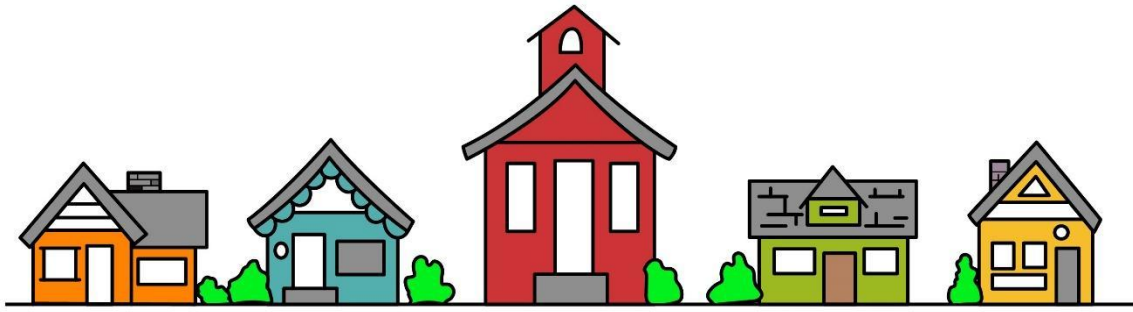




David Douglas Arthur Academy

Parent/Student Handbook 2025-2026

Motto:

Pay attention. Work hard. Get smart. Be proud.

Mission:

Every single student, regardless of ethnicity, parental income, learning difference, culture, or native language, will become a fluent reader and will master the academic and intellectual skills necessary to succeed at the next level of schooling.

Core Values Statement:

Our school community is a place where students, staff and families are valued and respected honoring our diverse cultures and experiences. We work together to provide a safe, welcoming environment in which all students thrive and love to learn!

Arthur Academy does not discriminate and prohibits discrimination in any of its programs, procedures, or practices against any person on the basis of Age, Disability, National Origin, Race, Color, Marital Status, Religion, Sex, Sexual Orientation and Gender Identity or any other characteristic protected under the law.

Civil Rights Coordinator: Stephani Walker, civilrights@arthuracademy.org

Title IX Coordinator: Stephani Walker, civilrights@arthuracademy.org

504 Coordinator: Kandice Burton, civilrights@arthuracademy.org

ADA Coordinator: Stephani Walker, civilrights@arthuracademy.org

Dear Families,

Welcome to David Douglas Arthur Academy Charter School.

This handbook is a valuable tool for the beginning of a successful academic career for you and your student(s). Our staff is dedicated to making sure all families have a positive experience while at Arthur Academy. Whether you are a brand new parent or have been with us for many years, this informative handbook is a resource for the many day-to-day questions you might have. Please review the information with your student and refer to it when questions arise during the school year.

Sincerely,

Richelle Owen
School Principal
David Douglas Arthur Academy

Stephani Walker
Arthur Academy Executive Director

Address: 13717 SE Division St. Portland, OR 97236
Phone Number: 503-252-3753
Fax Number: 503-760-1204
Attendance Email: attendanceddaa@arthuracademy.org

Arthur Academy Charter Schools....

- All start with academic kindergartens
- Provide a small school setting
- Use instructional programs that are derived from an incremental/mastery instructional model for the basic subjects of reading, math and language

The incremental/mastery instructional model used is found in the Direct Instruction (DI) Programs, researched and developed at the University of Oregon. The programs include well-developed and comprehensive lessons and materials. They are all constructed with small incremental teaching progressions (from simple to difficult) and include clearly defined and prescribed teaching methods that produce mastery of skills and content from start to finish.

Direct Instruction programs are used for teaching reading, oral and written language, spelling, and mathematics. Each program has a sequence of lessons for each school year from Kindergarten through fifth grade. Students who successfully complete lessons throughout the year are well prepared for the following year. Students who miss large portions of the year's lessons or who do not keep up with their lessons may not be ready for the next year's program. Mastery tests are given throughout the year, and if students do not show mastery we will engage in some extra remediation to help bring the students back up to where they should be. We will notify parents if their student requires extra assistance, and we will share the results with the parents as well. We give placement tests at the end of each school year to ensure that students are ready to be successful in the programs for the next grade.

In addition to DI programs, teachers create lessons for the content areas of science, social studies, Social and Emotional Learning, safety and health, as well as providing enrichment activities. Specialists provide instruction in the areas of arts/music and physical education on a rotating schedule.

