



North Campus: 1380 N. Martin Luther King Jr. Dr. Winston-Salem,
NC 27101 336-748-4116

South Campus: 962 Mock St, Winston-Salem, NC 27127

336-914-4999

www.artsbasedschool.com

PARENT/STUDENT HANDBOOK 2023-24

WELCOME TO THE ARTS BASED SCHOOL

OUR MISSION

The Arts Based School is committed to active and creative scholarly exploration that engages students, their family/community, and all school personnel in the learning experience. A strong core curriculum that builds on students' life experiences and multiple ways of knowing/learning will be realized through individualized and intimate integrated interdisciplinary, arts-based instruction.

PURPOSE

When the North Carolina General Assembly ratified Bill 955 to approve charter schools in our state, the purpose was to provide teachers, pupils, parents, and community members with opportunities to become involved in improving education. The purposes for charter schools include: to improve learning for all students, to encourage different and innovative teaching methods, to expand choices for students and parents, and to create professional opportunities for teachers. Our school takes this charge from the state very seriously. Therefore, our teaching methods include but go beyond traditional approaches. ABS teachers implement arts-based instruction, use alternative assessment techniques, and provide students choices. We ask that parents support us in making our school of choice different and innovative.

Table Of Contents

WELCOME TO THE ARTS BASED SCHOOL	1
OUR MISSION	1
PURPOSE	1
<u>2023-24 SCHOOL CALENDAR</u>	4
DAILY SCHEDULE	5
ARRIVAL	5
DISMISSAL	5
LATE PICKUP POLICY	5
AFTERSCHOOL CARE	6
PARKING LOT SAFETY	6
STUDENTS WALKING TO/FROM SCHOOL	6
ATTENDANCE	7
TARDINESS	7
EXCUSED ABSENCES	7
EARLY DISMISSAL	7
STUDENT INFORMATION	8
SCHOOL ACTIVITY FEES	8
FIELD TRIPS	8
FIELD TRIP CHAPERONES	8
PERSONAL PROPERTY	8
CELL PHONES AND PERSONAL ELECTRONIC DEVICES POLICY	9
COMPUTER USE/ INTERNET POLICY	9
DRESS CODE	9
LUNCHES	9
SNACKS	10
STUDENT HEALTH AND SAFETY	1
	10
STUDENT ILLNESS OR INJURY AT SCHOOL	10
STUDENT MEDICATIONS	10
PRESCRIPTION MEDICATIONS	11
NONPRESCRIPTION MEDICATIONS	11
IMMUNIZATIONS	11
LICE	12
EMERGENCY DRILLS	12

INCLEMENT WEATHER	12
PARENT-TEACHER COMMUNICATION	12
SOLICITATION POLICY	12
THURSDAY PACKETS/THURSDAY NOTES	13
ABS FAMILY DIRECTORY	13
BIRTHDAYS	13
HOMEWORK POLICY	13
PARENT VOLUNTEER PROGRAM	13
VOLUNTEER BACKGROUND CHECKS	14
STUDENT BEHAVIOR EXPECTATIONS	14
POSITIVE DISCIPLINE	14
PUBLIC DISPLAYS AFFECTION (PDA)	14
BULLYING POLICY	15
VIOLENCE AND SERIOUS MISCONDUCT	16
ANONYMOUS SAFETY TIP LINE	17
STUDENT ASSESSMENT AND EVALUATION	17
PORTFOLIO SYSTEM	17
GRADING SCALE FOR GRADES 6th-8th	18
STANDARDIZED TESTS	18
BEGINNING OF GRADE TEST (BOG)	18
END OF GRADE TEST (EOG)	18
MAP TESTING	19
MCLASS TESTING	19
RETENTION/PROMOTION	19
STUDENT SUPPORT SERVICES	19
EDUCATIONAL RIGHTS OF STUDENTS EXPERIENCING HOMELESSNESS	19
EXCEPTIONAL CHILDREN (EC) PROGRAM	20
SPECIAL EDUCATION SERVICES	20
CHILD FIND	20
SECTION 504	20
COUNSELING SERVICES	21
MULTI-TIER SYSTEM OF SUPPORT (MTSS)	21
CLASSROOM PLACEMENT	21
CONFIDENTIALITY STATEMENT	21
VISITORS	21
FAMILY EDUCATION RIGHTS AND PRIVACY ACT	22
AHERA NOTIFICATION	22
NON-DISCRIMINATION POLICY	23

DIVERSITY, EQUITY, AND INCLUSION	23
ABS GRIEVANCE POLICY	23
ABS BOARD OF DIRECTORS	23
Thank you...	24

2023-24 SCHOOL CALENDAR

First Day for Students:

Wednesday, August 16th (kindergartens have staggered start)

DAILY SCHEDULE

School begins at 8:15 a.m. (K-8th grades)

School is dismissed at 2:30 pm (K-4th grades) and 2:45 p.m. (5th -8th grades)

ARRIVAL

Students should arrive at school between 7:45-8:10 so they will be in class and ready to learn when school begins at 8:15. Students will be marked tardy after 8:15am. Please do not drop off children before 7:45! Children should not be allowed to enter the playgrounds or courtyard without an adult before or after school.

