



*Nursery School - 8<sup>th</sup> grade*

# Student and Parent Handbook 2024-2025

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

Last updated: August 2024

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An *Arches*  
ACADEMY  
Student is...



## A 21<sup>st</sup> Century Leader

Our students learn and practice the 7Cs of the 21<sup>st</sup> Century.

We are:

- **Connected Global Citizens:** accepting of others' unique qualities and talents, aware and caring of global issues, respectful of various cultures and religions
- **Community Builders:** courteous, friendly, encouraging of others' success, positive, cheerful, respectful of rules and policies; a team player
- **Collaborators:** organized, well-rounded, willing to share and compliment others, flexible, confident, respectful
- **Critical and Computational Thinkers:** responsible, hard working, analytical, focused on studies and learning
- **Communicators:** cooperative, listeners, honest, problem solvers, reliable
- **Creative and Innovative:** proactive, resilient, imaginative, inventive, perseverant, driven to continually progress
- **Curious and Inquisitive:** inspired, explorers, insatiable, self-motivated; a life-long learner

Our Students make  
our school and our world  
a better place for everyone.

# *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 Nursery School-8th Grade 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.

## ***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 students 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.\*\*

*\*Inappropriate physical behavior includes holding hands, piggy back rides, sitting on laps, kissing, etc. In order to maintain a safe and positive learning environment, free from distracting behaviors, students should behave in a manner that maximizes their education and their relationships with others. Excessive public displays of affection are not appropriate in the school setting and will be corrected with an infraction after one warning.*

*\*\*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 be subject to the appropriate level of infraction for “Dishonesty” and the assignment or test will not be considered as evidence of learning or mastery. 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.

### ***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, vaping devices, 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, smart watches and other electronics are best 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. 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. A parent/guardian will need to park and come into the office to pick up any confiscated devices.

### ***Animals At School***

Students are prohibited from bringing animals to class. If a school approved activity necessitates bringing a pet to school, the pet may be brought only 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 in and 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, regardless of the state of damaged property prior to the incident.

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

*\* Acts of Harassment, Intimidation, and/or Bullying (HIB) will be referred directly to school administration and can result in expulsion at any number of infractions.*

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 to create a behavior plan

7 infractions = 3 lunch detentions, parents & student meet with Head of School to create a behavior plan

8 infractions = 4 lunch detentions, parents & student meet with Head of School to create a behavior plan

9 infractions = 5 lunch detentions, parents & student meet with Head of School to create a behavior plan

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.**

At our institution, we believe in fostering a supportive and constructive learning environment. To this end, we recognize that students may occasionally make mistakes as part of their learning process. Our approach to managing infractions is designed to differentiate between genuine mistakes and deliberate rebellious behavior.



## ***Mistakes and Learning Opportunities***

Students who demonstrate a willingness to learn from their mistakes and show genuine effort to improve will have the opportunity to reset their infractions. This policy is intended to encourage students to take responsibility for their actions and to view mistakes as opportunities for growth. The following criteria will be considered when determining if an infraction can be reset:

- **Acknowledgment of Mistake:** The student acknowledges their mistake and understands its impact.
- **Effort to Improve:** The student shows a consistent effort to correct their behavior and avoid repeating the mistake.
- **Positive Attitude:** The student maintains a positive attitude and is open to feedback and guidance from faculty and staff.

## ***Rebellious Behavior***

Infractions will not be reset if the student exhibits an attitude of rebellion. Rebellious behavior is characterized by a deliberate disregard for rules and authority, and a refusal to engage in constructive dialogue or make efforts to improve. The following behaviors are indicative of rebellion:

- **Defiance:** Openly challenging or refusing to comply with school rules and instructions from faculty and staff.
- **Disrespect:** Demonstrating a lack of respect for peers, faculty, and school property.
- **Repeated Offenses:** Continuously engaging in the same infractions despite previous interventions and consequences.

## ***Implementation***

Faculty and staff are encouraged to use their professional judgment when assessing student behavior and determining whether an infraction should be reset. Regular communication with students and their parents or guardians is essential to ensure that expectations are clear and that students understand the consequences of their actions.