STAFF DIRECTORY

School Principal	Richelle Owen
Intervention Specialist	Jessica Whiting
Kindergarten teacher	Grace Calabrese
1 st Grade Teacher	Amy Birmingham
2 nd Grade Teacher	Sora Thompson
3 rd Grade Teacher	Madeline Van Meter
4 th Grade Teacher	Neelam Kumar
5 th Grade Teacher	Elissa McIntosh
Small Groups Teacher	Emily Rich-Levin
Small Groups Teacher	Abby Lauer
Music Teacher	Emily Langston
PE Teacher	John Lyon
SEL Specialist	Kelsey Wells
Resource Coordinator	Mackenzie Lang
Resource Coordinator	Elisabeth Brannon
Office Coordinator	Shannon Campbell
Executive Director	Stephani Walker

DAILY SCHEDULE

8:00 am - 2:45 pm	K-5 th Grade School Hours
7:35 - 7:55 am	Pre-ordered breakfast session
7:45 - 8:00 am	Classroom doors open/arrival
8:00 am	Class start time
2:45-2:55 pm	Dismissal Last Name A-L
2:55-3:05 pm	Dismissal Last Name M-Z

Please respect the school times. Staff use before and after school for preparation or staff meetings. Classroom teachers will distribute individual class schedules.

PARENTSQUARE - PARENT COMMUNICATION TOOL

Arthur Academy uses ParentSquare as a communication platform. ParentSquare allows quick messaging between staff and parents. It also gives parents the opportunity to communicate with each other. The calendar and sign-up functions give parents access to important dates and allows them to sign-up for events such as parent/teacher conferences. Parents will be sent an invitation email with more information on how to use this important communication tool. If you have not received this email invitation, please contact the school office.

DRESS CODE

Arthur Academy has a dress code. Compliance with the dress code is mandatory and students not dressed according to the code will be asked to change. A "Uniform Exchange" is available for donation and/or obtaining lightly used uniforms.

- Navy blue or white SOLID color collared shirts. This can include button-up shirts or polo shirts.
 - Patterns or logos are not considered to be uniform compliant.
 - Tank tops are not part of our dress code (including dress down days).
 - Long-sleeved shirts worn under a collared shirt should follow our colors of white or navy blue.
- Navy blue or khaki pants, shorts, skirts, leggings or dresses.
 - Please be sure shorts, leggings or tights are always worn under skirts and dresses.
 - Leggings are not considered uniform compliant, unless they are worn under skirts, dresses, or shorts.
 - Shorts, skirts and dresses should be just above the knee or longer.
- Shoes must have a back and toes must be covered.
 - Crocs, sandals, flip flops, and slides are not allowed.
- Sweaters and sweatshirts should be navy blue or white if they are being worn during class. If they are just being worn at recess or to and from school, then it does not need to follow our dress code.
- Sweats/pajamas/workout pants are not acceptable, unless it is teacher approved for an earned reward.
- Mustang red shirt days are once a month. Students are allowed to wear an Arthur Academy red Mustang shirt (sold on our school store website) OR they may wear a SOLID red shirt. If students chose to not wear a red shirt, they must be compliant with the uniform policy.

Please do not send an ill student to school. Follow these guidelines to know when you should keep your student(s) home from school or other school activities. If your student will miss school due to an illness, please inform the school office by emailing: attendancedaa@arthuracademy.org.

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
 Fever: temperature of 100.4°F (38°C) or greater	*The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses. *Fever-free for 24 hours without taking fever-reducing medicine.
 New cough illness	*Symptoms improving for 24 hours (no cough or cough is well-controlled).
 New difficulty breathing	*Symptoms improving for 24 hours (breathing comfortably). Urgent medical care may be needed.
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	*Symptoms improving for 24 hours (no more than two bowel movements more than normal and no longer having accidents) with orders from doctor to school nurse.
 Vomiting: two or more episodes that are unexplained	*Symptom-free for 24 hours OR with orders from doctor to school nurse.
 Headache with stiff neck and fever	*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. → Urgent medical care may be needed.
Skin rash or open sores	*Symptom free , which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.
Red eyes with colored drainage	*Symptom-free , which means redness and drainage are gone OR with orders from doctor to school nurse.
Jaundice: new yellow color in eyes or skin	*After the school has orders from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	*Symptom-free , which means return to normal behavior OR with orders from doctor to school nurse.
Major health event , like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

CLEANING, DISINFECTING AND VENTILATION

All frequently touched surfaces, shared objects and bathrooms will be cleaned systematically throughout the school day. Disinfectants/cleaners will be applied safely and correctly following labeling direction as specified by the manufacturer.