DISMISSAL

To provide a safe and orderly dismissal, we will stagger the pick up times for students as follows:

Kindergarten-4th grades: Dismissed at 2:30pm. 5th-8th grades: Dismissed at 2:45pm.
Students will be dismissed from classrooms using the PikmyKid dismissal app.

LATE PICKUP POLICY

The regular school day ends at 2:30 for K-4th grade students and 2:45 for 5th-8th graders. Parents should have a ride at school for their child within ten minutes of dismissal time.

Students who have not been picked up on time will go to the main office in the building appropriate for the oldest child in the family. School personnel will contact the student's family to inform them that the student has not been picked up.

When a parent arrives late, they will be asked to sign the student out. After three late pick-ups, parents will need to meet with the building administrator to make a plan for ensuring on-time pick ups in the future.

At 3:30, any student still at school will be taken to the ABS Afterschool Program until a parent arrives. Families will be charged a \$20 fee when this happens.

If no contact has been made with anyone about a late pick up by 3:30, the Winston-Salem Police Department will be contacted to help locate a parent or family member.

AFTERSCHOOL CARE

ABS Before and Afterschool Care Program was created out of a need for high quality care with a flexible, convenient schedule for working parents. We provide a safe and fun-filled environment where we focus our efforts on the social, emotional, and physical development of your child. We do this by nurturing strong relationships and offering your child choices that reflect their individual needs, interests, and abilities. The onsite child care is staffed by ABS teachers and staff. **Registration information is available on the ABS website.**

PARKING LOT SAFETY

- A. Please drive slowly and cautiously through the school parking lot at all times.
- B. Do not use cell phones except to “announce” on the Pikmykid app.
- C. Watch for children and adults in the parking lot, especially the first few days when many parents will be parking and walking their child into the school.
- D. Please allow extra time the first week as parents and children become accustomed to the routine.
- E. Please be kind and courteous to parking lot helpers.
- F. Please cross on crosswalks when walking children into the building.
- G. Please be responsible for explaining the drop off/pick up procedures to anyone else who may be picking up your children.

Thanks for your help in making our children safer!

STUDENTS WALKING TO/FROM SCHOOL

Please remember that it is the responsibility of students as they walk to and from school to look both ways before crossing streets, and, in general, to be responsible for their personal safety. Parents may assist their children by escorting them until the students learn how to

walk safely. The parent must assume any risk involved when the child(ren) walk to/from school alone. In the event that the child(ren) sustains any personal injury as a result of walking to/from school alone, The Arts Based School is not responsible. A [permission slip](#) must be signed by parent(s) for any student who walks to/from school.

ATTENDANCE

Consistent school attendance is an essential component of each student's academic growth and progress. As a public school, we are required to record and report excused and unexcused tardies and absences daily. When your child returns to school, please provide an email to your teacher with the reason for the absence. Full attendance policy available [here](#).

TARDINESS

School begins at 8:15 a.m. Students may arrive at school between 7:45 and 8:10. Students will be counted tardy if they're not in their classroom at 8:15am. The student entrance will be locked at 8:15 a.m. After 8:15 a.m., parents must park and escort their child(ren) to the Front office entrance. Ten tardies are considered one absence on state attendance records.

EXCUSED ABSENCES

- A. When an illness or injury occurs which prevents the student from being physically able to attend school.
- B. When quarantine is ordered by the local health officer or the State Board of Health to isolate a student from the general population.
- C. When there is a death in the immediate family (including but not limited to the parents, grandparents, brothers, and sisters) of the student.
- D. When the absence is due to a medical or dental appointment.
- E. When the student is a part of a court proceeding or administrative tribunal, if the student is a party to the action or under a subpoena as a witness.
- F. When the student participates in a religious observance and has prior approval of the principal/designee.
- G. When the student is involved in a valid educational opportunity. The absence and activity must have prior approval of the principal/designee.

EARLY DISMISSAL

If it is necessary to pick up your child before dismissal, please use the following procedures:

1. If your child has an appointment, please send a note to the teacher that morning.
2. Report to the office, not the classroom, to pick up your child.
3. Someone from the office will send for your child.
4. Sign the student out and give the reason for the early dismissal.

STUDENT INFORMATION

Please inform the school of any address, telephone number, email address, etc. changes during the year.

