

**SCHOOL FOR INTEGRATED
ACADEMICS AND TECHNOLOGIES
LITTLE ROCK**



**Student Handbook
2016 - 2017**

Administration

Katie Hatley Tatum, Principal

Governing Board of Director Members **2016 - 2017**

Essie Talley
President

James Graham
Board Secretary

Phillip Hood
Board Member

Brett Smith
Board Member

Lindsey Brown
Board Member

WARNING

Possessing a Firearm

Act 567 of 1995 State of Arkansas prescribes “expulsion from school for a period not less than one year for possession of any firearm or other weapon prohibited upon the school campus.” SIATech Charter High School Little Rock will adhere to this law.

Any student who finds himself or herself unknowingly or mistakenly in possession of a firearm or other weapon must immediately turn it over to a school official.

Committing a Felony on School Property

Act 1243 of 1997 states that “whenever the principal or other person in charge of a public school has received information leading to a reasonable belief that a student has committed a felony on school property or while under school supervision or has committed any other crime involving an act of violence against a teacher, school employee, or student, the principal or the person in charge shall immediately report the incident to the District Superintendent. The Superintendent or his/her designee shall report the incident to the local law enforcement official for investigation.

Megan’s Law

Arkansas School for Integrated Academics and Technologies Little Rock shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When, necessary, law enforcement may contact the building principal and give them information concerning registered sex offenders. The decision regarding which school principal to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender’s dangerousness to the community.

Building principals should, in turn, notify any person who in the course of their employment is regularly in a position to observe unauthorized persons on or near the school’s property. Those notified could include employees such as aids, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers’ assistants, and teachers.

It is important that school personnel receiving notice understand that they are receiving sex offender notifications in their official capacity and are not to disseminate information about an offender to anyone outside the school. If school personnel are asked about notification information by an organization using school facilities, they should be referred to the area law enforcement agency that issued the notice.

Persons not to be notified except at the specific discretion of area law enforcement officials include members of parent-teacher organizations, other schools,

organizations using school facilities, students, parents or guardians of students, and the press. Personnel may inform the press about procedures which have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.

Unless limited by the terms and conditions of their probation or parole, a parent or guardian who is a sex offender shall be allowed to attend parent-teacher conferences or any other activity which is appropriate for a parent or guardian.

Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

Legal Reference: A.C.A. §12-12-913

Table of Contents

Introduction

Vision.....	8
Accreditation.....	9
Our Story.....	9
Staff Directory.....	10
Commitment to Excellence.....	11

Building Regulations

School Security.....	12
Check Out Policy.....	12
Video Monitoring.....	12
Visitor’s Policy.....	12
Nondiscriminatory Policy.....	13

Academic Requirements

Academics.....	14
Graduation Requirements.....	14
Core Curriculum.....	14
Smart Core Curriculum.....	15

Academic Grades

Homework Policy.....	16
Parent Teacher Conferences.....	16
Transcript Request.....	16
ACT Aspire/The ACT.....	17

Admission and Withdrawal

Admission Requirements.....	19
Transfer between Schools.....	19
Withdrawal from School.....	19
Lack of Interest.....	20

Attendance

Statement of Policy.....	21
Compulsory Attendance.....	21
Excused Absences.....	21
Unexcused Absences.....	22
Uniformed Service Member’s Children.....	22
Tardies/Truancy.....	23

Student Services

Auto Policy.....	24
City Bus Passes.....	24
Driver’s License Application.....	24
Loss of Driver’s License.....	24
Food Service.....	25

Health Services

Communicable Diseases and Parasites.....	26
Student Illness/Accident.....	27
Immunization and EPSDT Requirements.....	27
Student Medications.....	28
Emergency Administration of Epinephrine.....	28
Guidelines of Act 1694 of 2005.....	29
504 and ADA Services.....	29

Discipline Policies

Code of Student Conduct.....	32
Referrals to School Administration.....	33
Student Discipline-Board Policy.....	33
Disciplinary Procedures and Measures.....	34
Suspension and Expulsion.....	35
Level 1 Offenses.....	35
Level 2 Offenses.....	35
Drugs & Alcohol.....	35
Drug Dog.....	36
Suspension and Expulsion Procedures.....	36

Behavior Not Listed.....37
Discipline for Students with Disabilities.....37
Privacy of Students’ Records/Directory Information.....38
Notification of Rights under FERPA for Secondary Schools.....38

Emergency Procedures

Closing a School.....40
Fire Drills.....40
Severe Weather.....40
Active Shooter Drill.....40
To Report an Absence.....41
Re-Admission to Class.....41

Student Appearance

Clothing Discipline.....42

Additional Policies and Procedures

Electronic/Entertainment Devices.....44
Cellular Phone/Telephone Use.....44
Transcripts and Permanent Records.....44
Student Records.....45
Grievance Procedure.....45
Acceptable Use Policy.....46

Vision

MY School, MY Way

Mission Statement

Our students

All students will be life-long learners and productive members of society.

Our staff

All staff will have an opportunity to make a difference in an environment of respect, recognition, and professional growth.

Our community

Communities will benefit from the success and contributions of SIA Tech students.

Core Values

Integrity:

Do the right things for the right reasons.

Respect:

Seek to understand, accept, and use input from all.

Service:

Respond to others in need.

Learning:

Pursue opportunities for life-long growth.

ACCREDITATION

Arkansas School for Integrated Academics and Technologies Little Rock having met the requirements established by the AdvanceEd Accreditation Commission and Board of Trustees is hereby accredited by the North Central Association Commission on Accreditation and School Improvement (valid through June 30, 2021).

Arkansas School for Integrated Academics and Technologies is also fully accredited by Arkansas Department of Education.

Our Story

SIATech believes that **all** students have the ability to become productive, thinking, contributing members of the community when given the tools, motivation, opportunity, and support they need.

Staff Directory

Principal ~ Katie Tatum	501-562-1850 501-562-7671 (fax)
Admin Assistant ~ Ms. Stacy Burse	501-562-0395
Registrar ~ Ms. Tanita Taylor	501-562-0395
LEA/SPED Director ~ Ms. Wendylin Bryant	501-562-1816
Math ~ Ms. Ida McIntyre/Mrs. Lisa Romero	
English ~ Ms. LaTanya Taylor	
Social Sciences ~ Ms. Gabrielle Patterson	
Science ~Mrs. Brandy Dukes	
ITA/Testing Specialist ~ Ms. Reanetta Grimes	
School Nurse ~ Nurse Deveta Crouther, RN	
School Resource Officer ~ TBD	

Commitment to Excellence:

SIATech Little Rock is committed to providing students with a safe learning environment. A safe learning environment is one that is free of ridicule, drugs and alcohol, drama, and fighting.

In order to provide a safe learning environment for our students, all students are required to make a Commitment to Excellence by signing a Letter of Commitment upon entrance to the program.