Staff members will increase circulation of outdoor air as much as possible by opening windows and doors when possible. All CDC/OHA guidelines for cleaning will be followed.

BREAKFAST, LUNCH, AND SNACKS

Breakfast and lunch are provided at no cost.

Students may order a (FREE) school breakfast and lunch OR bring lunch from home. If you choose a FREE school breakfast, lunch, or both, you can let us know via a Google form which will be released on ParentSquare. It is due within the first week of the month. The meal form will track orders for the upcoming school week.

If your student would just like to purchase milk, those can be purchased for \$0.50 per milk. You can pre-pay for milk at our online school store, by giving the classroom teacher or Ms. Campbell cash or checks (made out to Arthur Academy). Please see Ms. Campbell with any questions.

You Can Find Monthly Menus posted on ParentSquare or on our school website. Menus are subject to change.

Breakfast will be served in the lunchroom from 7:35 -7:55 am. Students receiving breakfast need to be dropped off between 7:35-7:45 am in lane 4 of the parking lot. Please make sure a staff member is present before your student exits your vehicle. If a student is late, breakfast may not be available.

Students are welcome to bring a spill proof water bottle filled with water ONLY. If a water bottle comes with an open top or it spills when open, the water bottle will remain in the backpack for use. Please write names on their water bottles.

Each classroom teacher has their own procedures for snacks. If you'd like to ensure your student has a snack during the day, please provide an individually packed snack from home. All students will be allowed to have a snack at their grade level recess breaks.

Please note that hard candy (suckers, jolly ranchers, etc.) is not allowed to be consumed on campus.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a USDA Program Discrimination Complaint Form which can be obtained online [HERE](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

ATTENDANCE AND MISSING WORK POLICY

Attendance Policy

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process. With our academically focused learning, regular attendance is crucial. Learning takes place through a carefully scheduled daily curriculum. When students are absent, late or leave early, they miss valuable information and are at a disadvantage.

Except as provided in ORS 339.030 (Exemptions from compulsory school attendance), all children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term.

10 Day Drop: Oregon State Law requires that we withdraw students who miss ten consecutive days of school. If a student is absent for any reason for 10 consecutive days, they will be withdrawn from school and will have to reapply.

Excused Absence - An absence may be excused by the administration for:

Illnesses with exclusionary symptoms

Medical appointments (students are encouraged to still attend school before or after their appointment)

Emergencies

Mental Health crisis

Per physician's orders

Religious holidays

Students with excessive excused absences may be required to submit a physician's statement to the school for verification.

Unexcused Absence

Vacations

Illnesses with non-exclusionary symptoms

Birthday celebrations

Any other non-exclusionary or non-emergency absence

Student Responsibilities

Students are expected to be responsible academic members of this school. All absences affect learning, regardless of the reason. Students, who miss even a small portion of class, lose out on a significant amount of learning.

Reporting an absence/tardy/early dismissal

Parents/guardians need to report absences/tardies/early dismissals as soon as they know about it. To report absences/tardies/early dismissals, please call the school office or email

attendanceddaa@arthuracademy.org to report the reason for the absence to the school office. The office will inform your student's classroom teacher.

Missing Work Policy (Make-up and Late Work)

Make-up and Late Work Policy for an Excused Absence

When a student misses days of school and the absence is excused, generally, the work they miss will be collected for them throughout the day and will be given to them upon their return back to school. The students will be given one day to complete the eligible make-up work for each day they missed. For instance, if they were gone for 3 days, they would have 3 days to complete the homework. If assignments are not completed by their due date, the student will be assigned RACS. Please note that not all assignments can be made up due to missed participation in class discussions and activities. The assignments that can't be made up will be marked as Excused (E) in the gradebook.

Students in grades K-3 have five days to turn in a late assignment for full credit. On the sixth day, that assignment will be marked as an X in the gradebook and will count as a 0.

Students in grades 4-5 have five days to turn in a late assignment to get partial credit. 5% for reading and math and 10% for writing will be deducted per day for each late assignment. On the sixth day, that assignment will be marked as an X in the gradebook and will count as a 0.

Make-up Work Policy for a Pre-Scheduled Unexcused Absence

Pre-scheduled, unexcused absences require a meeting with school administration prior to the absence. This absence must be reported to the school at least 48 hours in advance, excluding weekends and holidays, of the unexcused absence to allow the school team time to prepare school work and schedule a meeting.