SCHOOL ACTIVITY FEES

Each family is asked to pay \$40 per year per child to help cover the costs of our extensive curriculum enhancement activities, including most field trips. Fees are payable at the start of each year or in smaller increments, if needed. Financial assistance is available to those families with demonstrated need per the approval of the Principal.

FIELD TRIPS

We consider field trips to be a vital and fundamental part of a student's educational experience. As you know, the world is so much larger than the classroom, and our teachers embrace opportunities to expand their students' educational experience through field trips whenever possible. Students must have a signed Annual [Field Trip Permission Form](#) on file in order to participate. This permission slip is a general form which will give your child permission to attend these trips throughout the year. Before each trip, parents/guardians will be notified of specific destinations for each separate excursion. All field trips are planned, organized, and supervised with the students' welfare first and foremost. Any student that is suspended on the day of the field trip will not be permitted to attend the field trip.

FIELD TRIP CHAPERONES

Opportunities exist for parents, guardians, and family members to accompany classes on fieldtrips. Those of you wishing to chaperone a field trip are encouraged to let your classroom representative know of your availability. As with other issues within the classroom, the teacher will make the final decision for chaperones. If you are chosen as a chaperone, it is imperative you understand you are accompanying a class as an "official" supervisor of a child or group of children. Any chaperones responsible for supervising a group of student must have a cleared [background check](#). Parents who have not completed

a background may accompany his/her own child only. Parents who are chaperoning will not be permitted to bring their own children.

PERSONAL PROPERTY

The school is not responsible for any loss or damage of personal property. Personal belongings should be clearly marked with the student's name. Students should not bring toys, games or electronic devices to school, unless otherwise instructed. Any such items that are brought to school will be taken away and sent to the office for pick up by a parent.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES POLICY

Our middle school students have access to our computer network, laptops, and tablets for academic purposes. As a result, the following policy is in place regarding cell phones and personal electronics. Cell phones and personal electronic devices are not to be used by students during the school day. Students must store unapproved electronic devices in a pocket or schoolbag for the entirety of the school day. Failure to do so will result in the device being held by a staff member until dismissal or until picked up by a parent or guardian. E- readers (such as a Kindle or Nook), with teacher permission, represent an exception to this rule, when used to read books already downloaded at home. Parents and students should recognize that loss of or damage to these devices is possible and the devices are the responsibility of the student. The Arts Based School is not responsible for lost, damaged, or stolen, phones or devices. Failure to adhere to this policy will result in a disciplinary referral to the appropriate administrator.

COMPUTER USE/ INTERNET POLICY

The purpose of the Internet is to support research and education. Internet resources may not be used in violation of any U.S., state, or local regulation. The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material. ABS utilizes a filtering program designed to block inappropriate sites. It is possible that in spite of all precautions that a student might inadvertently access a web site that contains offensive, inappropriate, or explicit material. If such occurs, the student will be expected to exit the site immediately and parents will be notified. Intentional access of such web sites will be considered a violation of this policy. A written note should be submitted to the principal if parents do not want their child to use the Internet at school.

DRESS CODE

Keep in mind that we will be painting, dancing, jumping, gluing, traveling, and sitting on the floor as we learn. All students should wear clothing appropriate for school and not disruptive to the learning environment. Dress standards apply to school days and all school sponsored events. T-shirts should not be printed with inappropriate language, advertising for tobacco/or alcohol products, or violent images.

LUNCHES

All students must have lunch each day. Lunch can be brought from home or purchased online at our website. Our caterer this year is Goodness Gracious (M-Th) and Papa John's for Pizza Friday. More information about cost and menus can be found on our website. We do not accept food deliveries for student lunches. Free/Reduced lunch is available to students meeting the eligibility requirements. To apply, please complete the [Household Income form](#).

SNACKS

ABS wants to promote healthy eating and good nutritious choices. Students should bring a healthy snack each day. Healthy choices include bottles of water, fruits, crackers, cheese, and granola bars. Please do not send sodas, candy, or other high sugar snacks.

STUDENT HEALTH AND SAFETY

STUDENT ILLNESS OR INJURY AT SCHOOL

If your child becomes ill while at school, you will be contacted and asked to pick up your child. If an accident or injury occurs, we will contact you, provide medical first aid such as ice, bandages, etc, and fill out an incident report.

STUDENT MEDICATIONS

It is best to give your child's medicine at home. You may want to talk to your child's doctor and ask if medicine can be taken at times other than during the school day. Any parent/guardian is free to come to school to administer medication to their child.

PRESCRIPTION MEDICATIONS

For each prescription medication to be given, a copy of a [Authorization for Medication Form](#) must be completed and signed by your child's licensed health care provider and parent/guardian. A Request for Medication Form is available on our website and must be completed in its entirety.