As a SIATech Little Rock student, you are required to meet and maintain the following expectations at all times:

- 1. Students are allowed to keep cell phones in their possession as long as they follow the cell phone policy as mentioned on page 44.**
- 2. Arrive to school on time, enter the building after arrival and report to your first period class. No Loitering.**
- 3. Exit school when dismissed by the security guard, go directly to the bus stop, your car, or car-ride. Loitering outside the building or neighboring businesses is not permitted at any time.**
- 4. Appropriately notify your teacher when you need assistance and follow your instructor's direction at all times.**
- 5. Do your own work at all times. Academic dishonesty will not be tolerated. You will be recommended for termination from the program if found to be in violation of the Academic Honesty Policy.**
- 6. Treat everyone you encounter with respect at all times.**
- 7. Conduct yourself in an adult-like manner at all times.**

8. Adhere to all rules and requirements as defined in this student handbook.

Building Regulations

1. Students should not report to school before 7:30 a.m. Students must be picked up no later than 3:00 p.m. School hours for students are 8:00 a.m. until 2:55 p.m.
2. Students will not be allowed to report across the street to smoke or leave campus and smoke.
3. Uniforms (See page 42. Navy blue pull over polo shirt with a collar and khaki pants) will be worn daily. Shirts must be tucked in for both male and female students. A belt must be worn daily (male/female). Students will be suspended for wearing pants with excessive sagging.
4. This is a closed campus. Students will not be able to leave for lunch. Students will not be allowed to bring breakfast items on campus. If students leave the campus, they cannot return until the next school day.
5. Students are to be in assigned classes.
6. Food and drinks are only allowed in the cafeteria. Water breaks are to be taken at the water stations. Water cups should not be brought into the classrooms.
7. Students will be called from class to accept emergency phone calls only.
8. The school will not accept any items including food, flowers, and gifts for delivery.
9. Students may not organize school social activities without the approval of the building principal.

Check Out Policy

Child safety is priority for us at SIATech Charter High School. Parents must sign their child out in the administrative assistant's office. Students who are 18 and older may sign themselves out with the security officer. Students who are 15-17 **must** notify a parent that they are leaving school for the day. Students must report to the administrative assistant's office to use the phone for verification of parent approval. If a student leaves campus without approval, he/she will be suspended for truancy.

Video Monitoring

The safety of students and staff is a priority. SIATech Charter High school is monitored by video and audio monitoring. All activity will be recorded to help aid in the prosecution of any crime against this school.

Visitor's Policy

All parents, community members and other school patrons are welcome on our campus. However, Arkansas law requires that visitors must report to the office of the principal. If a parent would like to meet with their child's teacher or the principal, we a 24 hour notice is required and an appointment will be scheduled through the administrative assistant.

Nondiscriminatory Policy

Arkansas School for Integrated Academics and Technologies Little Rock,
Incorporated

("SIATech Little Rock") is an equal opportunity employer and is committed to an active Non-Discrimination Program, which is applied to all programs and services. It is the stated policy of SIATech Little Rock that unlawful harassment and discrimination is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be based on an individual's qualifications for the position regardless of his/her gender, sexual orientation, race, color, ancestry, religious creed, national origin, physical or mental disability, medical condition including genetic characteristics, age, marital status and any other basis protected by law.

ACADEMIC REQUIREMENTS

Academics

To meet graduation requirements, a student must complete 22 units of credits and have a minimum cumulative Grade Point Average (GPA) of 1.5.

Arkansas Graduation Requirements

The number of unit students must earn in grades 9-12 will be in the Core Curriculum.

Core Curriculum

- English 4 units of credits as follows
 - ✓ English 9th Grade
 - ✓ English 10th Grade
 - ✓ English 11th Grade
 - ✓ English 12th Grade
- Mathematics 4 units
 - ✓ Algebra I or its equivalent
 - ✓ Geometry or its equivalent
 - ✓ All math units must build on the base of algebra and geometry knowledge and skills
 - ✓ A two-year algebra equivalent or a two-year geometry may each be counted as two units of the 4 unit requirement.
- Science
 - ✓ At least one unit of Biology
 - ✓ At least one unit of physical science
 - ✓ Elective Science
- Social Studies
 - ✓ Civics ½ unit/ Arkansas History ½ unit
 - ✓ World History 1 unit
 - ✓ American History 1 unit

Oral Communications ½ unit

Physical Education ½ unit

Health and Safety ½ unit

Economics ½ unit (may be counted toward Social Studies or Career Focus)

Fine Arts ½ unit

Computer Science 0.5

Career Focus 6 units

Beginning with the entering 9th grade class of 2016-2017 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013) (Comparable concurrent credit may be substituted)

Ark. Code Ann. § 6-16-143, requires students in grades 9-12 to be trained in the psychomotor skills needed for cardiopulmonary resuscitation (CPR) before graduating from high school, beginning in the 2014-2015 school year.

Smart Core Curriculum (optional):

- English 4 units of credit as follows:
 - ✓ English 9th Grade
 - ✓ English 10th Grade
 - ✓ English 11th Grade
 - ✓ English 12th Grade
- Mathematics: 4 total units of credit from the following list:
 - ✓ Algebra I (1.0 unit) OR Algebra A & B (2.0 units)
 - ✓ Geometry (1.0 unit) OR Investigating Geometry (1.0 unit) OR Geometry A & B (2.0 units)
 - ✓ Algebra II (1.0 unit)
 - ✓ Fourth Math elective: Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, Advanced Placement Math, or higher math or concurrent credit college courses
- Natural Sciences: 3 units with lab experiences chosen from:
 - ✓ Physical Science
 - ✓ Biology OR Applied Biology/Chemistry
 - ✓ Chemistry
 - ✓ Physics OR Principles of Technology I & II OR PIC Physics
- Social Studies: 3 units of credit as follows:
 - ✓ Civics/American Government (0.5 unit)
 - ✓ World History (1.0 unit)
 - ✓ American History (1.0 unit)
 - ✓ Economics (0.5 unit)
- Arkansas History: 0.5 unit of credit if not completed (on transcript with grade of "D" or above) in middle school
- Oral Communications: 0.5 unit of credit
- Physical Education: 0.5 unit of credit
- Health and Safety: 0.5 unit of credit
- Fine Arts: 0.5 unit of credit
- Career Focus: 6 units of credit
- Computer Science 0.5 units of credit

Ark. Code Ann. § 6-16-143, requires students in grades 9-12 to be trained in the psychomotor skills needed for cardiopulmonary resuscitation (CPR) before graduating from high school, beginning in the 2016-2017 school year.

ACADEMIC GRADES

SIATech Charter High School operates on a mastery-learning model. Grades are assigned based on demonstration of proficiency. Report cards will be issued every nine weeks. Parent-teacher conferences are held twice yearly and by appointment. The individualized performance regarding students will be evaluated on a regular basis. If it is deemed that a student is performing up to their capabilities, a parent conference will be scheduled. The following grading scale will be used for student performance:

100-90 A
89-80 B
79-70 C
69-60 D
59 below F

Homework Policy

SIATech Charter High School District considers homework to be part of the instructional program and a logical and reasonable extension of the school day; therefore, the District encourages the appropriate and reasonable use of homework as a teaching-learning strategy. Homework shall be assigned with the following criteria in mind:

1. Grade level, maturity level, achievement level, content and availability of resource materials shall be considered.
2. The teacher shall allow time for guided practice during the regular class period.
3. Homework shall be checked and feedback given.
4. At the parent's request, the office will get assignments for students who miss two or more consecutive days. Request must be made by 8:00a.m. and may be picked up in the office between 3:00p.m. and 4:00p.m.
5. Homework will not be assigned as punishment for disciplinary infractions.

Parent Teacher Conferences

The District will hold 4 parent teacher conferences annually. The Parent Teacher Conference Days are:

October 13, 2016 3:00 p.m.-6:00 p.m.
October 14, 2016 8:00 a.m.-1:00 p.m.
February 20, 2017 8:00 a.m.-1:00 p.m.
February 21, 2017 3:00 p.m.-6:00 p.m.