After the meeting with administration, some school work will be sent home to be completed during the scheduled absence. This work is due the day the student returns back to school. Not all work can

be sent home because there are participation/discussion aspects the student will be unable to attend (typically in the subjects of specials, content and sometimes language/spelling). For this type of work, scores will be recorded as zeros. Work that was prepared in advance will be scored as a zero (0) if not submitted the day the student returns back to school.

As you are aware, our programs are incredibly successful for students who attend regularly. Upon their return to school, they may be pulled from part of specials and/or content to receive additional support or to make-up tests.

Make-up Work Policy for an Unscheduled Unexcused Absence

If an unexcused absence is not reported to the school ahead of time, the missed assignments will be recorded as a zero (0) in the gradebook.

As you are aware, our programs are incredibly successful for students who attend regularly. Upon their return to school, they may be pulled from part of specials and/or content to receive additional support or to make-up tests.

RACS – REQUIRED ASSIGNMENT COMPLETION SESSION

Required Assignment Completion Session (RACS) is an after school session that was implemented to help students make up school work.

RACS is assigned for the accumulation of three (3) or more missing school assignments.

Students who satisfactorily complete and turn in all their missing assignments the morning **before** the day of the assigned RACS, may be excused from RACS if the teacher finds the work satisfactory. Turning in the work on the same day as RACS is **too late** to be excused.

BREAKFAST/ARRIVAL

Breakfast Arrival: 7:35- 7:45am

Traffic/Student Flow

1. Guardians will drop off students who have ordered breakfast in Lane #4 (136th Ave. facing North turning off of Division St.)
2. There will be an assigned safety staff member to help monitor and direct traffic in lane #4.
3. Students must stay in their vehicles until they are directed by the safety staff members to exit.
4. There is an assigned entrance point for students at the North end of the parking lot. Staff will be present to welcome students onto the campus for breakfast.

Arrival Time: 7:45-8:00 am

Traffic Flow

1. There are three lanes for traffic during arrival.
2. Traffic will be guided to move through the parking lot by the crossing guards.
3. Traffic will turn right only out of the parking lot.

Student Flow

1. Students must stay in their cars until they are directed by a parking lot staff to exit their vehicle and to walk to the entry gate.
2. Students who are walking to school must use the Pedestrian Walk-Up/Pick-Up Zone with their parent. Students are not allowed to be left unattended before the gates open at 7:45am.
3. Parents are to wait in the Pedestrian Walk-Up/Pick-Up Zone. This is located at the South End of the Parking Lot by the main office off of Division St.

Entry Flow

1. There is an assigned entrance point for students at the North end of the parking lot. Staff will be present to welcome students and guide them to their classrooms.
2. Hand-sanitizer stations will be placed by the entrance and in classrooms. They are to be used prior to students entering their class.

Late Students

1. Parents will walk their student to the main Office Entrance and ring the office doorbell. The Office Coordinator will meet the parent & student at the entrance. The Office Coordinator will have the parent/guardian sign the student in.

DISMISSAL

Dismissal Time: 2:45-3:05 pm

DDAA dismisses students by their last names in a staggered dismissal procedure.

Last names A-L dismiss starting at 2:45-2:55pm

Last names M- Z dismiss starting at 2:55pm- 3:05pm

Traffic Flow

1. There are 3 lanes for traffic during dismissal.
2. Please pull all the way forward and stay in your vehicles.
3. Traffic will be guided to move through the parking lot by the crossing guard.
4. Traffic will turn right only out of the parking lot.

Student Flow

1. Staff will monitor the parking lot and call students names over the loudspeaker once their parent/guardian has arrived.
2. Students must stay in their classrooms until their names have been called over the loudspeaker.
3. Students will exit their classrooms following the designated student movement plan.
4. Students will wait under the covered parking lot structure until the crossing guard guides them to their car.
5. Students who are walking from school must use the Pedestrian Walk-Up/Pick-Up Zone.
6. Parents are to wait in the Pedestrian Walk-Up/Pick-Up Zone. This will help with social distancing guidelines.
7. Handwashing stations or hand-sanitizer stations will be placed in each building or class.

Early Released Students

1. Parents will walk to the main Office Entrance and buzz the office. The Office Coordinator will

escort the student to the main entrance to meet their parents. The Office Coordinator will ask the parent to sign the student out.

SCHOOL CLOSURE DUE TO INCLEMENT WEATHER OR OTHER EMERGENCIES

In the event of inclement weather, Arthur Academy will follow the School District's decision for school closures and delays. School district closures and delays are generally announced between 6:00-7:30 am on many local radio and TV stations.

