



ATHENIAN eAcademy

Parent/Scholar Handbook 2018-2019

Marlene Failer, Academic Director

Site Administrators:

Ballard - Joshua Mordecai

Central (Delta, Ephraim, Nephi) - Marlene Failer

Richfield - Pamela Larmouth

Tremonton - Tracy Hendrickson

High School - Tracy Hendrickson

Distance Education North - Annette Jewkes

Distance Education South - Cherie Rucker

**765 EAST 340 SOUTH, SUITE 203
AMERICAN FORK, UTAH 84003
(385) 715-5400
FAX (385) 265-4308**

ADMINISTRATION'S MESSAGE

Dear Parents/Guardians and Scholars:

It is our pleasure to welcome you to Athenian eAcademy. The faculty and staff join us in saying we're happy to have you as part of the AeA family. We hope that this will be a successful and satisfying year for you and your children.

The pages of this handbook are filled with important information regarding school policies and procedures. We suggest that parents and scholars review the contents together. If you have questions that remain unanswered after reading the handbook, please call the AeA office. We feel that open and clear communication between school and home is important to the success of our educational program.

We welcome your participation and support during the school year and solicit your assistance in making this a better school. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our scholars.

Sincerely,
AeA Team

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SCHOOL HOURS

Classes begin at 8:30 a.m. and end at 3:05 p.m. Supervision will be provided by school personnel between the hours of 8:20 a.m. and 3:15 p.m. They are to follow the instructions of the teachers on duty at all times.

SCHOLARS MAY NOT BE ON THE SCHOOL CAMPUS BEFORE 8:20 a.m. and all scholars are to go directly home after school unless arrangements to stay on campus have been made.

PICKING UP CHILDREN DURING THE SCHOOL DAY

Persons other than parents or guardians will not be allowed to pick up scholars unless they are listed in their files or unless the teacher has received a written and signed note from the parent or guardian. **Parents must report to the office to check out their scholar, drop off lunches, checking out scholars, etc. before going to scholar classrooms.**

ATTENDANCE

To report your scholar's absence, please email attendance@aea.rocks or call the main office at 385-715-5400 and speak with Tammie Bankhead. It is also appreciated if your child turns in a note of explanation for every absence or tardy immediately upon his or her return to school. You have three days from the date of return to school to report the reason for the absence to the school. If you know ahead of time that your child will be absent for three or more consecutive days, you need to let the AeA main office and the teacher know at least 3 days prior to the absence. Make-up work must be completed within one week after absence.

In an attempt to improve scholar performance and achievement, as well make the educational experience enjoyable and helpful, the teachers, administrators, and school board will be implementing several important changes regarding attendance during the 2018-19 school year. These changes will unify practices between our campuses and help scholar and families make the most of their time in school. These changes also bring our school practices in line with existing Utah State Code 53A-11-101 (Compulsory Education).

Absences (Valid/Not Valid)

Athenian eAcademy will now be using the terms Valid and Not valid rather than excused and not excused.

- Valid excuse - an illness (medical and dental appointments), a death in the family, family emergencies, an approved school activity, absences associated with 504 or IEP plans, and pre-arranged absences.
- Not valid excuse - any reason (other than valid reasons) a scholar does not complete a school day

Excessive Absences

Athenian eAcademy will identify scholars who are missing school without a valid excuse, and work with these scholars and families to improve attendance. Athenian eAcademy will use the following protocol to improve attendance:

- 5 Absences (no valid excuse)
School will send a standard district letter regarding scholar absences.
School may make additional phone calls or meetings with parents or scholars.
- 10 Absences (no valid excuse)
School will send a standard district letter regarding scholar absences.
School will schedule a meeting with an administrator, parent/guardian, and scholars.
School will develop an attendance contract with scholars and/or parent/guardian.
- 10+ Absences (with or without valid excuse)
School will send a standard district letter regarding scholar absences
School will schedule a meeting with an administrator, parent/guardian, and scholar.

Breach of Contract/Failure to Meet with School Administrator

In the event that an attendance contract is breached, or parent/guardians and scholar fail to attend a scheduled meeting with School Administrators; district consequences may be imposed, as well as a referral to the Division of Child and Family Services for educational neglect. It is our wish to work with ALL families and scholars in order to improve scholars' educational experience.