By distinguishing between mistakes and rebellious behavior, we aim to create an environment where students feel supported in their efforts to learn and grow, while also maintaining a respectful and orderly school community.

## ***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 to create a behavior plan
2. Participation in any school activity during suspension is prohibited. This includes, but is not limited to field trips, drama performances, competitions, etc.
3. Length of suspension depends upon the offense and the number of warnings a student has been given.
4. 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 and Parent Handbook (posted online at [archesacademy.com](http://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.

# *Academic Standards*

The vision of Arches Academy is to be the standard of excellence for Nursery School-8th Grade 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 PS-4th Grading Scale\**

E	Excelling above the standard
A	Achieving the targeted standard
M	Making progress toward the standard
I	Improvement Needed to be on grade level
N/A	Not assessed in the standard as of this trimester

\*Most students will receive an "A" indicating they are achieving the targeted standard. An "E" will only be given when a student particularly excels at the standard.

## *Grades 5th-8th Grading Scale*

The following scale will be used for determining grades:

<b>Letter Grade</b>	<b>Numerical Value</b>	<b>Percentage</b>
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*

Students in Grades 5th-8th will be placed on academic probation any time they have a grade of D or F in at least one class.

- Students placed on probation will not be allowed to participate in M.I.S.S.I.O.N.S., field trips, class parties, school sports, and/or other extra-curricular activities until he or she has brought their grade up to C- or above. Students on probation **will still attend school** on field trip days or special event days to use the opportunity to complete missing assignments and work on improving their grades.
- Students will be required to attend Study Hall 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 Study Hall 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.

Each student's situation will be considered individually; effort, attitude, overall academic performance, any accommodations, and behavior will all play a part in the probation decision.

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.

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.

# *Attendance Policy*

Students may arrive between 8:15 a.m. when our doors open for the regular school day. **Classes begin promptly at 8:30 am.** *Students should be at the school no later than 8:25 so they have time to get to their classroom and be ready to begin classes at 8:30.* 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 a.m.**

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

Please plan to arrive by 8:25 a.m., so there is time for students to go to their locker and walk 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 first period class. Any student arriving to class after 9:00 a.m 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 reteach 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 tardiness impedes our ability to teach and have each child succeed.
- School work and tests missed due to tardiness 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 who is not excused from school by 9 a.m will automatically be marked as unexcused in the SIS (FACTS). **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 to the student's teacher and the front desk receptionist. ([Office@archesacademy.com](mailto:Office@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.
- 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, field trips, 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 seat at Arches Academy.
- Students who are absent for 25% or more of the total class hours within a trimester will not receive credit for the class, unless absences meet qualifying excused absence guidelines. These students will also be in danger of not graduating to the next grade. A summer placement assessment will be given to assess whether they are ready to advance.
- Students who are not on track to receive Arches school credit by law will need to register as homeschool students or enroll in another school. See Utah Compulsory Education Law: <https://le.utah.gov/xcode/Title53G/Chapter6/53G-6-S202.html>
- 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 is 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. A student's 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 the 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.

#### ***Conditions that warrant exclusion from school includes but not limited to:***

- 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
- Positive COVID test or other communicable diseases, i.e. (strep, hand foot and mouth disease, head lice, etc).
- 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 (without medication) 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. Our student information system has an emergency notification system that will be used to contact you in emergency situations. Please be sure your phone number is current on FACTS.
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 at least once 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 alert is given, students hide and take cover in their classroom out of sight 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; teachers guide them to the 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 the student information system.

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.

# *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.

**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 3 violation warnings. Parents will also be notified of these warnings. For any following violations, the student will be given an infraction and 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 can look for the item needed in the used uniform cabinet to change into. The items are \$5.00 each. If we have extra unused items available, the student can pay extra to buy the item new. Students 1st-8th grade are encouraged (but not required) to keep an extra uniform set in their locker. Students NS-K are expected to always keep an extra set of clothing on hand at the school.

**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 or a new item for an additional cost for their child to change into.

**Teacher Responsibility:** Teachers check uniform dress before they begin each class. If a student is still not adhering to the policy after 3 warnings, 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, their account will be charged for either a new or used item for the student to wear the remainder of the day. Teachers enforce the uniform policy throughout the day.