For emergency school closures unique to our school, we use ParentSquare to inform families. For more information on how to access these, please call the school office. For all scheduled, non-emergency closures, see the school calendar.

SCHOOL CLOSURE DUE TO AN OUTBREAK

Arthur Academy will collaborate with the state and local health authorities and the district to monitor disease outbreaks in our schools and to determine if and when school should be canceled. The information provided by our LPHA will guide Arthur Academy's decisions on the length of time for a school closure and the extent of the closure (single school closure, neighboring schools, partial district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc.

SCHOOL OWNED TECHNOLOGY DEVICES

Students who need a device to complete their assignments can borrow a school issued device. Please call the school office for more information about borrowing a school issued device. For more information about Personal Electronic Devices at school, please see the section called *Personal Electronic Device (PED) and Social Media Policy*.

IMMUNIZATIONS

Oregon has established several laws for students attending schools to abide by:

- All students must have a current school immunization record or medical or nonmedical exemption.
- Any student not in compliance with immunization requirements must be excluded from school.
- Current school immunization records are the parent's responsibility. If you need a form for immunization, please check with the school office.

MEDICATIONS

Only medication that is necessary to be given during the school day will be kept at school. Discuss with your medical provider about the time(s) of day that the medicine is needed. If possible try to arrange to administer at home. This is safer for your student and easier for you.

By Oregon law, if medication must be given at school, you must:

- Provide written permission (medication authorization forms are available at school). Any change to the medication will require the parent to update the medication authorization form

at the time of the change and provide a current medical prescription from the healthcare provider.

- Make sure all medication (prescription and over the counter) is in its original container, marked with the student's name and contains written instructions from the physician. (If needed, ask the pharmacist for an extra bottle for school when getting prescriptions.)
- Arrangements for medication drop off need to be arranged with the Office Coordinator. Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. All medication not picked up by the end of the year will be destroyed.
- Any alcohol-based medications are strictly prohibited.
- School staff are not authorized to dispense any medication at school unless these requirements are met.
- Self-medication of either prescription or nonprescription medication (including cough drops) is only allowed with the principal's approval. Parents must complete and submit a "Self-Medication Agreement."

Naloxone or any similar medication that is in any form available for safe administration and that is designed to rapidly reverse an overdose of an opioid drug may be administered by trained, designated personnel to any student or other individual on school premises who the person believes in good faith is experiencing an overdose of an opioid drug.

Forms are available in the school office. We ask that you pick up medication when it is no longer needed at school. If medications are not picked up at the end of the school year, they will be destroyed.

HEAD LICE

Students found to have live lice in their hair will be sent home and should not return until it has been treated. To find information about head lice treatment, please visit our school website.

STUDENT SAFETY

Our school has a plan to handle situations to preserve student safety. This plan follows the *Standard Response Protocol* guidelines.

LOST AND FOUND

Lost articles of clothing, lunch boxes and other personal items are stored in the school office. At the end of each quarter, all unclaimed items will be donated. It is a tremendous help to mark children's clothing/belongings with a permanent marker or use an iron-on tag.

VOLUNTEERS/VISITORS

Volunteers

Volunteers are welcome and encouraged when help is requested by staff. We will advertise all volunteer opportunities on ParentSquare. Volunteers must pass a background check, sign a Code of Conduct Agreement and complete a Volunteer Reporting Requirements training. Once a volunteer has accepted/been assigned a task, a staff member will reach out to start the volunteer paperwork.

Visitors

Family or community members visiting our school do not need to follow the volunteer protocols. This includes people dropping off or picking up their student, making deliveries, attending parent/teacher conferences or a school awards assembly etc.

PARENT/TEACHER ORGANIZATION (DDAAPO)

The primary focus of the parent organization is to support the staff and students at Arthur Academy. We plan to hold AAPO meetings in the evenings once a month. To better accommodate all of our community members schedules, the AAPO meeting times will vary from month to month. AAPO meeting dates and times will be posted regularly on Parentsquare. Please contact the principal for more information.

SCHOOL RULES

Arthur Academy is dedicated to preparing its students to become successful and productive citizens. In doing so, we will value students and treat them with respect.

Teachers provide positive praise and in-class incentives as well as frequent redirection. Students are expected to follow directions, pay attention in class and be kind.

Arthur Academy School Rules:

1. Follow directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Respect your learning community.

School rules will be reviewed often during the day.