Medicine must be brought to school by a responsible adult and signed in to the medication Logbook. Medicine must be brought to school in a container that is current and clearly labeled stating when and how it should be administered. A new [Authorization for Medication Form](#) must be completed each school year and anytime dosage or directions change. Students may not carry medication with them to class without permission from the administration.

NONPRESCRIPTION MEDICATIONS

A Request for Medication Form must be completed and signed by a parent/guardian, and your health care provider for nonprescription medications such as vitamins/supplements, or any other over-the-counter medicine. These must be brought to school in the original container. The date, dose and time(s) for nonprescription medication(s) to be given at school must be indicated. No medicine will be given unless the above steps have been completed. To make sure your child receives medicine safely, NO EXCEPTIONS can be made. If a Request for Nonprescription Medication Form is NOT completed, the parent/guardian will have to come to school to administer the medication personally. Students are not allowed to carry or administer medicines at school.

IMMUNIZATIONS

Parents of all children must present to the school acceptable medical evidence indicating that the required immunizations have been received, which are:

- A. 5 DTP doses (If the 4th dose is after the fourth birthday, a 5th is not required)
- B. 4 Polio doses (If the 3rd dose is after fourth birthday, a 4th dose is not required)
- C. 1-4 Hib dose
- D. 2 Measles, Mumps, Rubella doses (On or after first birthday and before entering school)
- E. One dose of Tdap for individuals who have not previously received it and are entering 7th grade or by 12 years of age whichever comes first.
- F. One dose of MCV for individuals entering the 7th grade or by 12 years of age whichever comes first.

Religious and/or medical exemptions must be appropriately documented. Students not in compliance with the immunization policy will not be allowed to attend school.

LICE

Should lice or nits be found on a child in one of our classrooms, the child's parents will be called to pick up the child. The parents will be provided with written suggestions for lice and nit removal. The classroom where lice have been detected will be thoroughly vacuumed, and all pillows, blankets, and stuffed animals will be bagged for the duration of the outbreak. The other parents of children in the class will be sent a note alerting them that lice have been found in the class. They will be reminded to check their children carefully each day for the next few weeks and to continue checking as part of routine hygiene. If nits are found on the child upon returning to school, they will be sent home again for further nit-removal. Some organizations find "no-nit" policies like ours unnecessary, however, the unique learning environment at ABS makes it important to adhere to the policy as it is written so as to minimize the spread of lice and missed school days.

EMERGENCY DRILLS

Fire, tornado, and lockdown drills are conducted each year so that students and staff know what to do in the event of an emergency. These drills are required by law and documented accordingly. During drills, students should remain quiet and follow directions from staff members.

INCLEMENT WEATHER

In the event of inclement weather, ABS will announce school closings on local TV channels, under "The Arts Based School." This information will also be posted on the ABS website (www.artsbasedschool.com) as well as the school phone message (336-748-4116).

PARENT-TEACHER COMMUNICATION

It is critical that both parents and teachers have opportunities to communicate regarding students. This can be accomplished through notes, emails, phone calls, voice mails, and appointments. Please do not engage your teacher in a "conference" during class time when the teacher needs to be with the students. For email addresses, check our website: www.artsbasedschool.com.

SOLICITATION POLICY

Any commercial solicitation, advertisement, fundraising, and/or flyers must be pre-approved by the principal before distribution to students or staff.

THURSDAY PACKETS/THURSDAY NOTES

Each Thursday, students in grades K-6 will bring home school news in the form of a school packet. Please review these important papers, sign the envelope, and return the envelope to school. If you have information related to school events to contribute to the Thursday Notes, please submit it to the office for approval by Tuesday each week via email to rhollis@artsbasedschool.com. Our school newsletter called Thursday Notes is distributed by email and posted weekly on our website.

ABS FAMILY DIRECTORY

Each year The Arts Based School releases a student directory in the [Family Portal](#) so students can contact their classmates outside of school times for play dates, birthday parties, etc. If you do not want your contact information shared in the student directory, please contact Director Hollis at rhollis@artsbasedschool.com. Student Directory information is shared with ABS families in order to facilitate classroom communication and gatherings, and is not to be used under any circumstances for personal gain or businesses. Families are not to share or distribute Student Directory information outside the Arts Based School community.

BIRTHDAYS

We want our students to enjoy celebrating their birthdays. The classroom teachers are willing to accommodate birthday celebrations during the school day (preferably during lunch), provided prior arrangements have been made. Due to potential food allergies, all birthday treats must be pre-approved by the classroom teacher. We do ask, however, if your child is bringing invitations to pass out for a birthday party outside of the school day, that your child either invite all of the classmates or mail the invitations.

HOMEWORK POLICY

Teachers will only assign homework that is meaningful and relevant to the current topic of study. Homework may come in the form of projects, reading, or research. We will avoid using “busy work” for homework.