## *Grooming Guidelines*

The appearance of the student body affects the environment of the entire school. 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. Shorts should be mid-thigh length or longer. Shirts must have shoulder straps. No off-the-shoulder styles or crop top/belly shirts. Shoes and socks must be worn at all times while on campus.
- **Hairstyles:** Hair should be clean and well kept. Hairstyles must be conservative and should reflect the environment of the school. Long hair should be kept out of eyes and face. (Ponytails, buns, and top knots are allowed to keep hair out of eyes and face.) Certain hairstyles are not allowed and students may not be allowed to attend school until remedied. These 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, ring, bracelet, or single necklace. No large or dangling necklaces. No large chains, spikes, dog collar type

necklaces/bracelets, bandanas, or neck scarves. No hair or face glitter. Girls may wear one pair of earrings. No other visible body piercing is permitted. Girls may wear a matching headband or hair bow. Hats are only allowed on designated special event “hat days.” Winter hats can be worn outside only, as weather dictates. Belts (solid brown or black only) are required.

Mondays (Tues if no school Mon) and Special Event Days	Tuesdays, Wednesdays, Thursdays	Fridays
Dress Uniform	Regular Uniform	School Spirit Day

### ***Fridays***

- **School Spirit Days are every Friday.** Students can wear an Arches Academy t-shirt with jeans or other nice pants as described below, or their Dress or regular uniform.
  - An Arches Academy t-shirt: navy Arches t-shirt, school play t-shirts, or Writing rally t-shirts. T-shirts do not have to be tucked in.
  - Arches Academy hoodies are acceptable on Spirit Days.
  - Jeans, uniform pants, or nice casual pants—no sweat pants, gym shorts, etc.
  - Tennis shoes—”tennies”
- **WOW Days (Wear Own Wardrobe) are earned by students.** Admin may also add WOW Days for the whole school or certain grades at their discretion. Students and parents will be notified of any WOW days in advance. Non-uniform clothing must still be appropriate for school activities and the weather. *Grooming and Accessory rules still apply.* 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 tennis shoes. No hats—hats are only allowed on ‘special event’ dress days.

### ***Fieldtrip Days***

Teachers will notify students and parents of the appropriate dress for each field trip. Some field trips will be Dress Uniform so we can represent our school the very best. Lanyards may be distributed by teachers and students must wear these at all times on the field trip.

### ***Purchasing Uniform Clothing***

Our main uniform supplier is [French Toast](#). If you find uniform items at other companies that have the EXACT SAME look (fabric, cut, and color) as the items at French Toast and on our Visual Uniform guide, they are acceptable. Some uniform items *must* have the school logo. French Toast can do the logos, or you can get logos done faster here in town at [Anderson Monogram](#).

The Arches Academy plaid jumper is only available here: [globalschoolwear.com](http://globalschoolwear.com). A few other approved uniform items are available there as well.

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.

## 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. **See our Visual Uniform Guide for links to French Toast.**

### Nursery School, Preschool, Pre-K

#### ***Dress Uniform Only; No Regular or Daily Uniform***

#### **Dress Uniform**

*For Mondays (Tuesday if Monday is a no-school day) and Special Event Days.*

**1 set required** (Can be worn daily as well.)

**Girls:** French Toast Ruffle Pique Polo Dress with school logo, white socks, solid black/brown/navy shoes.

**Boys:** Lt Blue polo with school logo, navy pants or shorts, solid color socks, solid black/brown/navy shoes.

### Kindergarten-6th Grade Uniform Requirements

#### **Dress Uniform**

*For Mondays (Tuesday if Monday is a no-school day) and Special Event Days.*

**1 set required** (These items can be worn on other days as well if the student chooses.)

**Girls:** Custom Plaid Jumper, white Peter Pan blouse with logo, white socks, navy cross tie

**Boys:** Lt blue oxford with logo, navy pants/shorts, solid color socks, plaid tie, belt

**All:** Solid black/brown/navy shoes

#### **Regular Uniform**

Tuesdays, Wednesdays, Thursdays (Fridays by choice.)