NO HARASSMENT, INTIMIDATION, BULLYING AND CYBERBULLYING POLICY

Harassment, including intimidation or bullying or acts of cyberbullying, are strictly prohibited and will be addressed immediately. Harassment, intimidation, and bullying activities cause a substantial disruption to school instruction and activities. Reports should be immediately directed to the principal. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. Students whose behavior is found to be in violation of this policy will be subject to discipline.

Definitions of:

Harassment, intimidation, bullying

- Substantially interferes with a student's educational benefits, opportunities or performance;
- Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop;
- Has the effect of:
 - Physically harming a student or damaging a student's property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
 - Creating a hostile educational environment, including interfering with the psychological well-being of a student; and
- May be based on, but not limited to, the protected class status of a person.

Protected class means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, familial status, source of income or disability.

Cyberbullying means the use of any electronic communication device to harass, intimidate or bully.

TESTING

The easyCBM test (for reading and math) is conducted at the beginning and end of every year for all students in grades kindergarten through 5th grade. All students in 3rd-5th grade take an English Language Arts and Math state test (OSA ELA and Math). Only 5th grade students take a state science test (OSA Science). In addition, we have tests built into our curriculum for constant evaluation to ensure mastery. Arthur Academy adheres to all applicable state test requirements.

SPECIAL EDUCATION

The David Douglas School District will schedule services for those students who have a current Individual Education Plan (IEP). A staff member or parent may refer students for evaluation to determine if they qualify for services. Contact the school principal for additional information.

ENGLISH LANGUAGE LEARNERS

Students who have limited English proficiency often require additional support to be successful in the classroom. Arthur Academy will identify and provide these services to students who qualify.

DISTRIBUTION OF MATERIALS

Written materials, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on the property. Families are welcome to message each other on ParentSquare.

CHILD CUSTODY

Arthur Academy recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Official notices and report cards

will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court custody orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

SCHOOL PURCHASES

Arthur Academy is able to accept the following forms of payment for purchases/merchandise/etc:

- Student Store (link found on school website and is the preferred form of payment)
- Cash
- Checks made payable to “Arthur Academy”

SCHOOL SUPPLIES

A \$35 basic school supply fee is charged to cover whole class school supplies. A \$10 Studies Weekly subscription fee can be paid on our website by debit or credit card or at the school office by cash or check. All regular textbooks for classroom use are provided by the school at no charge. However, improper care, loss or deliberate damage to a schoolbook will result in a fine to cover replacement costs.

FIELD TRIPS

This year field trips will be planned for on-site and off-site for each grade. More details about field trips will be communicated via ParentSquare closer to the events. Each field trip will have a fee per attendee for bussing or entry.

STUDENT RECORDS

Parents of all students currently in attendance, have a right to:

- inspect and review the student’s education records;
- request the amendment of the student’s education records if it is believed they are inaccurate, misleading or otherwise in violation of the student’s privacy or other rights; and
- consent to disclosures of personally identifiable information contained in the student’s education record, unless disclosure can be authorized without parent consent (e.g., to law enforcement agencies, child protective services, or health care professionals, if the disclosure would protect the health and safety of the student or other individuals).

Arthur Academy shall give full rights to education records to either parent, unless Arthur Academy has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

MENSTRUAL DIGNITY PROGRAM

The Menstrual Dignity for Students Program provides free menstrual products at school for any student who needs access to these products. For more information about this program, please inquire at the school office.

STUDENT CONDUCT

A major goal of Arthur Academy is to teach students how to behave appropriately in school. All students will be expected to conduct themselves always with the utmost respect for others. Arthur Academy is dedicated to preparing its students to become successful and productive citizens. In doing so, we will value students and treat them with respect. The staff at Arthur Academy is charged with maintaining a warm, but orderly learning environment that emphasizes positive behavioral learning techniques. We will maintain a focused, friendly classroom environment during classroom instruction and work times. Appropriate and constructive behaviors will be emphasized. The staff is also responsible for issuing appropriate corrections and consequences to any student whose behavior is inappropriate.

Students are expected to follow the school rules. Teachers provide frequent redirection, positive praise and in-class incentives to assist students in improving their behavior. Specific behavioral expectations will be posted clearly in the classroom or school common areas and will be frequently reviewed by staff. Minor misbehavior may result in writing assignments (pledge sheets), time out or loss of classroom privileges. If a student displays a major misbehavior such as being Defiant, Disruptive or Disrespectful the student will receive a Think Time sheet. A consequence is almost always assigned with a Think Time sheet and contact with the parent/guardian will occur the same day.