PARENT VOLUNTEER PROGRAM

Each family is asked to volunteer at least one hour per week (per child), helping with classroom activities and/or school events. We welcome help from adults over the age of 18. Each class will have a volunteer class representative who will serve to organize and coordinate with the teacher. The classroom reps, and Parent Council will help coordinate volunteers, matching talents and interests with the needs of the school and teachers. You will find the rewards are much greater than could be imagined! Please be sure to wear a visitor badge when you are volunteering at the school.

VOLUNTEER BACKGROUND CHECKS

All volunteers must undergo a national sex offender registry check. Registered sex offenders will not be allowed to volunteer. Volunteers wishing to serve in roles that allow unsupervised interaction with students must undergo a national criminal background check. Here is the [form](#) required for volunteers needing a background check. Please note that the background check can take a week to complete. Please plan ahead if you are hoping to volunteer. Volunteers who have been charged with or convicted of an offense will not be allowed to volunteer. You may review our full [Volunteer Screening Policy](#).

STUDENT BEHAVIOR EXPECTATIONS

POSITIVE DISCIPLINE

Positive Discipline is our school-wide approach for developing a safe, supportive environment for all learners. The program is used to teach children (and adults) valuable life lessons about responsibility, problem solving, conflict resolution, and mutual respect. Class Meetings are used to address 'problems' in the classroom, giving students the opportunity to be decision makers and work cooperatively to find resolutions. Positive Discipline helps students and teachers create an atmosphere of caring based on kindness and firmness, dignity and mutual respect. Students participate in creating rules and procedures to help our classrooms function safely and productively. We teach them the skills they will need in order to function as caring, self-responsible citizens by discussing, modeling and practicing appropriate ways to interact. However, we understand students sometimes test behavioral boundaries to discover what happens when they do not behave within them. When this happens, we ask the student to sit away from the group, but within the classroom, and reflect on his or her behavior. This time-out is an opportunity to regain self-awareness and self-control and to prepare to rejoin the group or activity ready to participate. If the

misbehavior continues, the teacher may send the student to another classroom or the front office to regain control.

PUBLIC DISPLAYS AFFECTION (PDA)

We recognize and allow students to share hugs, hand holding, and other physical gestures to express friendship and caring. We also understand that as children mature, determining the appropriateness of PDA is often a challenging issue, especially as students enter the middle school grades. For our students, we do not allow kissing, prolonged hugging, inappropriate touching, or any physical interactions that disrupt the school learning environment or the personal comfort of students.

BULLYING POLICY

1. Students shall not engage in bullying or harassing behavior at school or during a school activity or school-sponsored function, whether on or off campus, or on the school bus. No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.
2. The term "bullying or harassing behavior" shall be defined as any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that:
 - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - b. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.
3. For purposes of this Policy, "hostile environment" shall be defined as a victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree it is bullying or harassing behavior.
4. Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.
5. Types of prohibited bullying or harassing behavior includes, but are not limited to:
 - a. Repeated and deliberate making of obscene gestures, pushing, shoving, hair pulling, and any other unwelcomed physical contact intended to create an intimidating and hostile environment; and/or

- b. Acts of verbal bullying including, but not limited to:
 - i. hurtful name-calling, teasing, or intimidating;
 - ii. defaming or spreading false rumors about another person to cause the victim to be disliked, humiliated or disrespected by their peers;
 - iii. persuading, encouraging or leading other students to exclude or socially isolate the victim in order to cause emotional harm;
 - iv. extorting money, property or services from another student; and/or
 - v. making derogatory, demeaning or hostile comments about another student's actual or perceived differentiating characteristic(s) as set forth hereinabove.
- 6. No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
- 7. A school employee, student or volunteer who witnesses or has reliable information a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to a teacher, Principal, Assistant Principal or, if the employee committing the behavior is the Principal, to the Board Chairman. Reports may be made anonymously or with the condition of anonymity to the extent allowed by law.
- 8. The Principal or the Principal's designee shall promptly investigate all reports of serious violations and complaints of bullying or harassment.
- 9. This Policy shall be disseminated and publicized in the student and parent handbook at the beginning of the school year.
- 10. Nothing herein shall be construed to permit or require school officials to punish student expression or speech based on an undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that always accompany an unpopular viewpoint.

VIOLENCE AND SERIOUS MISCONDUCT

All students must feel safe in order to learn; therefore, violence is never an acceptable way for children to solve problems. Violence or the threat of violence and bullying is not permitted at any time for any purpose within the ABS Community. Any child who chooses to inflict harm (including, but not limited to, pushing, hitting, kicking, biting or throwing things) or threatens to inflict harm on another child, even if in retaliation, will be immediately removed from class. His or her parents will be called immediately for a conference. Conditions of frequency, intensity and duration, and student's IEP (if applicable) will be taken into consideration to determine the appropriate consequences. Violent behavior may result in suspension for up to 3 days or expulsion in accordance with North Carolina Public School Law.