<b>Shirts</b> <ul style="list-style-type: none"> <li>● White Polo (with logo) or Red Polo</li> <li>● Girls: White Peter Pan blouse with logo</li> <li>● Boys: Light blue Oxford shirt with logo</li> </ul>	All shirts must be tucked in. Shirts must be in good repair, fit appropriately, and must not be dirty/stained. Both long or short sleeves are allowed. (No long sleeve shirts <i>under</i> short sleeve shirts.)
<b>Sweaters, Jackets, Blazers</b> <ul style="list-style-type: none"> <li>● Navy or Red Cardigan, Crew, or V-neck</li> <li>● Navy or Red V-Neck Vest</li> <li>● Fleece Pullover or Blazer—logo required</li> </ul>	Students should have a sweater/jacket for cold days. School logo on sweaters optional. No coats or non-Arches jackets in class.
<b>Pants/Shorts/Skirts/Skorts</b> (No shorts Nov-Mar) <ul style="list-style-type: none"> <li>● Navy only</li> <li>● Solid Navy Leggings: <i>ONLY under skirts, not as pants alone.</i></li> </ul>	No torn or cut-off pants are acceptable. Skirts, skorts, and shorts are to be no shorter than fingertips-at-thigh length.
<b>Jumpers</b> <ul style="list-style-type: none"> <li>● 'Classic Navy White' plaid</li> </ul>	Only available at <a href="#">GlobalSchoolWear</a> on their Arches Academy uniform page.
<b>Shoes, Socks, Tights</b> (Boots: Nov-March only) <ul style="list-style-type: none"> <li>● <b>Solid</b> black, brown, or navy shoes. Laces and soles must be in the same color.</li> <li>● <b>Solid</b> color socks or tights in white or navy</li> </ul>	Shoes must be closed toe and heel. No designs, glitter, jewels, logos, or more than one color. Light-up, platform, high heeled, or roller-skate shoes are not permitted.
<b>Belts (No belts for K)</b> <ul style="list-style-type: none"> <li>● Leather or fabric in solid black or brown.</li> </ul>	A belt must be worn with pants at all times. No wide extravagant belts permitted. Brown or black only.
<b>Ties:</b> Navy or plaid--optional for daily wear	<i>Plaid</i> ties are only available for purchase at Arches.

**Gym Clothes:** Gym clothes are not required for NS-6th students. Students may bring tennies to change into.

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

## Grades 7th-8th Uniform Requirements

### Dress Uniform

*For Mondays (Tuesday if Monday is a no-school day) and Special Event Days.*

**1 set required** (These items can be worn on other days as well if the student chooses.)

**Girls:** Custom Plaid skirt, white oxford logo blouse, logo blazer, white socks, plaid cross tie

**Boys:** White oxford with school logo, logo blazer, khaki pants, dark solid color socks, belt, plaid tie

**All:** solid black/brown/navy shoes

### Regular Uniform

Tuesdays, Wednesdays, Thursdays (Fridays by choice.)

<b>Shirt</b> <ul style="list-style-type: none"> <li>● White Polo with Arches Logo</li> <li>● Forest Green or Navy Polo (no logo)</li> <li>● White Blouse or White Oxford with logo</li> </ul>	All shirts must be tucked in. A <i>plain white</i> t-shirt or tank may be worn under the uniform shirt.
<b>Pants/Shorts</b> <ul style="list-style-type: none"> <li>● Khaki twill or cotton twill blend</li> </ul>	Pants, skirts, and skorts should be uniform style--no knit or stretch fabric. Flares, cargos, denim, or corduroy material are not acceptable. No torn or cut-off pants are acceptable.
<b>Skirts and Skorts</b> (No jumpers for 5-9) <ul style="list-style-type: none"> <li>● ‘Classic Navy White’ Custom Plaid</li> <li>● Khaki twill or cotton twill</li> </ul>	Skirts, skorts, and shorts are to be no shorter than fingertips-at-thigh length. Plaid Skirt only available at <a href="#">GlobalSchoolWear</a> on their Arches uniform page.
<b>Sweaters, jackets, blazers</b> <ul style="list-style-type: none"> <li>● Navy Cardigan or Crew</li> <li>● Navy V-Neck or V-Neck Vest</li> <li>● Fleece pullover, jacket, or blazer– school logo required</li> </ul>	Students should have a sweater or jacket for cold days. School logo on sweaters optional. No coats or non-Arches jackets in class.
<b>Shoes, Socks, Tights</b> (Boots: Nov-March only) <ul style="list-style-type: none"> <li>● Shoes in <b>solid</b> black, brown or navy. Laces and soles must be in same color.</li> <li>● <b>Solid</b> white or navy socks or tights.</li> </ul>	Shoes must be closed toe and heel. No designs, glitter, jewels, logos, or more than one color. Light-up, platform, high heeled, or roller-skate shoes are not permitted. Socks/tights: No patterns, prints, or logos.
<b>Belts</b> <ul style="list-style-type: none"> <li>● Leather or fabric in solid black or brown.</li> </ul>	A belt must be worn with pants at all times. No wide extravagant belts permitted. Brown or black only.
<b>Ties:</b> Navy or plaid, optional for daily wear, 1 plaid tie required for Dress Day	<i>Plaid</i> ties are only available for purchase at Arches.

