Students are prohibited from bringing animals to class. School approved activities that necessitate bringing a pet to school may only be brought to that activity, with teacher and/or admin approval.

Care of Facilities

Students are responsible for the care and upkeep of their school. They share this responsibility with the administration and faculty for the condition of the building and grounds. Students are expected to pick up their own trash, keep the area around their lockers neat and clean, and help those around them to do the same. Graffiti and damage to school property will not be tolerated. Students who damage school property will be responsible for full restitution.

Code of Conduct Infractions (for Grades 4-9)

Students in grades 4-9 not adhering to the Code of Conduct will be given infractions, as determined by the teacher or administrator. (*Grades PK-3 are held to the same standards and consequences listed above, but do not receive infractions.*)

Following are possible violations and the number of infractions that are assigned for each:

1. Unauthorized food or gum in class = 1 infraction
2. Tardy to class (unauthorized) = 1 infraction
3. Use of prohibited electronic device or cell phone = 1 infraction and confiscation
4. Disrespectful behavior to teacher and/or classmates or refusal to cooperate = 2 infractions
5. Absent from class (unauthorized) = 2 infractions
6. Inappropriate and/or demeaning language/gesture = 3 infractions
7. Inappropriate physical contact = 4 infractions
8. Dishonesty (lying, cheating, stealing, plagiarism) = 4 infractions
9. Damage to school property = 5 infractions and restitution
10. Illegal use of drugs, alcohol, or tobacco = Immediate suspension or possible expulsion

Following is a list of consequences associated with the severity of infractions:

- 1 or 2 infractions= Written apology and/or other restitution* (*Expected for each incident)
- 3 or 4 infractions = 1 lunch detention (detention=30 minutes of school service)
- 5 or 6 infractions = 2 lunch detentions, parents & student meet with Head of School
- 7 infractions = 3 lunch detentions
- 8 infractions = 4 lunch detentions
- 9 infractions = 5 lunch detentions, parents & student meet with Head of School
- 10 infractions = 1-3 day suspension or possible expulsion

Repeated violations of the same type of infraction will result in accrual of infractions warranting more serious consequences.

Suspension

Students who violate the school codes and standards may be suspended at the discretion of the Head of School. The consequences of suspension are as follows:

1. Mandatory meeting with parents and Head of School.
2. Zeroes on cheated, plagiarized, or missed work.
3. Student will not be allowed to make up any class work or tests that are given during the suspension. Student's grade will be affected by the loss of work.
4. Participation in any school activity during suspension is prohibited. This includes, but is not limited to athletic practices and games, drama performances, competitions, dances, etc.
5. Length of suspension depends upon the offense and the number of warnings a student has been given.
6. Student's permanent record may indicate the suspension from school for discipline.

Dismissal/Expulsion

Students may be dismissed from the school for serious or repeated violations of the Code of Conduct, at the discretion of the Head of School. Students may make a written appeal to the School's Board of

Directors within 5 days of dismissal. The Board of Directors will respond within 30 days and their disposition will be final. When a student is dismissed, there is no refund of tuition.

Additional Rules of Dismissal from School (excerpt from the Continuous Enrollment Contract)

Parent/Guardian and Student agree to read, understand, and abide by the rules, regulations, and procedures established by the School and outlined in the Student Handbook (posted online at archesacademy.com). The School reserves the right to dismiss a student from the school immediately if at any time, in the judgment of the Head of the School, a Student's or Parent's conduct or influence in School or at any School activity is detrimental to the school or not in keeping with these rules, regulations, and procedures. Arches Academy may decline enrollment/services to parents who in the school's standpoint are uncooperative or are abusive to school admin or teachers, or who in the school's standpoint will not be satisfied with Arches Academy's efforts, choices, or services. A Student may also be dismissed from School if their academic standing or progress are not in line with School expectations. A Student may also be dismissed for any Student or Parent misconduct outside of School that negatively affects other students, faculty, or the reputation of the School. Non-payment of tuition as agreed on in the Continuous Enrollment Contract each parent is required to complete and sign will also result in a dismissal. Dismissal for any of the above reasons does not warrant a refund of tuition or fees, nor a release of Parent/Guardian from payment of tuition and fees as outlined in this contract.