Students must not bring weapons or items that have the appearance of a weapon to school. Types of weapons include, but are not limited to, the following: firearms, knives (including

pocket knives), martial arts weapons, explosives, poisons, bows and arrows, slingshots, laser devices, mace, pepper spray, or throwing darts.

Serious misconduct will not be tolerated. Serious misconduct includes, but is not limited to: physical abuse; verbal abuse; sexual harassment; possession and/or use of alcohol, tobacco or illegal drugs; assault; communicating threats; theft; destroying school property or bringing weapons to school. In any case in which a student engages in an act of serious misconduct at school, his or her parent(s) will be immediately called for a conference. Conditions of frequency, intensity and duration of misconduct will be taken into consideration to determine the appropriate consequences. Serious misconduct may result in suspension for up to 3 days or expulsion in accordance with North Carolina Public School Law. If necessary, the proper authorities will be notified.

Procedure used to address serious misconduct:

1. Child(ren) involved will be escorted to the Principal or designee immediately and parent(s) will be called for a conference.
2. Child(ren) involved will write or describe what happened.
3. Child(ren) will write or discuss what they could have chosen to do differently. ABS promotes
4. Students' accountability to each other, and each child is expected to assume responsibility for their actions in ways that are developmentally appropriate.
5. When appropriate, students resolve issues with adult mediation.

Suspension and Expulsion of Students with Disabilities

Students with disabilities are subject to suspension on the same grounds as general education students provided that suspension is not considered a change of placement as determined by the student's IEP or direct manifestation of the disability. When a behavior arises that may result in suspension of more than ten (10) days, a meeting will be held by the Director and the IEP team to determine if the behavior is a result of the disability (Manifestation Determination).

If a Manifestation Determination is made, the student may not be excluded, and the IEP team, parents or guardians, and Administrators will determine immediately what, if any, changes need to be made to the IEP to mitigate the chances of the dangerous behaviors reoccurring.

If a Manifestation Determination is not made, the student with disabilities may be suspended or excluded. These students will still be provided with academic and behavioral services as outlined in their IEP. Expulsion of Students with Disabilities: Students with disabilities are subject to expulsion only if all of the following conditions are met: The IEP team determines that the misconduct was not caused by, or was not a direct manifestation of, the student's identified disability. The team determines that the student had been appropriately placed at the time the misconduct occurred and services were fully in place.

ANONYMOUS SAFETY TIP LINE

State law (G.S. 115C-105.51) requires public secondary schools (grades 6 and up) to have an anonymous safety tip application available for public safety tips from students and others beginning with the 2019-20 school year. The Say Something Anonymous Reporting System (SS-ARS) is a life-saving school safety program that teaches students, educators, and administrators how to recognize the warning signs for individuals who may be at risk of hurting themselves or others and to report this information by going to a trusted adult, calling 911, or using the anonymous reporting system.

There are five steps to SS-ARS process:

1. A tip is submitted via mobile app, website, or by calling the 24/7 Crisis Center by the tipster.
2. The submitted tip is triaged by Crisis Center certified counselors to gather enough information to act.
3. The tip is then delivered via call, text, and email to the impacted school and 911 dispatch – if needed.
4. The school and local law enforcement (as needed) assess and take action with the at-risk individuals.
5. School personnel then close out the tip and report actions taken as a record for their school.

STUDENT ASSESSMENT AND EVALUATION

PORTFOLIO SYSTEM

Students attending the Arts Based School will be assessed using a portfolio system in place of the traditional report card. The portfolio is designed to illustrate a student's academic growth and successes as well as guide the teacher in planning appropriate instruction. In grades K-5, teachers at ABS do not issue letter grades. Teachers use observation, interviews, analysis of student work and performance tasks to assess student understanding. Examples of student work, as well as other objective standards of assessments are incorporated into the student's portfolio to give an enhanced portrait of the student's progress. These portfolios will be discussed and presented to parents during the Student-Teacher-Parent conferences scheduled in November, March, and June. (See School Calendar for dates).

GRADING SCALE FOR GRADES 6th-8th

The Arts Based School will use a 10 point grading scale as follows:

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

This is consistent with state public school policy and will provide an easier transition into public high school after 8th grade.

STANDARDIZED TESTS

BEGINNING OF GRADE TEST (BOG)

The State Board of Education requires all third graders in North Carolina to take the Beginning of Grade (BOG) test in reading. A student's BOG score will be used as baseline data to measure growth as well as a screening tool to identify those students who will need remediation to pass the End of Grade test. Testing accommodations will be provided for students with Individualized Education Plans (IEP). Make-up tests will be required for any student that is absent from the regular administration of the test.