CORPORAL PUNISHMENT

The use of corporal punishment in any form is strictly prohibited by Arthur Academy. No student will be subject to corporal punishment. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

No teacher, administrator, other school personnel or school volunteer will subject a student to corporal punishment or condone the use of corporal punishment by any person under his/her supervision or control. Permission to administer corporal punishment will not be sought or accepted from any parent or school official.

A staff member is authorized to employ physical force when, in his/her professional judgment, physical force is necessary to prevent a student from harming self, others or district property. Physical force shall not be used to discipline or punish a student.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students who are being served by an individualized education program shall be governed by local district or resident district policies for special education students.

SUSPENSION POLICY

Suspension temporarily removes a student's privilege of being on school premises. Students may be suspended for any of the following circumstances:

1. When non-accidental conduct causes serious physical harm to a student or employee;

2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the suspension is required by law.

A meeting between the parents/guardian and the school principal must be scheduled as soon as possible and must take place before the student can return to school. At that meeting, the incident will be discussed; a solution to prevent its recurrence will be devised and the length of the suspension will be determined. Suspension periods will not exceed ten (10) days based on one incident. Parents will receive a written statement of the reason for the suspension and its duration. The student can receive assignments during that period, but cannot be present on the school grounds except for the parent meeting. Time spent out of school prior to the parent meeting will count as part of the suspension period.

EXPULSION POLICY

In extremely rare circumstances, the severe nature of an offense may require the school administrator or designee to recommend expulsion based on the following occurrences:

1. When non-accidental conduct causes serious physical harm to a student or employee;
2. When a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
3. When the expulsion is required by law.

The school administrator will notify the local school district in the event of a pupil expulsion. *The Academy* and the District shall extend full faith and credit to the suspension and expulsion of a student, unless both parties agree in writing to a variance from this requirement.

No student may be expelled without a hearing unless the student's parents waive the right to a hearing, either in writing or by failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the findings of the site administrator. The site administrator or his/her designee may modify the expulsion of a student on a case-by-case basis.

When an expulsion hearing is not waived, the following procedure shall be used to assure that a student and parent/guardian have notice of an expulsion hearing, notice of the charges supporting the proposed expulsion, and the opportunity to present evidence at that hearing.

Notice will be given to the student and the parent by personal service or by certified mail at least five days prior to the scheduled hearing. Notice will include: (1) the specific charge or charges; (2) the conduct constituting the alleged violation, including the nature of the evidence of the violation; (3) a recommendation for expulsion; (4) the student's right to a hearing; (5) when and where the hearing will take place; and (6) the right to representation.

The Executive Director or designee will act as hearings officer and will conduct the hearing. The hearings officer will not be associated with the initial actions of the building administrators. Expulsion hearings will be conducted in private.

In case the parent or student has difficulty understanding the English language or has a disability that requires accommodation in order to participate in the expulsion hearing, the district will provide a translator or other reasonable accommodation. If such accommodations are necessary, requests must be made in advance of the hearing.

The student will be permitted to have a representative present at the hearing to advise and to present arguments. The representative may be an attorney or parent. Arthur Academy's attorney may be present.

The student will be afforded the right to present his/her version of the charges and to introduce evidence by testimony, writings or other exhibits. The student will be permitted to be present and to hear the evidence presented by Arthur Academy.

The hearings officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include relevant past history and student education records. The hearing shall be recorded either by audiotape or by manual recording of the proceedings at the discretion of the hearings officer.

Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Board, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision will be available in identical form to the Board, the student and the student's parents at the same time.

The hearings officer's decision is final. However, this decision may be appealed to the Board. In order to appeal a decision of the hearings officer, a parent or student must file a written request to appeal the decision to the School Board within five (5) days from the time the hearings officer's decision is received by the student or parent. The written request to appeal shall be sent to the Mastery Learning Institute office. Failure to appeal the hearings officer's decision within 5 days to the Mastery Learning Institute office renders the decision final and not reviewable by the School Board.

At its next regular meeting, the Board will review the hearings officer's decision and will affirm, modify or reverse the decision. Parents of students who wish to appeal the hearings officer's decision will have the opportunity to be heard at the time the Board reviews the decision.