Family Disputes

Arches Academy staff will not become involved in issues related to family disputes, divorce, separation, or child custody. We will not make judgments or assertions about the suitability of one parent or another. We will not give information regarding one parent to the other parent. Requests from either parent to teachers or admin for written or verbal statements to attest to certain information will not be granted. Admin and teachers will adhere to remaining neutral in these types of situations. We do not deny parental access to information about their child unless a court order to that effect is in place. If either parent or responsible party seeks to involve Arches Academy staff in domestic or custody matters, he/she will be responsible for all costs and legal fees incurred by Arches Academy and/or its employees.

Uniform Policy

The purpose of the uniform policy is threefold: 1) encourages attention to a student's character and talents rather than to his/her appearance, 2) eliminates distractions in the classroom, and 3) establishes a sense of order and respect for the school and its community. Information about where to purchase uniform clothing is available on our website, as well as detailed below.

Student Responsibility: Students are expected to adhere to the uniform policy as outlined. If a student is out of uniform at any time during the day, he/she will be asked to comply with the uniform guidelines, and if needed, a phone call will be made to parents to assist in the matter. Students who are out of uniform will be given 1 violation warning. For any following infractions, the student will need to call a parent to bring the correct uniform item to change into. If the parent is unable to bring the needed item, the student will find the item needed in the used uniform cabinet to change into. The items are \$5.00 each.

Parent Responsibility: Parents are expected to know the uniform policy and ensure their students are properly dressed for school. If parents are contacted regarding their student's uniform, they are expected to bring appropriate clothes to their child or make arrangements for them to change, or to purchase a used item for \$5.00 for their child to change into.

Teacher Responsibility: Teachers check uniform dress before they begin each class. If a student is not in proper attire, the front desk is notified to make a call to the parents to bring a change of clothes. If a parent is unable to bring the clothing item needed, \$5.00 will be charged to their account so the student can get the needed item from the used uniform cabinet to change into. Teachers enforce the uniform policy throughout the day.

Grooming Guidelines

The appearance of the student body affects the environment of the entire school. Uniforms can contribute to a safe environment and the appropriate educational and moral climate. In addition to the uniform, students are expected to dress and groom in a neat, clean and modest fashion. Students are to maintain these standards while on campus, including before and after classes, and when representing the school during off-campus activities.

- **Grooming:** Uniforms must be kept clean and in good repair. No torn or cut off pants. Shirts must have shoulder straps. No off-the-shoulder styles. Shoes and socks must be worn at all times while on campus.
- **Hairstyles:** Hairstyles must be conservative and should appropriately reflect the environment of the school. Hair should be clean and well kept. Long hair should be kept out of eyes and face. (Ponytails, buns, and top knots are allowed for students with long hair--below the eyes and/or below the collar—in order to keep hair out of eyes and face.)

Extreme hairstyles are not allowed and students may not be allowed to attend school until remedied.

Unacceptable hairstyles include, but are not limited to:

1. Bright, unnatural colored hair
 2. Shaved heads or designs shaved into the haircut
 3. Mohawks or long, spiked hair (more than 1 inch high)
 4. Dreadlocks, Jedi Braids, Rat-tails, etc.
- **Accessories:** Boys and girls may wear *simple* accessories, such as a watch, a ring, a bracelet, or a single necklace. No long, dangling necklaces or large necklaces. No large chains, spikes,

dog collar necklaces/bracelets, bandanas, or neck scarves are permitted. Girls may wear one pair of earrings. No other visible body piercing is permitted. Girls may wear a matching headband or hair bow. Hats may *not* be worn at school, except on designated “hat days.” Winter hats can be worn outside only, as weather dictates. Hair and face glitter are inappropriate during school hours. Belts must be worn with pants. Belts in solid black, brown, or navy only. No other color or design.

Special Dress Days

Spirit Days are held twice a month, on the first and third Fridays of the month. Students can wear jeans and a t-shirt, as described below, or their uniform.