Transcript Requests

A student must be 18 years of age or have a written permission from parent/guardian to obtain their academic transcript. Graduates will receive transcripts for free for

college applications. All other transcript request for seniors will cost 2.00. Transcript request will be available 24 hours after request.

ACT ASPIRE

Arkansas law requires that all public school students shall participate in a statewide program of educational assessments per Ark. Code Ann. §§ 6-15-419, 6-15-433, 6-15-2009. The Arkansas State Board of Education has adopted the ACT Aspire summative assessment for the 2015-16 school year.

The ACT Aspire end-of-year summative assessment will be used to assess all Arkansas public school students in grades 3-10 unless they qualify for an alternate assessment. Each student will participate in English, reading, writing, math and science tests.

Quick Facts about ACT Aspire Summative Assessments

- Required for all students in grades 3-10
- Each student will be assessed in English, reading, math, science and writing
- 4 to 4 ½ hours total testing time per grade
- Accessibility features available for all students
- Accommodations available for qualifying students
- Students in grades 9 and 10 will receive a predicted score for the ACT®
- Computer-based administration with hardship waivers available for paper/pencil administration
- Schools set their own schedules within the following windows:
- Computer-based administration: April 11-May 13
- Paper-based administration: April 18-April 29

THE ACT

All Arkansas 11th grade students enrolled in a public or charter school will be given the opportunity to take the ACT® during the spring of their junior year. The exam will be given at each student's school and can be used for all scholarship and college admittance purposes. The ACT multiple-choice tests are based on what students have learned in English, reading, math, and science. The ACT will be administered online or paper depending upon the school's choice.

The ACT has long been recognized as one of the leading college entrance exams in the country and is accepted by all four-year colleges and universities in the United States. ACT's College and Career Readiness System provides a longitudinal

approach to educational and career planning through assessment, curriculum support and student evaluation.

By taking the ACT, Arkansas students:

- can have scores sent directly to colleges and universities.
- make themselves visible to scholarship agencies.
- will receive results in approximately 2-4 weeks.
- will have an opportunity to research college majors based on their interests.
- will have an opportunity to utilize the “World-of-Work Map” to explore career areas.

But more importantly, each Arkansas student will be able to further his or her education and prepare for a successful future.

ADMISSION AND WITHDRAWAL

Admission Requirements

1. The parent, guardian or other responsible person shall furnish the following:
 - a. Social Security card
 - b. Birth certificate
 - c. Passport
 - d. Affidavit of the date and place of birth by the child's parent/guardian
 - e. U.S. military ID
2. The parent, guardian, or other responsible adult shall indicate on school registration forms whether or not the child has been expelled from school in any other school district or is a party to an expulsion proceeding. The School Board of Education reserves the right, after a hearing before the Board, not to allow any person who has been expelled from another school district to enroll as a student until the time of the person's expulsion has expired.
3. The child shall be age appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, Hep B, MCV4, and Varicella and other diseases as designated by the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization shall be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Transfer between Schools

1. Any student transferring from a school accredited by the Arkansas Department of Education (ADE) to another school accredited by the ADE shall be placed in the appropriate grade level.
2. Any student transferring from a school that is not accredited by the ADE to a school that is accredited by the ADE shall be evaluated by the counselor/principal to determine that student's proper placement in the accredited school. (This policy also pertains to home-schooled students who return to enroll in SIATech Charter High School with grades or credits from a non-accredited institution.)
3. Any student who has been out of school for a significant amount of time and enrolls in SIATech Charter High School, will have their credits from the previous high school(s) analyzed and he/she will be placed in classes according to credits needed to complete diploma requirements.

Withdrawal from school

If a student desires to withdraw from school, a meeting will be held with the student's parent and or guardian. A minor cannot withdraw themselves from school.

Lack of Interest

ATTENDANCE

Statement of Policy

School attendance underscores the significance of learning and the importance of obtaining an education in our society, in addition to helping students develop good work habits that will carry over in life. Good attendance also correlates strongly with improved grades. A minimum level of attendance is required. The responsibility of school attendance is that of both parents and students. **Students who have 10 consecutive unexcused absences will be dropped for non-attendance. Students who are dropped due to non-attendance, will receive a 14-day Probationary period before they will be able to re-enroll.**

Compulsory Attendance

Every parent, guardian or other person having custody or charge of any child age five (5) through seventeen (17) years or before August 1 of that year who resides, as defined by policy (Residence Requirements) within the District shall enroll and send the child to a District school with the following exceptions:

1. The child is enrolled in private or parochial school
2. The child is being home-schooled, and the conditions of the Home Schooling policy have been met.
3. The child will not be age six (6) on or before August 1 of that particular school year and the parent, guardian, or other person

Excused Absences

If any student's Individualized Education Program (IEP) or 504 Plan conflicts with this policy, the requirement of the student's IEP or 504 Plan takes precedence. Questions about 504 and ADA services should be directed to the district's 504 c Arkansas law which allows a student to be excused from school for the following reasons:

- A. Personal illness
- B. Illness or death in the immediate family
- C. Special recognized religious holidays observed by the student's faith
- D. Mandates by order of a governmental agency
- E. Conditions rendering school attendance impossible or hazardous to the safety of the student.

Appropriate documentation must be submitted to the school to validate that the day missed is an excused absence. The Principal has the authority to require additional proof of the legitimacy of the excuse. For example, the Principal may require doctor's

statements justifying the absence of the student, and may require proof that the child's condition rendered the child incapable of attending school.

The student will be allowed to make up work only for legal absences. The teacher is not to allow any make-up work for illegal absences except with administrative approval. The parent/guardian must contact the school or send a written note of explanation every time his or her child is absent or tardy. This information will be taken into consideration by the administrator in determining if the absence is excused or unexcused.

Unexcused Absences

Absences not defined above or not having an accompanying statement from the parent or legal guardian presented in the timeline required by this policy shall be considered as unexcused absences.

When a student has five (5) absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which absence occurred or by regular mail with a return address sent no later than the following day.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former Student's operator's license unless he/she meets certain requirements specified in the statute.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18)

Uniformed Service Member's Children

This policy applies to children of: active duty members of the uniformed services; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

An eligible child as defined in this policy shall:

1. Be allowed to continue his/her education at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school regardless of age;
2. Be eligible for enrollment in the next highest level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
3. Enter the District's school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
4. Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to extent the space is available. This does not prohibit the District from performing subsequent evaluations to ensure

appropriate placement and continued enrollment of the student in the courses/and/or programs;

5. Be provided services comparable to those the student with disabilities received in his/her previous Individualized Education Program (IEP)

Tardies

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teachers and their classmates which compromises potential student achievement.

Truancy - any child subject to compulsory attendance who, during the school calendar year, has more than five days of unexcused absences.

STUDENT SERVICES

Auto Policy

Uncontrolled usage of automobiles around groups of students creates a safety hazard. Strict rules regarding the entering and leaving of school grounds with vehicles must be observed. Students driving to school must adhere to the following regulations:

1. Students must register the vehicle with the Administrative Assistant.
2. Students must provide proof of driver's license and proof of liability insurance.
3. An unregistered vehicle parked on campus will be towed at the owner's expense.
4. Drivers must observe the 5 mph maximum speed.
5. Excessively loud music is prohibited on campus and violates local noise ordinances.
6. Student parking will be along the fence located behind the building.
7. If a student has a vehicle accident on campus, the accident should be reported to the building principal immediately. SIATech Charter High School will not be responsible for damage done to student vehicles or the contents within the vehicle while the vehicle is parked on the school campus.