Tardies and Check Ins

We want to encourage scholars to be on time to school. Coming late puts a child behind and creates a disruption for the class. The quarterly report card will indicate the number of times your child has been tardy. Teachers must record all tardiness of scholars. After the third unexcused tardy in a grading period, the teacher will make a parent contact.

EMERGENCY DATA

It is essential for the school to have **UPDATED** home and emergency telephone numbers and your current mailing address so that you may be notified immediately in case of accident or illness. If this information changes during the school year, **PLEASE** notify the AeA Main office. If we are unable to make contact after reasonable efforts, the Department of Child and Family Services will be contacted. If your scholar is injured (broken arm, etc.) during the school day and we cannot contact you or the emergency person, the school will call 911 for an ambulance.

HEALTH REQUIREMENTS

Immunizations: **"No Shots, No School."** All scholars entering for the first time are required to have proof of immunization against Diphtheria, Pertussis, Tetanus, Polio, Mumps, Measles, Rubella, Varicella, Hepatitis A and Hepatitis B. Scholars entering 7th grade must show proof of having D-TAP vaccination the first day of school or they will be sent home. **The only exceptions to this policy are for those who have obtained a waiver from the Health Department. This document must be supplied during registration.**

VISITORS

Scholars visiting from other areas, or younger children at home, **may not attend** classes with your child. **All outside persons entering the school during the school day must sign in at the office and receive a visitor's badge.**

MEDICATION

If a physician has prescribed medication for your child, to be taken during the school day, the proper forms must be obtained from the AeA Main Office and be completed by the parent or guardian **before** the medication will be administered. All medication must be in **the original prescription container** with the child's name on it. All prescriptions must be accompanied with the doctor's orders.

CELLPHONES

Cell phones may not be used during the school day unless the scholar has earned cell phone privileges, others must be kept in the scholar's backpack at all times. The phones may not be in their desks or on their person.

SCHOOL LUNCH

School lunch will be provided by parents/guardians. Scholars are to bring a lunch that does not require heating . Scholars are to bring either a cold lunch or a hot lunch that is in a thermos. Parents may also drop off a hot lunch for their children at the campus office if they wish to do so. Please, do not disrupt the classroom. Talk to your campus administrator for any specific needs or concerns.

LICE

This school has a **"No Nit Policy,"** which means that a child with lice will only be allowed to return to school after treatment and thorough combing to remove **all nits**.

DRESS FOR SUCCESS

Scholars' dress, personal appearance and conduct are required to be of such character as to not disrupt or detract from the educational environment of the school. Weather and safety MUST be considered in the selection of clothing and shoes.

The dress code is established to ensure and maintain an orderly, undisrupted school environment free from health and safety issues.

Administration will have the discretion to determine the appropriateness of school attire.

- No skin shall be visible beyond 2" above the knee when wearing shorts, skirts, pants, skorts, dresses or any other "below the waist" attire. **These items need to be khaki, black or navy in color.** No denim/jean material of any color may be worn.
- **Tops must be a collared polo or button-up shirt in the following colors: navy blue, gray or white.** These must be a solid color without logos or writing on them. Spirit t-shirts may only be worn on Fridays, the last day of the week if other than Friday, or on field trips.
- Leggings/jeggings worn under approved skirts/shorts will only be allowed if they are the following colors: khaki, black, or navy.
- Shoes will be worn at all times- no flip-flops or high heeled shoes; sandals must include a back strap.
- No sagging pants--oversized pants need to be worn with a belt. Pants, shorts, and skirts are to be worn on hips or above.
- Undergarments (boxers, bras, tighty-whitey's should not be visible or seen at ANY TIME.)
- Pajama pants, sweat pants, workout clothes and slippers are forbidden at school unless worn on approved days or activities.
- No see-through or bare belly shirts or blouses (this includes off-color bras that bring attention to the undergarments of an individual.)
- Shirts are not allowed to be low cut, or loose and revealing, showing any part of the chest or torso.
- **Only natural hair colors will be allowed.**
- Hats/head coverings are to be worn in the fashion intended for the particular head covering and no head covering will be worn inside a building, including any hood, unless Caps for Cash is instituted at your campus.
- No bandanas, bandana-like headwear or Do-rags are to be worn or displayed.
- Accessories that could be used as a weapon or pose a danger are forbidden due to safety concerns.
- Any clothes, armbands, handkerchiefs, or jewelry that display gang affiliation, lewd or profane slogans, hate language, ethnic slurs, and/or promote violence, weapons, sex, drugs, tobacco, juuling, or alcohol are forbidden.