**Gym Clothes-Required:** 7th-8th Students should bring the following for PE classes: gym shorts (fingertip 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 Cs of 21st Century Learning 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 for their core classes (math, reading, social studies, and science.) Students take the planners home at night for parent(s) to review and sign. Core teachers check the planner at the end of each day for completeness, and record the parent signatures and reading minutes in FACTS on Fridays.

K-4 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
- Upcoming field trips, MISSION presentations, or school events
- \*\*Can write “See FACTS” for details of assignments rather than writing them in

*\*\*K-1 may glue in a printed copy of items listed above, since they are beginning writers. Writing in planners may also be a center for the week.*

5-8 Students should use their planners to write the following:

- Major Assignment due dates
- Test Dates
- Reading minutes and titles of books read, recorded nightly
- Upcoming field trips, MISSION presentations, or school events
- Personal Activities (music lessons, sports practice, family events, etc.)
- Their various roles, and specific action items scheduled that week to achieve their trimester goals in each role.

Teachers should:

- Give time daily for students to write in their planners.
- Use planners as the exit ticket each day before dismissal
- 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 FACTS up to date.

# *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 yoga/mindfulness, STEAM, PE, art, music, or drama.

Math: Reflex math will be done in class as much as possible. K-6: if there are more than two workbook pages of homework, students will complete some in class.

## Homework Policy

NS, PS, and PK	<b>No Homework.</b> Children are encouraged but not required to be read aloud to or to read daily. Teachers may from time to time send home optional games that can be played as a family and tie into the curriculum. A few times a year students may be asked to bring in something special from home.
Kindergarten	<b>15 Minutes of Reading, up to 10 Minutes of Homework.</b> Students track reading and being read to on reading logs due at the end of each week. Students should have no more than 10 minutes of homework which includes practicing sound out words and sight words, and occasional Math at Home Projects. Fluency passages, Math and Language Arts workbooks are not to be sent home for homework.
First Grade	<b>20 Minutes of Reading, 10 Minutes of Homework and Projects.</b> Students track reading and being read to on reading logs due at the end of each week. Time to complete Math homework will be given during the school day; depending on how fast students work they will have little or nothing left to complete at home. Teachers will assign book reports, history projects, science projects, etc. that should be worked on a little each night, contributing to the 10 minutes total of homework. Students will also Drops in the Bucket math practice, practice spelling words, sight words, and fluency passages at home.
Second Grade	<b>20 Minutes of Reading, 20 Minutes of Homework and Projects</b> Students track reading and being read to on reading logs due at the end of each week. Time to complete Math homework will be given during the school day; depending on how fast students work they will have little or nothing left to complete at home. Teachers will assign book reports, history projects, science projects, etc. that should be worked on a little each night, contributing to the 20 minutes total of homework. Students will also practice spelling words, sight words, and fluency passages at home.
Third and Fourth Grade	<b>25 Minutes of Reading, 30-40 Minutes of Homework and Projects</b> Students track reading and being read to on reading logs due at the end of each week. Time to complete Math homework will be given during the school day; depending on how fast students work they will have little or nothing left to complete at home. Teachers will assign book reports, history projects, science projects, etc. that should be