Board review of the hearings officer's decision will be conducted in Executive Session unless the student or the student's parent requests a public hearing. The appeal before the school Board shall be on the record and no additional evidence may be submitted. The evidence submitted at the hearing shall comprise the record for review, together with the hearing officer's findings of fact and conclusions of law and order. The student or parent and the Arthur Academy representative shall each be given no more than 30 minutes for oral arguments before the Board. If an Executive Session is held by the Board or a private hearing by the hearings officer, the following will not be made public:

- a. The name of the minor student;
- b. The issues involved;
- c. The discussion;
- d. The vote of Board members, which may be taken in executive session.

Prior to expulsion, the resident district must propose alternative programs of instruction or instruction combined with counseling to a student expelled for reasons other than a weapons policy

violation. The Arthur Academy must document to the parent of the student that proposals of alternative programs have been made.

DIRECT COMMUNICATION FOR PROBLEM-SOLVING

Arthur Academy's complaint procedures involve beginning directly with the person or persons involved. If those discussions do not solve the problem, the next step is to involve that person's immediate supervisor in the meeting. Problems cannot be solved unless the parties who are accused and affected are present. The Executive Director can be involved if the problem cannot be resolved at other levels, but the parties who are accused and affected must be present. If there is not a satisfactory resolution or decision of the Executive Director, the Executive Director will arrange a meeting with the Board of Directors in executive session in the attempt to find a resolution.

Arthur Academy takes parent and student satisfaction seriously and expects parents and students to communicate complaints directly for fixing. We promise there will never be any retaliation or negative consequences for any student or parent who has a complaint. Instead we will work hard to solve the problem to everyone's satisfaction.

DRUGS AND ALCOHOL POLICY

Arthur Academy is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs, marijuana, or alcohol. Students who use or are under the influence of alcohol, marijuana, or illegal drugs during school hours or during school functions will be subject to discipline, up to and including suspension or expulsion.

WEAPONS POLICY

Weapons and replicas of weapons are forbidden on school property. Students and employees shall not bring, possess, conceal or use a weapon on or at Arthur Academy property or at activities under the jurisdiction of any Arthur Academy school. For purposes of this policy, and as defined by state and federal law, weapons include the items listed below:

Weapons may include, but are not be limited to, firearms (including starter guns), knives, pocket knives, metal knuckles, straight razors, needles, explosives, noxious, irritating or poisonous gasses, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. The administration may determine on an individual basis if an item such as a pencil, fork or other sharp object, or pocket knife was indeed meant to cause harm.

Prohibited weapons possessed on or about a person while on school property are subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and a referral to the appropriate law enforcement agency shall be made. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Students bringing weapons to school may be expelled.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator. Weapons under the control of law enforcement personnel are permitted.

The Executive Director may authorize any persons to possess weapons in school buildings for courses, programs and activities approved by Arthur Academy and conducted on school property including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports. In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds. Violations, unless otherwise accepted by law or this policy, shall be reported to the appropriate law enforcement agency.

PERSONAL ELECTRONIC DEVICE (PED) AND SOCIAL MEDIA POLICY

This Personal Electronic Device (PED) policy is established in compliance with Oregon state law to ensure a focused, distraction-free learning environment for all students during regular instructional hours by regulating the use of personal electronic devices.

Definition

Personal electronic device means any portable, electrically powered device that is capable of:

- Making and receiving calls and text messages, and
- Accessing the internet independently from the school’s network infrastructure.

This does not include:

- Laptop computers or other devices provided or required by the school for educational purposes. Arthur Academy provides students with a Chromebook when it is necessary to complete school work.

Storage Requirements

Arthur Academy suggests that students do not bring PEDs to school. However, if a student must bring them to school, all PEDs must be:

- Turned off upon entering the school grounds.
- Stored in the student’s backpack.

- Not used or accessed during instructional hours without approved exception.

The school is not responsible for lost, stolen, or damaged personal electronic devices.

Exceptions

A student may use a personal electronic device during the school day only if the use is authorized under one or more of the following:

- **Medical Need:**
Use is required by a medical provider's written order for the care and treatment of a diagnosed medical condition. Documentation must be submitted to and approved by the school principal.
- **Individualized Education Program (IEP) or Section 504 Plan:**
Use is permitted when included in the student's:
 - IEP as defined in ORS 343.035, or
 - 504 Plan under the Rehabilitation Act of 1973.

Non-School Hours

This policy does not apply during:

- Time when students are not on school grounds, and
- Time when students are not under the supervision of school personnel, except for school bus drivers.

Violations

If a student violates this policy:

- The personal electronic device will be temporarily confiscated and held in the school office until retrieved by a parent or guardian.
- Parents or guardians will be notified.