- An Arches Academy t-shirt: the navy Arches t-shirt, t-shirts from our school plays, or t-shirts from our writing rallies. The t-shirt does not have to be tucked in.
- Arches Academy hoodies are also acceptable on Spirit Day.
- Jeans, uniform pants, or nice casual pants—no sweat pants, gym shorts, etc.
- Tennis shoes

WOW (Wear Own Wardrobe) Days are held twice a month, on the second and fourth Fridays of the month. This is a day when students may choose to wear regular clothes to school. Clothing must still be appropriate for school activities and the weather. *Grooming and Accessory rules still apply.* Additional WOW days may also be issued for special activities. Students will be notified of additional days in advance. Open toe shoes are allowed on WOW days in “non-winter” months of August-October and April-May. (No flip-flops. If the student has PE on WOW days, please bring tennies.) Hats are not allowed except on special event dress days.

Fieldtrip Days

Teachers will notify students and parents of the dress that has been deemed appropriate for the trip being taken. Lanyards may be distributed by teachers and students must wear these at all times.

Purchasing Uniform Clothing

Most uniform items can be purchased at a variety of stores such as Land’s End, JCPenney, Old Navy, Target, Walmart, LLBean, and others. They must come from the uniform section of the store.

There are a few unique items that can ONLY be found at Lands End or Dennis Uniform.

- Arches Academy polo shirts with school logo: Purchase at [Land's End Arches Academy Uniforms](#). Go to the Uniform section of our website, under Student Life, and click on the Lands End Portal. They can put the school logo on anything you’d like them to.
- Marymount plaid jumpers, skirts, and school ties: www.dennisuniform.com. Use code 54725 to find the right plaid. (It is listed under another school right now.)

Dennis Uniform: (801) 287-9200

3560 Main St, Salt Lake City, UT 84115

Hoodies will be ordered through the school. We usually do an order in Sept and again in the Spring if needed. Spirit Day shirts are provided to each new student upon enrollment. New Spirit Day shirts can be purchased at the school for \$10.00.

We also have some gently used uniform items at the school. These items can be purchased for \$5.00 each, or exchanged 1 item for 1 item.

Kindergarten-5th Grade Lower School Uniform Requirements

The purpose of the uniform policy is threefold: 1) encourages attention to a student's character and talents rather than to his/her appearance, 2) eliminates distractions in the classroom, and 3) establishes a sense of order and respect for the school and its community. Uniforms contribute to a safe environment and the appropriate educational and moral climate. (No uniform for PreS or PreK.)

<p>Shirts</p> <ul style="list-style-type: none"> ● White Polo with Arches Logo (at least one per student is required) ● Red Polo (no logo required) ● White or Red Turtleneck ● Girls: White Blouse (dressy collared button up) or White Oxford Shirt. No t-shirts or non-collared shirts. ● Boys: White or light blue Oxford shirt 	<p>All shirts must be worn tucked in. Any shirt too small to tuck in is not acceptable. Shirts must be in good repair, fit appropriately, and must not be dirty or stained. No long sleeve shirts under short sleeves. Wear a sweater or long sleeve shirt on top of short sleeve shirts for warmth. No brand logos allowed on Oxford shirts.</p>
<p>Sweaters: Must be in solid colors. No sparkles or other decoration.</p> <ul style="list-style-type: none"> ● Navy, Red, or White Cardigan ● Navy or Red Crew ● Navy or Red V-Neck ● Navy or Red V-Neck Vest ● Arches Hoodie or Jacket 	<p>All students should have a sweater for cold days. No embellishments or brand logos of companies or other schools. Arches Academy hoodie can be worn in class <i>with hoods down.</i> No coats or non-Arches jackets in class. No sweatshirts allowed.</p>
<p>Pants/Shorts/Skirts/Skort</p> <ul style="list-style-type: none"> ● Pants/Shorts: Navy or Khaki, uniform style--no knit or stretch fabric ● (No shorts Nov-Mar) ● Skirts/Skort: <ul style="list-style-type: none"> ○ Navy or khaki, uniform style--no knit or stretch fabric ○ Marymount plaid (purchase at Dennis uniform store-see below) ● Leggings: <i>ONLY under skirts. Solid Black/Navy/White/Red.</i> 	<p>Pants, skirts, skorts should be uniform style: polyester type fabric; no knit or stretchy fabric. Flares, cargos, denim or corduroy material are not acceptable. No torn or cut-off pants are acceptable. Skirts, skorts, and shorts are to be no shorter than fingertips-at-thigh length. Girls may wear leggings under skirts or jumpers; not as pants alone. No prints or patterns of any kind.</p>
<p>Jumpers</p> <ul style="list-style-type: none"> ● Navy or Marymount plaid ● (No khaki jumpers allowed. No 'polo' style dresses allowed or stretch/knit fabric.) 	<p>Purchase Marymount plaid at Dennis Uniform Store in SLC or their online store. Use school code 54725 to locate the correct plaid.</p>
<p>Shoes, Socks (Boots: Nov-March only)</p> <ul style="list-style-type: none"> ● Shoes in <i>one solid</i> color: brown, black, or navy. Laces must be in same color. Soles in same color or white. ● <i>Solid</i> color socks or tights in white, red, black or navy. No patterns, prints, or logos of any kind. 	<p>Shoes must be closed toe and heel. Shoes with designs, glitter, jewels, or more than one color are not acceptable. Light-up shoes, platform shoes, high heeled shoes, or roller-skate shoes are never permitted. Boots allowed only November-March or as season dictates. Same specifications as shoes.</p>
<p>Belts (1st-5th only. No belts for K.)</p> <ul style="list-style-type: none"> ● Leather or fabric belt in solid color: brown, black or navy only. 	<p>A belt must be worn with pants at all times. No wide extravagant belts permitted.</p>