- Piercings and tattoos that interfere with the educational environment or pose a danger are forbidden. Nose piercings are limited to a single stud, no rings. Ear piercings are limited to one pair of small earrings or studs. No other piercings are allowed and this includes lip, face, eyebrow, neck, etc.

Any scholar who violates the dress code will have his/her parents contacted, and scholar will only be allowed to return to the school environment after complying with the dress code.

The school administration shall have the right to designate which types of dress, fashion, and fads are acceptable at school as well as retain the authority to grant exceptions for special occasions and/or special conditions. Failure to comply with the approved dress code will result in disciplinary action.

RULES

We Have Established Simple Rules at our School

- Scholars do not interfere with the teaching process.
- Scholars do not interfere with any other scholar's learning.
- Scholars do not cause any kind of disruptions in the learning environment.
- No running in the classrooms, on sidewalks, or stairs.
- Do not wear hats in school. Unless there is a Caps for Cash option.
- No knives, weapons or toy weapons of any kind at school.
- Keep the school clean and pick-up any trash.
- No gum chewing.
- No bullying or cyberbullying.
- Cell phones may not be used during the school day unless the scholar has earned cell phone privilege, others must be kept in the scholar's backpack at all times. The phones may not be in their desks or on their person.

“The Big Three”

1. **HANDS AND FEET TO YOURSELF!** Do not place your hands or feet on another scholar **for any reason**, this includes kicking and tripping.
2. **NO THROWING OF ANYTHING!** Do not throw **ROCKS**, paper, pencils, cans, books, food, etc.
3. **NO HARASSMENT!** Saying or doing anything to any person to make them feel uncomfortable or unsafe is harassment.

Bullying is commonly understood as aggressive behavior that:
(a) is intended to cause distress and harm,

(b) exists in a relationship in which there is an imbalance of power and strength, and

(c) is repeated over time

Bullying may involve physical actions, words, gestures and social isolation.

Although bullying may involve direct, relatively open attacks against a victim, bullying is frequently indirect, or subtle in nature (spreading rumors, enlisting a friend to assault a child).

<http://www.schools.utah.gov/prevention/Bullying-Prevention.aspx>

Playground Rules

- Play in designated areas only.
- Become familiar with the playground boundaries.
- Do not play in the parking lots
- Follow the directions of the duty teacher or aide.
- No arguing, use of bad language or teasing.
- No fighting.
- No kicking or tripping.
- Play authorized games only.
- No contact sports.
- No bicycles, skateboards or rollerblades/skates.
- Keep kick balls away from school and other scholars.
- Do not interfere with other scholars' activities.
- Use authorized equipment only.
- No hard balls or bats.
- No sharp objects.

Restrooms

- Paper towels are to be put ONLY in the trash can.
- Make certain the toilets are flushed after use.
- Wash hands.
- No pencils, pens, crayons, or markers are to be taken in the restroom.

ZERO-TOLERANCE BEHAVIORS (PBIS Policies)

Consequences will be given on the **FIRST OFFENSE** for the following behaviors:

- Fighting
- Inappropriate (SWEARING), abusive, or threatening language
- Refusing to follow the directions of an adult
- Disregard for the safety of self or others
- Deliberate destruction of property
- Use or possession of drugs, alcohol, or weapons
- Bullying or cyberbullying behaviors

- Failure to wear approved Athenian uniform-Parents will be contacted for a change of clothing.

In most cases, the scholar's parents will be contacted and the scholar will be removed for the rest of the day. Scholars who repeat an offence may be suspended for 3 or more days. After a 3+ day suspension, the parent/guardian must accompany the scholar for the entire school day for any following suspension.

DISCIPLINE (PBIS)

Each staff member at Athenian eAcademy accepts responsibility for the maintenance of discipline and for the promotion of an effective learning environment. A scholar's behavior should conform to acceptable standards of conduct as established by the Academy and teachers.