City Bus Passes

Students living in excess of two miles from the school campus can earn a bus pass for the bus system by attending school on a daily basis and meeting the required 30 hours a week of class time.

- Bus passes will be awarded to qualifying students upon completion of orientation to the educational program.
- Students must be in attendance 25 hours weekly in order to receive a bus pass.
- School administration will permanently revoke bus pass privileges based on poor school attendance if the 30 hour minimum is not met.

Driver's License Application

Every application for an instruction permit or for an operator's license by a person less than 18 years old on October 1 of any year shall be accompanied by a form from the SIATech Charter School local office with verification of the following:

1. Enrollment in SIATech
2. Attendance statement
3. Current grades with a C or higher

Loss of Driver's License

The Department of Finance and Administration shall be notified when a student 14 years of age or older is no longer enrolled in school. The student shall be subject to losing his/her license.

Food Service

A food service program provides breakfast and lunch on a non-profit basis for students in the School for Integrated Academics and Technologies District. Meals are planned by state guidelines for health and nutritional value.

The district cooperates with the state and federal government in making available to students free or reduced cost breakfast and lunch.

The district does not offer credit for food items purchased in the school cafeteria; payment for such items is due at the time the food items are received. Staff, students, or parents choosing to do so may pay in advance for meals.

Acceptable behavior practices will be observed at all times in the cafeteria. No one will be allowed to cut in line.

Food and or drinks will not be allowed to be taken out of the cafeteria even if students bring their own lunch. Lunch deliveries for outside food will be prohibited.

All meals will be provided free of charge to the student.

HEALTH SERVICES

Communicable Diseases and Parasites

Students with communicable diseases or with human host parasites that are transmittable in a school environment shall demonstrate respect for other students by not attending school while they are capable of transmitting their condition to others. Students whom the school nurse determines are unwell or unfit for school attendance or who are believed to have a communicable disease or condition will be required to be picked up by their parent or guardian. Specific examples include, but are not limited to: chicken pox, measles, scabies, conjunctivitis (pink eye), impetigo/MRSA (Methicilin-resistant Staphylococcus aureus), streptococcal and staphylococcal infections, ringworm, mononucleosis, Hepatitis B or C, mumps, vomiting, diarrhea and fever (100.4 F when taken orally). A student who has been sent home is no longer a transmission risk. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school.

To help control the possible spread of communicable diseases, school personnel shall follow the District's exposure control plan when dealing with any blood borne, foodborne, and airborne pathogens exposures. Standard precautions shall be followed relating to the handling, disposal and cleanup of blood and other potentially infectious materials such as all body fluids, secretions and excretions (except sweat).

SIATech Charter High School will maintain a copy of each student's immunization record and a list of individuals with exemptions from immunization which shall be education records. The medical record may be disclosed to appropriate parties in connection with an emergency in knowledge of the information is necessary to protect the health or safety of the student or other individuals.

A student enrolled in SIATech Charter High School who has an immunization exemption may be removed from school at the discretion of the Arkansas Department of Health during an outbreak of the disease for which the student is not vaccinated. The student may not return to school until the outbreak has been resolved and the student's return to school is approved by the Arkansas Department of Health.

The parents or legal guardians of students found to have live human host parasites that are transmittable in a school environment will be asked to pick their child up at the end of the school day. The parents or legal guardians will be given information concerning the eradication and control of human host parasites. A student may be

readmitted after the school nurse or designee has determined the student no longer has live human host parasites that are transmittable in a school environment.

The school nurse may conduct screenings of students for human host parasites that are transmittable in a school environment as needed. The screenings shall be conducted in a manner that respects the privacy and confidentiality of each student.

Legal References: A.C.A. § 6-18-702

Arkansas State Board of Health Rules and Regulations Pertaining to Immunization Requirements

Student Illness/Accident

If a student becomes too ill to remain in class and/or could be contagious to others, the principal or designee will attempt to notify the student's parent or legal guardian. The student will remain in a safe place until they are checked out. Students who are eighteen (18) years of age or older are considered to be legal adults, and as such have the right to check themselves out of school.

In the event a student becomes seriously ill at school and a parent/guardian can't be contacted, this will not delay the school's expeditious transport of the student to an appropriate medical facility. However, the school assumes no responsibility for treatment of the student. Parents are strongly encouraged to keep all emergency contact numbers up to date.

Immunization and EPSDT Requirements

In accordance with the Arkansas Department of Health and Education regulations, no child shall be admitted to a public or private school or childcare facility of this state, irrespective of grade or transfer, who has not been age-appropriately immunized against particular diseases designated by the State Board of Health.

Students will not be allowed to attend school unless they can document appropriate immunizations or are in the process of completing minimum requirements. Medical or religious exemptions from immunizations may be acquired through the MEDICAL DIRECTOR, DIVISION OF COMMUNICABLE DISEASE /IMMUNIZATION at the Department of Health. This office can be reached at (501) 661-2000. Students who transfer from another district have 30 days to update and provide a copy of immunization records.

This regulation is pursuant to the State Board of Education's authority under Arkansas Act 244 of 1967, Act 633 of 1973, and Act 871 of 1997.

All students entering school for the first time must have a physical examination (Early Periodic, Screening, Diagnosis and Treatment-EPSDT) OR ITS EQUIVALENT. The equivalent of EPSDT refers to a physical examination administered by a licensed

health care provider qualified to conduct screening examinations. The physical exam must have taken place within twenty-four (24) months of the first day of school.

This regulation is pursuant to the State Board of Education's authority under Arkansas Codes ANN. 6-15-202 (1987) and 6-18-701.

Student Medications

Prior to the administration of any medication to any student under the age of eighteen (18), written parental consent is required. The consent form shall include authorization to administer the medication and relieve the Board and its employees of civil liability for damages or injuries resulting from the administration of medication to students in accordance with this policy.

Unless authorized to self-administer, students are not allowed to carry any medications, including over-the-counter medications or any perceived health remedy not regulated by the US Food and Drug Administration, while at school. The parent or guardian may bring the medication to the school nurse, however, the student may also bring the medicine and give to the school nurse. The nurse shall document the quantity and types of medicine. If the student brings the medicine in, verification of medicine shall be done in the presence of another school employee.

Medication should be in the original container and properly labeled with the student's name, the ordering health care provider's name, the name of the medication, the dosage, the frequency and instructions for the administering of the medicine.

Emergency Administration of Epinephrine

The school nurse or other school employee designated by the school nurse as a care provider who have been trained and certified by a licensed physician may administer an epinephrine auto-injector in emergency situations to students who have an IHP (Individualized Health Plan) developed under Section 504 of the Rehabilitation Act of 1973 which provides for the administration of an auto epinephrine auto-injector in emergency situations.

The school nurse shall keep epinephrine auto-injectors on hand that are suitable for the students the school serves. The school nurse or other school employee designated by the school nurse as a health care provider who has been trained by a licensed physician may administer auto-injector epinephrine, in good faith professionally believes is having a life-threatening anaphylactic reaction.

The school shall not keep outdated medications or any medications past the end of the school year. Parents will be notified that all medication will be disposed of that are left at the school.

A.C.A. 17-87-103(11) as amended by Act 1232 of 2013 provides for Glucagon administration to students suffering from Type I diabetes. It deals solely with the administration of Glucagon by school nurses, the training requirements for “volunteer school personnel,” and the exemption from liability of the nurses or trained volunteer school personnel resulting from his or her actions or inactions.