Gym Clothes: Gym clothes are NOT required for PK-5 students. Students may bring tennies.

Accessories and Grooming: please refer to Grooming section of the Uniform Policy.

Grades 6 through Grade 9 Middle School Uniform Requirements

The purpose of the uniform policy is threefold: 1) encourages attention to a student’s character and talents rather than to his/her appearance, 2) eliminates distractions in the classroom, and 3) establishes a sense of order and respect for the school and its community. Uniforms contribute to a safe environment and the appropriate educational and moral climate.

<p>Shirt</p> <ul style="list-style-type: none"> ● White Polo with Arches Logo ● Forest Green or Navy Polo (no Arches logo required) ● Girls: White Blouse or White Oxford ● Boys only: Light Blue Oxford Shirt 	<p>Girls and Boys: All shirts must be tucked in. For boys: A plain <i>white</i> t-shirt may be worn under the uniform shirt. For girls: A same color tank may be worn under the uniform shirt. A blouse is a <i>dressy</i>, button-up, collared shirt. No t-shirts or ‘mod bod’ type shirts.</p>
<p>Pants</p> <ul style="list-style-type: none"> ● Navy <i>Uniform style</i> Pants or shorts ● Khaki <i>Uniform style</i> Pants or shorts (No leggings, jeans, denim, stretch, knit, corduroys are acceptable.) 	<p>Pants, skirts, skorts should be uniform style: polyester type fabric; no knit or stretch fabric. Flares, cargos, denim or corduroy material are not acceptable. No gym or sweat pants. No torn or cut-off pants are acceptable.</p>
<p>Skirts and Skorts (No jumpers allowed)</p> <ul style="list-style-type: none"> ● Plaid (‘Marymount’ plaid only--Dennis Uniform Store in SLC. Use code 54725) ● Navy or Khaki in ‘knife, box, or kick’ style pleat. No stretch or knit fabric. ● Leggings: <i>Only under skirts. Solid Black/Navy/White.</i> 	<p>All skirts must be worn at the waist and a conservative length – <u>no skirt should be shorter than fingertip-at-thigh length.</u> Leggings can only be worn <i>under</i> skirts, not worn as pants alone. (Full length, no capri length.) No stripes or patterns of any kind on leggings.</p>
<p>Sweater</p> <ul style="list-style-type: none"> ● Navy Cardigan ● Navy Crew ● Navy V-Neck or V-Neck Vest ● <i>Arches Hoodie or Jacket</i> 	<p>All students should have a sweater or hoodie for cold days. No embellishments or brand logos of companies or other schools. Arches Academy hoodie can be worn in class <i>with hoods down</i>. No sweatshirts allowed. No coats or non-Arches jackets in class.</p>
<p>Shoes, Socks (Boots: Nov-March only)</p> <ul style="list-style-type: none"> ● Shoes in <i>one solid</i> color: brown, black, or navy. Laces must be in same color. Soles in same color as shoe, or white. ● <i>Solid</i> color socks or tights in white, black or navy. No patterns, prints, or logos of any kind. 	<p>Shoes must be closed toe and heel. Shoes with designs, glitter, jewels, or more than one color are not acceptable. Light-up shoes, platform shoes, high heeled shoes, or roller-skate shoes are never permitted. Boots allowed only November-March or as season dictates. Same specifications as shoes.</p>
<p>Belts</p> <ul style="list-style-type: none"> ● Leather or fabric belt in solid color: brown, black or navy only. 	<p>A belt must be worn with pants at all times. No wide extravagant belts permitted. Brown, black, or navy only. No red or other colors.</p>