END OF GRADE TEST (EOG)

The North Carolina End-of-Grade Tests are designed to measure student performance on the goals, objectives, and grade-level competencies specified in the North Carolina Standard Course of Study. The End-of-Grade tests in reading comprehension and mathematics are administered to students in grades 3-8 as part of the statewide assessment program. End-of-grade tests in science are administered in grades 5 and 8. Students enrolled in Math I are required to take the Math I End of Course test.

Parents, please help your child(ren) do their best on standardized tests by following these guidelines:

- Help your child get 9 hours sleep throughout the weekend and each night before the test.
- Make sure your child eats a healthy breakfast, including more proteins and fewer carbohydrates.
- BE ON TIME to school. Rushing around creates anxiety. Latecomers must take a make-up test.

- Help them arrive at school with a positive attitude.
- Exercise. No couch potatoes, video games, or on-line junkies the week before. Go outside and run and play. You will rest better, think better, and feel better.

MAP TESTING

ABS uses Measures of Academic Progress (MAP) to assess each student's academic growth. We will give students in grades 3-8 MAP tests to determine each child's instructional level and to measure academic growth throughout the school year, and from year to year in the areas of math and reading. Your child will take the tests on a computer. MAP tests are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. And with MAP tests, we can administer shorter tests and use less class time while still receiving detailed, accurate information about your child's growth.

MCLASS/DIBELS TESTING

Read to Achieve Legislation requires three benchmark assessments be given to all K-3 students. The reading assessment will be administered in September, January, and May.

RETENTION/PROMOTION

Each child has individual strengths and challenges, therefore retention/promotion decisions will be made on an individual basis. Teachers and parents will work together to decide the most beneficial placement for each child, taking into consideration academic, social and emotional needs, as well as attendance. The Principal will make the final decision based on information provided by the teacher and parents.

STUDENT SUPPORT SERVICES

EDUCATIONAL RIGHTS OF STUDENTS EXPERIENCING HOMELESSNESS

In January 2002, Congress reauthorized the McKinney-Vento Homeless Assistance Act of 1987 to help people experiencing homelessness. This federal law includes the Education of Homeless Children and Youth Program, which entitles children who are homeless to a free, public education and requires schools to remove barriers to their enrollment, attendance, and success in school. This Act protects all students who do not have a fixed, regular, and adequate residence, such as students living in the following situations:

- A. Doubled-up housing with other families or friends due to hardship
- B. Runaway/homeless youth shelters (even if parents invite the youth home)
- C. Hotels or motels

- D. Shelters, including those for domestic violence
- E. Transitional housing shelters
- F. Cars, abandoned buildings, parks, streets, or other public spaces
- G. Campground or inadequate trailer homes
- H. Awaiting foster care placement
- I. Abandoned in a hospital

At the Arts Based School, the Homeless Education Liaison is the Assistant Principal, who will assist families and school personnel by ensuring students who are homeless can enroll and succeed in school. If your child is homeless, please contact our Director, Robin Hollis for an explanation of your child's educational rights.

EXCEPTIONAL CHILDREN (EC) PROGRAM

As a public charter school, The Arts Based School follows all state and federal regulations governing, locating, identifying, and evaluating children with disabilities.

SPECIAL EDUCATION SERVICES

The Arts Based School develops and implements Individualized Education Plans (IEPs) for students eligible for services to ensure every student has free and appropriate access to education.

CHILD FIND

North Carolina has a continuing Child Find procedure in place to locate all children with disabilities residing in the State, including children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services. This effort also includes highly mobile children with disabilities (such as migrant and homeless children) and children who are suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade. The purpose of this procedure is to enhance public understanding of exceptional children and youth with special needs, to identify and locate the children and youth, and to inform the public of available services. The collection and use of data to meet the requirements of Child Find are subject to the confidentiality requirements.

SECTION 504

The Section 504 part of the Rehabilitation Act of 1973 and the Americans with Disabilities Act

prohibits discrimination against persons with a disability in any program receiving federal financing.

A person with a disability is defined as anyone who:

- A. Has a mental or physical impairment which substantially limits one or more major life activities. (Major life activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)
- B. Has a record of such impairment; or is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Arts Based School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in our school. Parents who believe their child qualifies for a 504 plan should contact our 504 Coordinator, Assistant Principal Joey Cutts: jcutts@artsbasedschool.com .

COUNSELING SERVICES

The school counselor is available to students and families on an as-needed basis. Counseling referrals may be made by parents, teachers, or students.

MULTI-TIER SYSTEM OF SUPPORT (MTSS)

The MTSS team works to develop a partnership between the administration, the teachers and the parents to provide support for students who are having difficulty being successful. The need for support may have academic, behavioral, or social origins. MTSS is designed to provide a structure by which students may be served quickly and effectively when the need for intervention becomes apparent.