The Medication Administration Consent Form, the Medication Self-Administration Consent Form and the Glucagon Administration and Carry Consent Form may all be obtained from the school nurse.

Legal References: Arkansas State Board of Nursing: School Nursing Roles and Responsibilities Arkansas Department of Education and Arkansas State Board of Nursing Rules Governing Administration of Glucagon to Arkansas Public School Students Suffering from Type I Diabetes

A.C.A. § 6-18-707 A.C.A. § 6-18-1005(a) (6) A.C.A. § 17-87-103 (11)

Guidelines of Act 1694 of 2005

Act 1694 of 2005 requires school districts to allow students to carry and use prescription asthma inhalers and auto-injectable epinephrine while in school, at on site school-sponsored activities.

Parents/guardians of the student must provide the school with a signed Medication Self-Administration Consent Form and be willing to assist the school nurse in preparing an individualized health care plan for the student.

The student must completely demonstrate to the school nurse the skill level necessary to use and administer the asthma inhaler or auto-injectable epinephrine or both.

504 and ADA Services

SIATech Charter High School ensures that individuals with disabilities associated with the district either as students, school staff or parents of students are not discriminated against as a result of a disability. The district abides by the requirements of Section 504 of the Rehabilitation Act of 9173 and the Americans with Disabilities Act (ADA).

Section 504 states that no otherwise qualified individual with a disability...shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

In compliance with the Section 504 and the ADA, SIATech Charter High School agrees to provide students covered under these acts with a free appropriate public education.

Under 504 and ADA, a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities;

2. has a record of such impairment, or
3. is regarded as having such an impairment

The Act defines a physical or mental impairment as:

- a. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular, reproductive, digestive; genitor-urinary, hemic and lymphatic; skin; and endocrine, or
- b. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Students with disabilities, who are protected under Section 504 and the ADA, but not eligible for IDEA services, must be afforded a FAPE (Free Appropriate Public Education).

The process SIATech Charter High School uses to ensure FAPE includes: Response To Intervention (RTI) referral, evaluation, placement, programming, planning and re-evaluation.

Referral of children for Section 504 and the ADA can be made by parents or academic personnel and staff. Generally, teachers and parents make most of the referrals. Students should be referred for 504/ADA services if they meet the definition of disability noted above. A written referral must be submitted along with any relevant, substantiating evaluation documentation (diagnosis, evaluation materials, etc.) to the school principal or his/her designee as the building 504 facilitator.

Just because a person is referred for consideration for 504/ADA services does not mean that the person will be determined to be eligible. Referral is simply a first step in the process.

Once a referral has been made, the building 504 facilitator will convene a referral committee and notify the parent of the time/place of the evaluation. A minimum of three school staff members who are knowledgeable about the student and about Section 504/ADA services will comprise the committee. The parent will be notified of the committee meeting. Along with a notice of the time/place of the 504 evaluation meeting, the parents will be provided notice of their right to examine relevant records and a copy of the parent's rights under 504.

An evaluation will be conducted by the committee to determine if the child is eligible for 504/ADA services. Relevant, substantiating documentation provided with the referral, as well as observations, anecdotal information and other evaluation information may be used by the committee. Results from standardized achievement tests and classroom grades may also be considered, if appropriate. Parents attending the evaluation committee will be provided with another copy of their rights to examine relevant records and a copy of the parent's rights under 504.

If a committee decides that the student has a substantial limitation to a major life activity, the student will be placed in the 504 program and will be eligible for 504 services. If a student is determined to be eligible, the committee will design a written program plan of educational accommodations needed. A copy of the plan will be sent to the parent/guardian, to all teachers who work with the student, and to any other appropriate school personnel.

A copy of the previous school year's plan of 504 accommodations will be provided to each teacher of a student receiving 504 services at the beginning of each school year. Re-evaluation conferences of all students on a 504 plan will be held during the first quarter of each school year.

Parents also have a right to initiate the district's grievance policy.

Questions regarding 504 and ADA services should be directed to the district's 504 coordinator, Ms. Wendylin Bryant at (501) 562-1816.

DISCIPLINE POLICIES

Code of Student Conduct

As a tuition-free public charter school, SIATech Little Rock is a **School of Choice**. As such, parents and students who choose to enroll in and attend SIATech Little Rock choose to follow and abide by all of the school rules and policies set forth by school administration and the Governing Board of Directors. Students who choose **NOT** to abide by the school policies may be subject to withdrawal and or expulsion.

The Board of Directors of Arkansas School of Integrated Academics and Technologies, Inc. (Little Rock) has a responsibility to protect the health, safety and welfare of the District's students and employees. To help maintain a safe environment conducive to student achievement, the Board establishes policies necessary to regulate student behavior and to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct while on school property or at any school sponsored event.

The purpose of this code is to provide students in the SIATech Charter High School Little Rock an effective and safe learning environment. It contains information for school personnel, students, and parents. Included in the handbook is an outline of expected behaviors and the consequences relating to various violations.

Expected behavior is behavior that promotes learning and encourages maturity during the school day as well as during all school-related activities. Students and their parents need to know and understand this code in order to achieve these goals.

Students MUST:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey directions, use acceptable and courteous language, and avoid being rude, and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of the educational achievements and participation of others. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected.

When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

REFERRALS TO SCHOOL ADMINISTRATION

Teachers will use every means necessary to deal with student behavior in the classroom before referring students to administration to include the following:

- One-on-one conferences with students outside the classroom environment
- Behavior contract to improve behavior
- Parent conferences and/or appointments with student and parent or legal guardian

If the above actions do not work and student behavior results in three (3) or more referrals to school administration, the following actions will take place and the student will be subject to withdrawal or referral back to his or her home school.

STUDENT DISCIPLINE – BOARD POLICY

The Board of Directors of Arkansas School of Integrated Academics and Technologies, Inc. (Little Rock) desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and student involvement in their learning can minimize the need for discipline. SIATech Charter High School staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. SIATech Charter High School shall develop disciplinary rules in accordance with law to meet the school's needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. At all times, the safety of students and staff, and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

SIATech Charter High School staff shall enforce disciplinary rules fairly, consistently and without discrimination. The District's student discipline policy shall be distributed to each new student during registration/orientation. Each student's parent or legal guardian shall sign and return to the school an acknowledgement for documentation that they have received the policies.

It is required by law that the principal or the person in charge reports to the police any incidents where a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while attending a school sponsored event.

The minimum penalty for student misconduct will be a verbal warning and the maximum penalty will be expulsion by the Board or legal action dependent upon the severity and frequency of the misconduct.

Legal Reference: A.C.A. §6-18-502 A.C.A § 6-17-113

DISCIPLINARY PROCEDURES and MEASURES

SIATech Charter High School shall maintain a record of disciplinary action for each student subject to disciplinary action, including, but not limited to: expulsions, suspensions, probation, and/or student conferences.