Discipline Plan

- **Philosophy:** Good learning takes place in an orderly, caring environment.
 - Staff and administration have incorporated the following three vital elements in an effective discipline policy:
 - Positive Environment
 - Consistency
 - Firmness
- **All are important. One element missing can cause the spirit of effective discipline to be out of sync.**
- **Minor Problems of Discipline:**
- **Preventive:**
 - Positive learning environment
 - Preventive discipline techniques
 - Classroom discipline plan and expectations will be installed the first week of school.
- **Teacher's Actions:**
 - First level offense—teacher counseling and warning to scholar of inappropriate behavior and review expectations.
 - Second level offense—teacher counseling and warning to scholar with appropriate classroom consequence.
 - Third level offense—communication with parent and appropriate minor consequence.
 - Fourth level offense—written referral to the building site administrator.
 - Appropriate disciplinary action. (*Actions may include loss of privileges, after school detention, scholar contract, counseling or other*).
- **Major Problems of Discipline:**
 - **Examples:**
 - Willful disobedience

- Disruption of school related activities
- Intimidation of any person with the threat of bodily harm
- Extortion by force or threat to obtain money or property from another scholar
- Vandalism
- Stealing
- Causing physical injury to another scholar
- Fighting
- Possessing weapons or dangerous playthings
- Vulgarity or profanity
- Using tobacco products on school premises
- Use of any illegal substances
- Truancy
- Habitual minor offenses
- **Teacher's Action**—refers to the site administrator with written statement.
- **Site Administrator:**
 - Administrative action will take place within three days after teacher report has been filed.
 - Staff member that referred the scholar will be notified of the action taken.
 - Communication with parent.
 - Any action considered under minor offenses, plus possible probationary status, in-school detention, suspension or referral for legal action.
- **Removal of Pupil from a Classroom:**
- **Philosophy:** All scholars have a right to a safe and orderly classroom environment. Disruptive behavior that detracts from the orderly classroom is not acceptable.
- **Teacher's Responsibility:** A scholar being removed from the classroom is a last resort. The removal could come because of the following two situations:
- **Continuous Minor Disciplinary Problem.** Teacher will follow minor action appropriate with minor problems of discipline.
- **Major Disciplinary Problem.** Major disruption such as a fight, outright defiance and major disrespect to teacher are examples that could require a scholar being removed from the classroom.

TOYS/ELECTRONICS

Scholars are not to bring toys or handheld electronic devices (Game-Boys, CD Players, MP3 Players, etc.) to school. We are not responsible for stolen or damaged items.

BIKE RIDING

If a scholar rides a bike to school it should be locked for the duration of the school day. We are not responsible for damaged or stolen bikes. Bikes are not to be ridden on the playground and should be walked on and off the school premises. Skateboards,

longboards, scooters, rip-boards or hoverboards must be left with the classroom teacher for the day. They may not be used on school property.

HOMEWORK

The Athenian eAcademy Staff understand that the completion of homework is generally dependent on parental guidance. We also realize that families have activities and schedules that may fill after school hours.

With those two important conditions in mind, the following guidelines will apply:

- Most homework is a carry over from the regular classroom where a scholar has not completed the class work during the allotted time. Scholars are encouraged to use their time effectively at school and complete assigned work. Assignments not completed at school and due the next day will need to be finished at home.
- The best plan for completing homework is for scholars to work at a particular time and in a particular place. Parent monitoring is encouraged. If questions about homework occur, parents are encouraged to make contact with the classroom teacher.
- Scholars in grades kindergarten-third will not be assigned homework that will exceed thirty minutes a night. Scholars in grades four, and five will not be assigned homework that will exceed 60 minutes a night.
- Homework will generally be assigned Monday through Thursday, 20 minutes of reading and 10 minutes of math fact practice.

TEXTBOOKS/LIBRARY BOOKS

Textbooks and library books are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Scholars must pay for the loss or abuse of textbooks or library books.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences can be arranged by contacting the teacher/administrator after class throughout the school year. Teachers are not available to conference during drop off/pick up times.. Check the school calendar for scheduled parent/teacher conference dates.

CODE OF HONOR

There is a clear expectation that all scholars will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration and the community. The learning process requires scholars to think, process, organize and create their own ideas. Throughout this process, scholars gain knowledge, self-respect and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Scholars

demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is Cheating?