	worked on a little each night, contributing to the 30-40 minutes total of homework. Students will also practice spelling words, sight words, and fluency passages at home.
Fifth and Sixth Grade	<b>30 Minutes of Reading, 40-50 Minutes of Homework and Projects .</b> Students will be assigned reading in various subjects that should total 30 minutes a night. Time to complete Math homework will be given during the school day; depending on how fast students work they will have little or nothing left to complete at home. Teachers will assign book reports, history projects, science projects, etc. that should be worked on a little each night, contributing to the 40-50 minutes total of homework.
Seventh through Eighth Grade	<b>30 Minutes of Reading. 60 Minutes of Homework and Projects.</b> Students will be assigned reading in various subjects that should total 30 minutes a night. Time to complete Math homework will be given during the school day; depending on how fast students work they will have little or nothing left to complete at home. Teachers will assign writing assignments, history projects, science projects, etc. that should take no longer than 60 minutes a week to complete.

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 a 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.



# *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, smart watches, cameras, game consoles, PSPs, etc.

- Students’ personal devices, unless authorized by a teacher, are not to be used on school premises during school hours of 8:30-2:45 pm. Phones will be checked into each teacher at the start of school. Each student must ensure all devices are SWITCHED OFF in the school building. 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. This includes checking in and out school-owned iPads and Chromebooks with an administrator, plugging in student-assigned chromebooks and iPads when not in use, and storing them in a secure place before leaving the school each day **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. Core teachers are expected to print copies of this policy for each student to sign on the first day of school if deemed necessary.***

# *Student Life and Family/School Connections*

## *Lunch Options and Birthday Treats*

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--\$2.00/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, or foods your children may sell for fundraisers. Please send only commercially prepared and packaged foods, unless you have a current Utah County food handler's permit and provide the school with a copy.

## *Field Trips*

Our students get to do a lot of hands-on learning through field trips! Please talk to your student's teacher about being a volunteer parent chaperone. We rely on parent chaperones to make our field trips possible. NS students must have car seats; PS-PK students must have booster seats. Depending on Utah law regarding height limits, please send your student with a booster up until 2nd grade.

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.***

## *School Photographs and Student Work*

By enrolling a student at Arches Academy, parents and the student understand that photographs taken by the school or by 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, catalogs, electronic images on the school's website, social media, 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 and social media.

*School Photos will be taken each October. Parents will be able to purchase various photo packages from our partner photo company.*

### ***Special Events and Additional Programs***

- **Annual School Musical:** Each March we put on an all school musical with every student involved in some way. Performance dates are decided at the beginning of the school year to give all families ample time to plan accordingly and save the dates (2-3 nights) so students can commit to their parts and not miss these important performances. We hope that parents and relatives attend the play to support the students. Every NS-8<sup>th</sup> grade student is involved!
  - Other annual performances: Grandparents Day, fall Fine Arts Gala, Holiday Concert
- **Fundraising:** We have two all-school annual fundraisers: a fall Fine Arts Gala and a spring Fun Run. Please plan on participating in and supporting these fundraisers. These fundraisers help us keep tuition as low as possible, yet provide great programs and opportunities for our students.
  - **Fall Fine Arts Showcase:** All students are required to come to perform in the Showcase. Tickets are \$30 per adult, \$15 per student and we ask that each parent carefully consider donating for the focused cause.
  - **Spring Fun Run:** each student is asked to participate and collect at least \$250 in pledges for running a 5k, Fun Run 1 mile run, or 50 yard dash.
- **Additional Costs and Events to Plan Ahead For:** All activities and costs are subject to change, and new activities may be added. Items are for all grades, or as noted.
  - Writing Rally Book Publishing: \$10.00/book
  - Gala Fine Arts Showcase: tickets--\$30.00/adult, \$15/student.
  - School play tickets--\$15.00
  - 4th-8th grade overnight field trips (TBD): \$10-20 each, 2-4 per year
  - 5<sup>th</sup> grade Hope Of America: \$10.00
  - 6<sup>th</sup>-8<sup>th</sup> Overnight Space Camp: \$65.00
  - Special Mini Courses (optional—by student/parent choice) ie: skiing, biking, swimming, pottery, surfing, boat building, etc. \$50-\$350.00
  - Yearbooks: \$55.00
  - 6<sup>TH</sup>-8<sup>TH</sup> GRADE OUT OF STATE TRIPS: parents can make monthly payments towards the cost of the trip. The total must be paid in full prior to the trip. These trips average \$1000-1500 per student and are optional. A limited number of parent chaperones may be needed.
- **Summer Camps:** Each year we design thematic weekly camps for NS-5th graders. We plan other summer adventures for 6<sup>th</sup>-8<sup>th</sup> graders. Summer offerings are usually published in March or April.
- **Summer Projects:** Over the summer we often have family project days to help upgrade, deep clean, or renovate the building or grounds.