Progressive discipline shall be employed unless otherwise provided for in this policy or under criminal sanctions. For example, when appropriate, a disciplinary report and/or suspension might be used with a student for nonviolent offenses. Where a student chooses to violate the code of conduct, the following consequences may be imposed:

- an oral or written reprimand to student
- student referral to a counseling session that may include, but not limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management;
- written notification in the form of a discipline report documenting the student's disruptive or unacceptable behavior;
- conference with student;
- completion of a reasonable amount of extra work or written assignments of educational significance appropriate to the student's level of achievement;
- temporary removal from classroom;
- suspension of privileges;

- out-of-school suspension;
- recommendation for expulsion

SUSPENSION and EXPULSION

Level One Offense

Level One Offenses are Zero Tolerance Policy violations and shall result in immediate expulsion from SIATech Charter High School per expulsion procedures in accordance with the policies and procedures of Arkansas School for Integrated Academics and Technologies. The violations include:

- Possession of a firearm or illegal weapon
- Assault or Battery on student or staff
- Sexual Assault
- Robbery, Extortion, Arson
- Possession or sale or impairment of drugs or alcohol
- Bomb threats
- Gambling on school property
- Gangs and or gang activity

Level Two Offense

Level Two Offenses are very serious offenses that may result in expulsion from SIATech Charter High School, and include:

- Physical assault with intent to cause bodily harm
- Theft
- Threats
- Intimidation
- Insubordination
- Disruptive behavior
- Obscene or abusive language

A recommendation to expel a student may be appropriate when other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or when due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Drugs and Alcohol

An orderly and safe environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore no student in SIATech Charter High School shall possess, attempt to possess, consume, use distribute, **sell or attempt to sell**, give to any person, or be under the influence of any substance as defined in this policy or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who is on or about school property.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants that alter a student's ability to think or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids or designer drugs, "look-alike drugs" or any controlled substance. Drug paraphernalia will also fall into this category.

Possessing, selling, distributing or attempting to sell or distribute, or using over-the-counter or prescription drugs not in accordance dosage is prohibited.

Any student who exhibits noticeable and/or detectable signs of impairment (odors, slurred speech, staggered gait, blood shot eyes, will not be allowed entry/access to the school for that day. The building principal and/or the designee shall make the final decision regarding the student.

When any violation of the Drug Policy occurs, the violation will be considered a Level 1 offense, therefore resulting in suspension-expulsion.

Drug Dog

A registered, trained drug dog may be used by SIATech Charter High School to prevent the use and/or possession prohibited drugs or alcohol on school district property. The dogs are gentle and have been specially trained to locate marijuana, alcohol and other illegal drugs. Periodic, unannounced visits to the school will be made by the drug dog and handler. Lockers, automobiles and all areas of the building may be searched. A student will be held responsible for any prohibited items found in his or her locker, automobile, purses or possessions at school. If prohibited items are found during a school welfare check, the violator(s) shall be disciplined under the school district policies and the local police shall be notified.

SUSPENSION AND EXPULSION PROCEDURES

Upon occurrences of the offense, a student may be suspended or expelled according to the following procedures:

- Prior to imposition of a disciplinary action, the student shall be informed of the particular misconduct of which he/she is accused and shall be given an opportunity to explain his/her version of the facts.
- The student is notified of the offense resulting in suspension, as well as the duration of the suspension.
- Should a recommendation for expulsion be made, the school shall notify in writing the student and parent/guardian/custodian of the specific acts or acts alleged and the date(s) thereof.
- The school shall act in accordance with Arkansas Department of Education Guidelines provisions as provided and described in Arkansas Code Ann 6-18-502 (Repl. 1993).

Behavior not Listed

Students shall not engage in any behavior that violates Arkansas Law in school or at school sponsored events, even though an action may not be specifically detailed in the Discipline Policy.

Discipline for Students with Disabilities

Discipline procedures for students with disabilities in SIATech Charter High School will be in compliance with Individuals with Disabilities Act (IDEA, Public Law 94-141) which meets the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Other specific classifications follow:

Students with disabilities who engage in misconduct are subject to normal school disciplinary rules and procedures so long as such treatment does not abridge the right to a free appropriate public education (FAPE).

Where short-term suspension (10 days or fewer) is involved, a school may remove a student with disabilities for a disciplinary infraction without it being considered a change of placement, and IDEA's parent notification provision would not apply. Also, there is no requirement for a prior determination of whether the student's misconduct was a manifestation of the student's disability. Schools may remove any student with disability for a disciplinary infraction for up to ten school days per offense. During a period of short-term expulsion, school is not required to provide any educational services to the students.

For a student with disabilities, an exclusion from school for more than ten consecutive school days (long-term exclusion) constitutes a change in placement and is subject to procedural safeguards. IDEA requires, among other things, that parents be given written notice before a change in placement can be implemented. All procedures outlined in IDEA federal and state regulations shall be implemented.

For a student with disabilities, a suspension or other disciplinary removal for more than ten (10) consecutive school days may not be considered without the district first determining whether or not the student's misconduct was a manifestation of the

student's disability or due to an inappropriate placement. The determination must be made by a group of person knowledgeable about the student, such as his/her IEP committee.

When a student with a disability is suspended, written notice shall be given to the Special Education Director.

Privacy of Students' Records/Directory Information

All students' educational records are available for inspection and copying by the parents of any student who is under the age of eighteen (18). At the age of eighteen (18), the right to inspect and copy a student's records transfers to the student.

For purposes of this policy, SIATech Charter High School does not distinguish between a custodial and noncustodial parent with respect to gaining access to a student's records. The fact of a person's status as parent or guardian, alone, enables that parent or guardian to review and copy his child's records.

If there exists a court order which directs that a parent not have access to a student or his records, the parent or guardian must present a file-marked copy of such order to the building principal as the Superintendent. The school will make good-faith efforts to act in accordance with such court order, but the failure to do so does not impose legal liability upon the school. The actual responsibility for enforcement of such court orders rests with the parents or guardians, their attorneys and the court which issued the order.

A parent or guardian does not have the right to remove any material from a student's records, but such parent or guardian may challenge the accuracy of a record. The right to challenge the accuracy of a record does not include the right to dispute a grade, which must be done only through the appropriate teacher and/or administrator, the decision of whom is final. A challenge to the accuracy of materials contained in a student file must be initiated with the building principal, with an appeal available to the Superintendent or his designee. Any appeal above that level will be to an independent hearing officer and must be consistent with the purposes of the federal Family Education Rights and Privacy Act.

Notification of Rights under FERPA for Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they want to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their rights to a hearing the request for amendment. Additional information regarding the hearing process will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosures to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as a attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.
4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School/District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

EMERGENCY PROCEDURES

Closing a School in Emergency Circumstances

When SIATech Charter High School is not to be in session because of inclement weather or other emergency conditions, public announcements will be made at the earliest possible time by the Superintendent through Local radio stations as well as local news outlets. SIATech Charter High School will also follow the Little Rock School District School closure notifications.

Persons are discouraged from calling the school offices, administrator's homes, or radio stations concerning whether or not school will be in session. If the school should dismiss early due to emergency situations, the students may remain in the building or a designated area until he or she can be safely picked up.

Fire Drills

A fire drill will be conducted each month. This drill will be signaled by three blasts of a special buzzer or by three whistle blasts in the halls. When the signal is given, all students will rise calmly and exit the room, following the assigned route. Each classroom is issued a memo describing the route to be taken during a fire drill. The last person out of the classroom will turn off the lights and close the door. When leaving the building, students will move to a designated area at least 50 yards from the building. Students will remain in line and stay quiet. Students will return to the building upon the signal of one long whistle blast.

Severe Weather

Tornado drills will be conducted at least three times per year. In the event of severe weather, a signal of one short ring followed by a long ring will be given.