Gym Clothes Required: Students should bring the following for PE classes: gym shorts (finger tip length), t-shirt, gym shoes and socks.

Accessories and Grooming: Refer to the Handbook’s Grooming section of the Uniform Policy.

Planner Policy

Purpose of Planners

Arches Academy purchases student planners for every student to help facilitate the development of good study and planning habits. It is an important component of the 7 Habits of the *Leader In Me* program which empowers students to take responsibility for their learning and improve executive function.

Students will carry planners with them throughout the day to record homework assignments and events. They are used in every class, including specialists. Students take the planners home at night for parent(s) to review and sign. Core teachers check the planner each day as part of the morning routine.

Students should use their planners to write assignments, including, but not limited to, the following:

- Spelling/vocab words
- Math assignments
- Reading minutes and titles of books read
- Specialist class assignments
- Upcoming field trips/events
- **Can write “See ALMA” for details of assignments rather than writing them in

Teachers should:

- Give time at the end of each class for students to write in their planners.
- Check planners as students are exiting to make sure they have done so
- Require a parent signature each night, and check for this signature each morning (K-5 only)
- Have students keep a binder clip on current date, clipping together the pages that are past so the planner always opens to the current week.
- Keep assignments in ALMA up to date

**K-1 can glue in a printed copy of items listed above, since they are beginning writers.

Homework Philosophy and Study Hall

At Arches Academy, we believe that homework is an essential piece of the learning process, where students are able to apply what they have learned at home in another setting, solidifying their understanding, or revealing to the teacher areas that the student needs additional help with.

NO homework should be given in foreign languages, typing/STEAM, PE, art, music, drama.

Math: Xtra math will be done in class as much as possible. K-5: if there are more than two workbook pages of homework, students will complete some in class.

NS/PS/PK Read to your child at home. We recommend 10-15 minutes daily.

K 15 minutes of reading at home plus 5-10 minutes of math

1st 20 minutes of reading at home plus 10 minutes of math

2nd 20 minutes of reading at home plus 15 minutes of math

3rd 20 minutes of reading at home plus 20 minutes of math

4th 25 minutes of reading at home plus 20 minutes of math

5th 25 minutes of reading at home plus 20 minutes of math

6th 30 minutes of reading plus 50 minutes other subjects
(20 Math, 15 Writing/History, 15 Science)

7th 30 minutes of reading plus 60 minutes other subjects
(20 Math, 20 English/History, 20 Science)

8th 30 minutes of reading plus 65 minutes other subjects
(25 Math, 20 English/History, 20 Science)

9th 30 minutes of reading plus 70 minutes other subjects
(25 Math, 25 Writing/History, 25 Science)

Students who arrive late to school/class and miss work, or come unprepared with their homework incomplete, need to go to Study Hall for their lunch time.

Purpose of Study Hall

To facilitate the timely completion of homework, Arches Academy offers Study Hall. Teachers enroll students in Study Hall each day that the student has not completed his or her homework. Study Hall is a teacher supervised homework time. It is not a guaranteed one-on-one or small group tutoring session, rather it is a quiet, safe, focused place for students to complete their work.