## *World Religions in Curriculum*

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:

The school's approach to religion is **academic**, not **devotional**.

The school strives for student **awareness** of religions, but does not press for student **acceptance** of any certain religion.

The school sponsors **study** about religion, not the **practice** of religion.

The school may **expose** students to a diversity of religious views, but will not **impose** a particular view.

The school **educates** about all religions; it does not **promote or denigrate** any religion.

The school **informs** the students about various beliefs; it does not seek to **conform** students to any particular belief.

- We learn facts about various religions so we can adopt a global perspective.
- Comments about the 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, i.e., 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 its 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.

## *Maintaining Neutrality in 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 and the school and or teacher is ordered by the court to appear, the parent who

instigated the involvement will be held responsible for all costs and legal fees incurred by Arches Academy and/or its employees to fulfill court ordered involvement.

### ***Parent-Teacher Conferences***

During each trimester, 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.

### ***Parent Involvement***

Our success as a school is due in part to our awesome parent participation, and there are lots of ways to be involved!

- **Arches Parent Organization (APO):** Sign up to serve on the APO to help with school events, refreshments for events, special themed weeks (Red Ribbon, Seuss Week, Teacher Appreciation, etc.), Book Fairs, School Play, Fundraisers, Sub for Santa, etc.
- **Parent Ambassador:** Help us grow the school enrollment by sharing social media posts, writing guest blogs and school reviews, assisting with tours, and answering prospective parents' questions.
- **Room Parent:** Parents often volunteer as a Room Parent for their child's class. This is so appreciated! Room Parents help with class parties, help find drivers for field trips, help prepare supplies for activities/lessons, etc.
- **Field trip driver/chaperone:** We have two school vans to use for trips, and sometimes we also need parent chaperones/drivers. We love having parents go with us on trips! Drivers/chaperones need to meet certain criteria, which is listed on our Chaperone Responsibilities Form.

### ***Payment, Grading, and Communication systems***

**FACTS** This is our online Application, Registration, and Tuition Payment System. Once you have finished your registration you will receive an email from .....

**FACTS:** This is our online student information system. FACTS is where you will see your child's Report Cards. You will receive log-in instructions. Please contact Kristen Bingham at [kristen.bingham@archesacademy.com](mailto:kristen.bingham@archesacademy.com) with any questions.

**Contact your child's teacher:** We have formal Parent Teacher conferences twice each year, and we encourage open, regular communication with our teachers. Teacher emails can be found on our website [archesacademy.com](http://archesacademy.com) and you can contact them anytime through email or ParentSquare.

### ***Drop off and Pick up Options***

- Drop off time is from 8:15-8:25 am. Students should arrive no later than 8:25 so they have time to go to their locker and get to class by 8:30. School begins promptly at 8:30.

- NS/PS/PK parents are welcome to drop off their students daily. Please park in the parking lot and not in the drop off lane.
- Parents of older students: please feel free to make an appointment to speak with your child's teacher. The beginning of the day is not the ideal time for impromptu conferences, as the teacher is supposed to be beginning the school day with his/her class. Please make an appointment.
- Drive Through Pick Up 2:45 p.m for all students. A school administrator will be outside to call for students as we see you/your car. Students will exit through the gym door. \*\*Please drive very slowly! If you would like to park and meet your student at the gym door, please pull CAREFULLY around the pickup lane to do so. Drive-through ends at 3:00. After care begins at 3:00 p.m.
- After School Enrichment/Aftercare: We have aftercare available (extra fee) for students/parents wanting after school enrichment. After school clubs/care charges begin promptly at 3:00 p.m. Aftercare ends at 4:00 p.m.