Cheating or academic dishonesty can take many forms but always involves the improper taking of information from and/or giving of information to another scholar, individual or other source. Examples of cheating can include, but are not limited to:

- Taking or copying answers on an examination or any other assignment from another scholar or other source.
- Giving answers on an examination or any other assignment to another scholar.
- Copying assignments that are turned in as original work.
- Collaborating on exams, assignments, papers and/or projects without specific teacher permission.
- Allowing others to do the research or writing for an assigned paper.
- Using unauthorized electronic devices.
- Falsifying data or lab results, including changing grades electronically.

What is Plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's work or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source.
- Turning in purchased papers or papers from the Internet written by someone else.
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings or paintings as your own.
- Helping others plagiarize by giving them your work.

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford scholars the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their scholars in making good decisions relative to completing coursework assignments and taking exams. Scholars must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

TECHNOLOGY USE

Internet access is an essential component of Athenian eAcademy, scholars will be expected to follow strict standards of behavior.

- Parents of scholars learning from home are responsible for monitoring and regulating their child's Internet and computer use.
- The use of any school computer is a privilege which may be revoked at any time for abusive or inappropriate conduct.
- The school's computers and Internet access are for educational purposes only.
- The school reserves the right to inspect any material stored in files to which scholars have access and will edit or remove any material that the school views as objectionable. Editing or removing computer history will result in suspension.
- Scholars will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials or to participate in social media.
- While Internet access at Athenian eAcademy is monitored on an ongoing basis, the school is not liable if scholars access unsuitable materials intentionally or otherwise.
- Athenian eAcademy does not guarantee that the function of school computers will be error-free or that Internet access will be uninterrupted. Nor is Athenian eAcademy liable for any lost data, information, etc.
- Scholars are responsible for the use of his or her password and account - passwords may not be changed at any time by scholars. Any misuse will result in suspension of the account privileges.
- Scholars may not reveal personal information such as names, addresses, telephone numbers, passwords, etc. Releasing personal information of others is prohibited as well.
- The deletion, examination, copying, or modification of files and/or data without prior consent of a school official is prohibited.
- The use of personal USB sticks or other electronic memory storage devices, without the consent of a school faculty member, is forbidden.
- Any unauthorized, deliberate action which damages or disrupts the computer system, alters its normal performance, causes harm to the computer itself, or causes it to malfunction is prohibited. Parents are liable for damages incurred by their scholar.

AeA Parent-School Contract

Dear Parent/Guardian:

We ask that you please review the Parent/Scholar Handbook with your child, then complete the information below and return the page to the classroom teacher. Thank you!

My child, _____ and I reviewed and understand the Parent/Scholar Handbook for the 2018-2019 school year.

PARENT

I understand that as my child's parent, my participation in my child's education will help his/her achievement. Therefore, to the best of my ability, I will continue to be involved in his/her education by:

- Reading with my child or encouraging my child to read.
- Being responsible for my child's on-time attendance.
- Setting aside a specific time and place for rigorous homework, assisting as necessary.
- Reviewing and checking my child's homework.
- Attending at least two conferences and respectfully communicating regularly with my child's teacher to ensure his/her academic success.
- Supporting the school and staff in maintaining proper discipline.
- Encouraging positive attitudes toward school.
- Contributing at least **(3) hours of time each month** in the areas such as:
 - Attending school-related activities;
 - Attending organized parent meetings, such as PIC (Parent Involvement Committee);
 - Volunteering at the school;
 - Chaperoning school-sponsored activities

Parent/Legal Guardian Signature _____ Date _____

SCHOLAR

I realize that my education is important. Therefore, I agree to carry out the following responsibilities to the best of my ability by:

- Arriving at school each day on time and being prepared;
- Accepting responsibility for my own actions.
- Completing assignments and homework on time with rigor (with exactness).
- Bringing homework and supplies to school each day.
- Following all school rules by working cooperatively with classmates, teachers and staff.
- Respecting myself, other people, and my school.

Scholar Signature _____ Date _____

<i>Please mark each statement with scholar and parent initials</i>	Scholar Initials	Parent Initials
I have read and understand attendance and tardy requirements.		
I have read and understand the school rules and discipline plan		
I have read and understand the cell phone policy.		
I have read and understand the Dress Code Policy.		