Students shall move quickly to an interior wall of the classroom or hall, kneel on the floor facing the wall and place arms over their heads. Teachers will check their attendance roster in their classrooms. Everyone will remain in the drill position until an all-clear signal has been given. Severe weather drills may be conducted at any time by the building principal.

Active Shooter Drill

Beginning school year **2016-2017**, an annual active shooter drill and school safety assessment may be conducted when possible with local law enforcement and emergency management personnel. Students will be included in the drills to the extent that is developmentally appropriate to the age of both the student and grade configuration of the school.

Drill may be conducted during the instructional day or during non-instructional time periods.

Other types of emergency drills may also be conducted to test the implementation of the District's emergency plans in the event of an earthquake or terrorist attack that might include the use of biological or chemical agents

Legal References: A.C.A. 12-13-109 A.C.A. 6-10-110 A.C.A. 6-10-121 A.C.A. 6-15-1302
A.C.A. 6-15-1303

TO REPORT ABSENCES, PLEASE CALL

Ms. Burse – 501-562-0395

PRE-ARRANGED ABSENCES

If it is known in advance that a student is to be absent, that student should give notice to their assigned teachers, if appropriate.

Attendance Procedures

If you are TARDY to class, or if you have been ABSENT from class:

- Report to **Ms. Burse:**
 - If you have documentation from a doctor, you are **excused.**
 - If you have documentation from a parent or guardian, employer, or other verifiable source), you may be **excused.**
 - If you have no documentation, you are **unexcused.**

All unexcused tardies/absences can be changed to excused if you bring documentation the next school day.

RE-ADMISSION TO CLASS

Following an absence from school, it is the responsibility of the student to present written documentation from a parent/guardian stating the date and reason for the absence. It is also the responsibility of the student to meet with the instructor in order to obtain make-up work for any assignments that were missed.

STUDENT APPEARANCE

SIATech Charter High School Little Rock requires that all students wear the school authorized uniform.

All students male and female must wear khaki pants and a collared navy blue pull over polo shirt with no logo. The shirt must be tucked inside the pants. Pants must be worn with a belt. If a student wears pants with excessive sagging, he/she will be suspended.

Shorts/Skirts/Jumpers/Skort/dresses are not permitted.

Clothing must be the appropriate size for you, not oversized or undersized. The waist of the pants shall be worn so that the waistband is worn at the waist and not below the waist. Baggy/saggy pants are NOT allowed. **Violations will include verbal warnings on up to suspension.**

Footwear: Shoes must be safe and appropriate. Students may not wear flip flops, bedroom slippers or shoes with wheels. A manufacturer's logo/image is acceptable.

You May Not Wear

- A. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
 1. Promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior, or
 2. Denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.
 3. A manufacturer's logo/image is not acceptable.
- B. Hats, headgear, or other head coverings.
- C. No large purses will be allowed in the classrooms. They will be kept in the office in a bin. Cross body sling purses that are four inches or less in diameter are permitted.
- D. Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry, or arm bands;
- E. Combs, curlers, or hair picks; or any type of accessory to be used for your hair.
- F. Sunglasses inside the school building.

Clothing Discipline

The principal or designee has the authority to decide if your clothing complies with school policy.

If the principal determines that your clothing does not comply with school policy, your parent/guardian may be asked to bring an appropriate change of clothes to school, or you will be asked to leave. You may also receive a disciplinary consequence for violating the school's uniform policy. Repeated violations may result in progressively more serious consequences.

The administration will have final determination concerning the appropriateness of student dress.

Additional Policies and Procedures

ELECTRONIC/ENTERTAINMENT DEVICES

Students are not to bring headphones, MP3 players, iPods, CD players, boom boxes, video cameras, pagers, head phones or other electronic/entertainment equipment to class or school. A student must get permission from instructor/high school office personnel if an item is needed for a class assignment.

CELLULAR PHONE/TELEPHONE USE

SIATech Charter High School Little Rock understands that cell phones are an important communication tool for students. SIATech observes a “Cell Phone Surrender” policy and the following rules will be observed:

Students will be allowed to keep cell phone in their possession. The phones must be on vibrate or silent at all times. Students are not allowed to answer a call during class. In the event of an emergency, the student must notify the teacher and get permission to leave class to receive a call. If the cell phone is in view of the teacher, a warning will be issued to the student to put the phone away. If a student has to be redirected again, the student will receive a 3 day suspension for violation of the cell phone policy. SIATech Charter High School will honor use of your cellular device during lunch only. Once lunch has ended, all cellular devices will be put away.

In Case of Emergency – contact the school (501) 562-0395

TRANSCRIPTS AND PERMANENT RECORDS

Transcripts are accepted from all accredited schools. Transcripts are forwarded to other high schools upon written request from the school. Upon written request, all records can be sent to any institution of higher learning or to any prospective employer. Any student wishing to inquire about personal records should contact the School Principal. All students making an application for admission to a post-secondary institution must sign a permission form that enables the school to send records when requested in writing by the student.

STUDENT RECORDS

State laws require that academic records and also those of disciplinary records be treated in a specific manner. It also makes provision for a student and his parents to have access to the student's complete records. It further requires the school to protect the student's rights to privacy by controlling the release of records to outside agencies. Release of records to outside agencies such as colleges, employers, etc., can be made only with the written authorization of parents or guardians for students less than 18 years of age, and for students over 18, written authorization from the student him/herself. Students, parents, and guardians must be allowed to examine the student's records upon their request. State law further requires the school to inform the student and the parents of their right to challenge any item of information placed in the student's records.

GRIEVANCE PROCEDURE

Parents or students wishing to register a complaint or add an item to the governing board agenda may do so by submitting the request to the school principal. The school principal will forward the agenda item request to the board secretary to be placed on the agenda at the next scheduled board meeting.

Parents may also request contact information for any board member by speaking with the administrative assistant at the school.

**ARKANSAS SCHOOL FOR INTEGRATED ACADEMICS
AND TECHNOLOGIES LITTLE ROCK, INC.
Acceptable Use
Policy**

This Acceptable Use Policy provides students, parents, and staff at SIATech with information about the privileges and responsibilities of using the Internet and school computer networks and resources. SIATech requires the following agreement to be read and signed by students, their parent/guardian (when appropriate), and staff. It becomes a legally binding agreement when signed.

This policy is Protecting Children in the 21st Century Act and Children Internet Protection Act (CIPA) compliant.

**SIATECH ACCEPTABLE USE
POLICY**

1. Introduction/Purpose

a. School for Integrated Academics and Technologies, referred to in the following as SIATech, provides SIATech Net (defined below) to students and staff as a tool for achieving academic excellence. SIATech Net is the property of SIATech and may only be used for approved purposes. SIATech Net's educational purpose is to allow students and staff to accomplish the academic objectives of SIATech.

b. This Policy governs the use of SIATech Net. The purpose of this Policy is to ensure uniform and appropriate use of SIATech Net. The rules, obligations and standards described in this Policy apply to all SIATech employees, students, independent contractors, agents, and other computer users, wherever they may be located.

c. It is your duty to use SIATech Net responsibly and in a professional, ethical, and lawful manner. In addition, you are responsible for ensuring the security of SIATech Net.

d. Violations of this Policy will be taken seriously and may result in disciplinary action, up to and including those described in Section 19 of this Policy and potential civil and criminal liability. Use of SIATech Net is a privilege which may be limited or revoked at any time, in the sole discretion of SIATech.