CLASSROOM PLACEMENT

Your child's current classroom teacher will meet with the grade level team to create the class rosters for the next year. They use all that they know about your child's academic, social, emotional, and behavioral qualities to determine which classroom is the best match. We do not accept parent requests.

CONFIDENTIALITY STATEMENT

Information concerning students, families, and staff is confidential and cannot be shared at any time. Please do not expect staff (including administration) to discuss student behavior,

academic performance, or disciplinary action except those issues directly pertaining to your child. When a parent is volunteering in a classroom, working with students, or assisting in the front office, the volunteer must adhere to this expectation of confidentiality.

VISITORS

We welcome adult visitors to our school and are happy to have you with us whenever you can be a part of our school routine. We require that every visitor report to the ABS office and not the classroom, and we will notify the classroom of your presence. All visitors and volunteers must sign in at the Front Office and wear a Visitor Badge while on campus. In order to minimize distractions and maintain a productive learning environment, we do not allow guest students or lunch visits from friends.

ABS CIVILITY POLICY

The Arts Based School's civility policy is intended to maintain a safe, harassment-free environment for students, teachers, administrators, staff members, parents, and other members of the community. In the interest of presenting teachers and other employees as positive role models, the ABS board encourages positive communication and discourages volatile, hostile, threatening, profane or aggressive communication or actions, as well as disorderly conduct.

In the same regard, parents and visitors are expected to treat teachers, students, volunteers, administrators, and other school employees with courtesy and respect. School employees who are faced with disorderly conduct or disruptive behavior have the right to end a meeting or telephone conversation, and/or remove the person from school grounds. School Principals may place limitations on access to school grounds of an individual who has violated the above expectation, and may limit an individual's future communications with school employees to one or more of the following: telephone calls, email, or written communications.

The full text of the [Civility Policy](#) is available on our website.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

FERPA is a federal law that governs the maintenance of school records. Under the law, parents or guardians of students or students who are 18 years of age or older have the right to inspect all records kept by the school about the student and the right to correct inaccuracies in those records. Under FERPA, access to the records by persons other than the parents or guardians is limited and generally requires written consent by the parents, guardians and/or students age 18 or older.

AHERA NOTIFICATION

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), ABS had inspections conducted in our school building for the purpose of identifying asbestos-containing building materials (ACBMs). No ACBMs were identified. The inspection findings were included in an asbestos Management Plan which has been on file in the school administrative office since that time. The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is available for you review at anytime during normal school hours (Mon-Fri 8am-3pm). The Asbestos Program Manager, Robin Hollis is available to answer any questions you may have about asbestos in our building (336-748-4116 ext 2001).

NON-DISCRIMINATION POLICY

In compliance with federal laws; the Arts Based Elementary School administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

DIVERSITY, EQUITY, AND INCLUSION

The Arts Based School (ABS) students are confident, independent learners who work cooperatively to solve real-life problems in a safe and supportive environment. ABS seeks to nurture an atmosphere of respect, openness, and trust. At ABS, we are enriched through our appreciation of diversity's many faces, including but not limited to: race, religion, sexual orientation, gender, gender identity, disability, and socio-economic background. We are actively engaged in developing a culturally competent community that values equity, inclusion, and justice, and we continue to seek diversity among students, faculty, staff, administrators, and trustees. By honoring cultural differences and intellectual diversity, we create a vibrant learning community where each person is valued.

ABS GRIEVANCE POLICY

Each Board Meeting is open and accessible to parents and community members. The first fifteen minutes of the meetings provide an opportunity for parents to bring forward any concerns or complaints that need to be addressed. The complainant is encouraged to first

address any grievance at the level at which the problem occurred. If a resolution cannot be reached at that level, the Board asks that the chain of command be observed: teacher, then Principal, then Chair of the Board.

ABS BOARD OF DIRECTORS

The Arts Based School is governed by the ABS Board of Directors. This is a voluntary board composed of community leaders, business people, educators, and parents committed to the success of our school and its mission. The Board convenes a monthly meeting on the second Tuesday of each month at 5:45pm at the school. Board meetings are open to the public.

Thank you...

For being a part of the Arts Based School. Our charter describes an educational experience for each student that is engaging, exciting, and encouraging. We welcome your family's participation and involvement in the school and its activities and are eager to help our students grow and develop their intellectual, cognitive, and creative abilities!

Disclaimer: The policies and procedures stated in this Parent/Student Handbook may be changed, amended, and edited or revised by the Arts Based School at any time at its discretion. In addition, this Parent/Student Handbook does not contain all policies of the ABS Board of Directors currently in effect.
Approved August 2016