Some homework, like essays and projects, will take longer than the 30 minutes' students are enrolled in Study Hall, thus enrollment in Study Hall is not a guarantee that students will finish their work.

Grades	Time
6th-9th	11:20-11:45am

2nd-5th	11:30-11:50am
K-1st	11:50am-12:10pm

Late Homework Policy

Turning in homework on time is essential to the learning process so that teachers can know exactly what their students learned each day and can teach accordingly the next day. To encourage responsibility and timely homework, Arches adheres to this late homework policy for grades 2-9:

Date Homework is Turned In:	% of Points Earned on the Assignment:
On the Due Date	100%
1 Day Late	90%
2 Days Late	80%
3 Days Late	70%
4+ Days Late	Teacher Discretion

Students with excused absences will have their homework due date deadline moved to the first day that he or she returns to school.

Homework completed during Study Hall will receive 90% credit for their homework.

Acceptable Usage Policy

The aim of this Acceptable Usage Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet/Computers/Technology (ICT) and Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions will be imposed.

The school employs a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies include:

- Open Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimize the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Uploading/downloading and installation of non-approved software will not be permitted. All relevant requests must be made to the ICT coordinator in writing.
- Virus protection software will be used and updated on a regular basis.
- The use of digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials or attempt to circumvent protective software.
- Students will report accidental accessing of inappropriate materials.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicize personal information.
- Downloading materials or images, which are not relevant to their studies is in direct breach of the school's AUP.
- Students will be made aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email/Internet Communication

- Students will not use email for personal reasons. Email, which is used for educational purposes, will use approved email addresses and will be supervised or authorized by a teacher.
- Students will not send or receive any material that is illegal, obscene and/or defamatory, or that is intended to annoy or intimidate another person.

- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or other online communication.
- Internet chat/social networking sites: students will only have access to chat rooms, discussion forums, messaging or other forms of electronic communication that have been approved by the school.
- Where appropriate, usernames will be used to avoid disclosure of identity.

School Website

- The website will be moderated to ensure that there is no content that compromises the safety of students or staff.
- The school will endeavor to focus on group activities when using digital photographs, audio or video clips.
- Personal student information including home address and contact details will be omitted from school web pages.

Student Personal Devices

This section refers to personal devices such as: phones, iPods, cameras, game consoles, PSPs, etc.

- Students' personal devices, unless authorized by a teacher, are not to be used on school premises. Each student must ensure all devices are SWITCHED OFF in the school building. Mobile phone usage is permitted in the schoolyard during break times only. Note: Devices in 'Silent' or 'Vibrate' mode are not considered 'off'.
- The unauthorized capture of images, video or audio is in direct breach of the school's AUP.
- Connecting or attempting to connect to the school's network system (wired or wireless) without authorization is in direct breach of the school's AUP.

Sanctions

Misuse of ICT and Internet resources may result in disciplinary action, including written warning, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

All computer equipment is owned by Arches Academy, and students will thus be required to treat it with care. **STUDENTS WHO DAMAGE OR BREAK ANY EQUIPMENT WILL BE CHARGED A REPLACEMENT FEE.**

EACH STUDENT WILL BE REQUIRED TO SIGN THE SCHOOL'S ACCEPTABLE USAGE POLICY. Additional copies may be acquired in the office if needed.

An



Student is...

- A Leader
- A Global citizen
- Responsible and Hard working
- Confident, Positive, and Cheerful
- Courteous and Friendly
- Respectful to Teachers, Friends, and School
- Cooperative and a Problem Solver
- A Team player, encouraging all to succeed
- Resilient, always willing to continue trying
- Organized and well-rounded
- Creative, Imaginative, Inventive
- Willing to share and compliment others
- Consistent in following rules and uniform policy
- Inspired, self-motivated, and a life-long learner
- Accepting of others' unique qualities and talents
- Proactive, striving to make personal progress
- Well-mannered and generous
- Focused on his/her studies and learning

An Arches Academy student makes our school and our world a better place for everyone.