2. Definitions

a. "SIATech Net" means "SIATech" entire computer network, including, but not limited to, the following: host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, network hardware, printers, Personal Digital Assistants, palmtop computers, software, applications, data files, and all internal and external computer and communications networks (e.g., Internet, commercial online services, value added networks, e-mail systems), and peripherals that may be accessed directly or indirectly from the SIATech's computer network.

b. "E-mail" means messages sent from one person to one or more individuals or groups (or addresses on a distribution list) via electronic media, either through an internal network or over an external network (e.g., the Internet). Messages may consist of text and/or file attachments.

c. "Firewall" means hardware and/or software systems placed between the SIATech Net and the Internet. The primary function of a firewall is to limit unauthorized access to and use of the SIATech Net.

d. "Internet" means a global collection of interconnected computers and networks that use TCP/IP (Transmission Control Protocol/Internet Protocol) to communicate with each other. The Internet provides a means for file transfer, remote login, e-mail, news groups, and other services, including access to the World Wide Web.

e. "Intranet" means a computer network designed to be used within a particular organization. An intranet is so named because it uses much of the same technology as the Internet, including TCP/IP. Web browsers, e-mail, newsgroups, HTML documents, and Web sites are all found on intranets.

f. "Listserv" means an automatic distribution method for e-mail on the Internet. Users can subscribe to a listserv, typically a discussion list, and receive copies of e-mail sent to the list by other subscribers.

g. "Server" means a computer running administrative software that controls access to a network and its resources, such as printers and disk drives, and provides resources to computers functioning as workstations connected to the network.

h. "Users" means all employees, independent contractors, consultants, temporary workers, and other persons or entities who use the SIATech Net, wherever they are located.

i. "Virus" means a destructive program that infects computer files and systems, often with destructive results (e.g., loss of data, unreliable operation of infected software and systems).

j. "World Wide Web (WWW or Web)" means a hypertext-based, graphical user interface for locating and accessing information on the Internet.

k. "Workstation" means the individual computers assigned to one or more Users.

l. "Secondary School" means a non-profit institutional day or residential school, including a public secondary charter school that provides secondary education as determined under State law, except that the term does not include any education beyond grade 12.

m. "Minor" is defined by the CIPA statute as any individual who has not attained the age of 17 years. Per CIPA regulations, this definition must be used for the purposes of CIPA even though the definition of "minor" varies from state to state.

Statutory Provisions

a. New requirements come from the Protecting Children in the 21st Century Act, which updated the Children's Internet Protection Act. Internet safety policies for schools must be updated on or before July 1, 2012 to provide for: 1) the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms; and 2) cyber bullying awareness and response.

b. "Social networking" and "cyber bullying" are not defined, nor are specific procedures or curricula detailed for schools to use in educating students. Congress' intent is that local authorities should make decisions in this area.

c. Schools do not need to hold a new public meeting or hearing about amendments adopted to meet the new requirements unless required to do so by state or local rules.

d. Forms 486 and 479 will not be amended because the existing language includes a certification of compliance with all statutory requirements.

e. Instructions for these forms will be revised to list the new requirement from the Protecting Children in the 21st Century Act.

f. This revision clarifies that school boards are also authorized to make CIPA certifications.

g. The term "school district" is maintained as an entity that is authorized to make CIPA certifications.

h. The school or library must enforce the operation of technology protection measures while the school computers with Internet access are being used. This provision is related to local authorities' rights and obligations regarding technology protection measures.

i. An Administrator, supervisor, or other person authorized by the certifying authority can disable the technology protection measure to allow for bona fide research or other lawful purpose by an adult. Specific methods for disabling technology protections are not mandated. "Bona fide research" is not defined. "Disabling" guidelines are not provided. These decisions are left up to the local communities.

j. Local school and library authorities must determine what matter is inappropriate for minors. This is a codification of the requirement of the statute. Specific social networking sites are not automatically considered "harmful to minors" or assumed to fall into one of the categories that schools must block.

k. Applicants must retain copies of their Internet safety policies for at least five years after the funding year in which the policy was relied on to obtain E-rate funding.

l. Policies must be made available to the FCC upon request.

m. Public notice and a public hearing or meeting is required for any newly adopted Internet safety policies. Notice and hearing or meeting is not required for AMENDMENTS to internet safety policies (i.e., updates to comply with the new requirements) UNLESS required under state or local rules.

4. Access to Inappropriate Material

a. Acceptable Use: You will only be allowed to use SIATech Net resources in your academic activities. You may use SIATech Net resources only for classroom activities, career development, and facilitator-approved activities, including e-mail and research on the internet. You may not use SIATech Net for personal reasons during class time and you may not receive or initiate any unauthorized e-mail.

You may not use SIATech Net for access to any networking sites which include but are not limited to Facebook, Plaxo, LinkedIn, Twitter and MySpace except as otherwise directly stated in the SIATech Social Media section or other parts of this policy.

You must obey all SIATech policies, as well as all software licenses, copyrights, local, state, federal, and international laws in your use of SIATech Net.

b. Inappropriate Material: You may not intentionally create, post, send, display, or store information that:

(1) is a personal, prejudicial, or discriminatory attack on a person

or group; (2) is false or defames a person, group, or organization;

(3) could damage or disrupt the normal activities of SIATech or SIATech Net;

(4) could create a threat to public safety or security or a threat to the safety and security of any individual or group; or

(5) is fraudulent, embarrassing, obscene, profane, sexually explicit, lewd, vulgar, rude, inflammatory, threatening, disrespectful, unlawful, or inappropriate.

c. Non- SIATech Related Internet Use: The use of the Internet is a privilege and not a right. You may not use SIATech Net to visit any Internet sites that are not directly related to academic or career development activities. SIATech Net monitors and records the history of Internet usage for each workstation. Internet users are prohibited from creating, receiving, uploading, downloading and/or transmitting inappropriate material as described in Section 4 (b) of this policy.

d. Offensive Material: Many Internet sites contain information that is defamatory, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or illegal. It is your responsibility to avoid visiting any such site or any other inappropriate site. *SIATech does not approve any use of these materials and does not permit use of them in the school environment.* You *must not* bring such materials into the school environment, and you *must not* access such materials at any SIATech site, or on any SIATech equipment. If you violate the rules set forth in this Policy you will lose your privilege to use the Internet and you may be subject to additional disciplinary action described in Section 19 of this Policy.

SIATech utilizes technology protection measures that include the implementation of network basis internet content filtering for all of its Internet-enabled computers at each school location. The internet content filters block access to visual depictions deemed "obscene," "child pornography," or "harmful to minors." The internet content filter is enabled for all computers whether used by minors or adults. SIATech does not disable content filtering for any purpose, including for "bona fide research or other lawful purpose."

e. Responsive Measures: If you encounter or receive such material, you should immediately report the incident to your direct supervisor, Site

Administrator, or Director of Information Technology. If you are told by another person to stop such behavior, you must stop.

5. Unauthorized Access, Including "Hacking" and Other Unlawful Online Activities

a. Unlawful Activities: You must not, under any circumstances, use SIATech Net to encourage, plan, help, commit, or conceal any illegal activities, including but not limited to, arranging the sale or purchase of drugs, arranging the sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of any individual or group, or engaging in any other illegal act.

b. Disruption of SIATech Net: You must not try to disrupt SIATech Net intentionally. This means that you must not try to gain control or modify any part of SIATech Net either through your own or someone's account (whether or not it was freely given to you) or by hacking the system.

c. Hacking Activities: You may not use SIATech Net to improperly access, hack, modify, or cause harm to any other computer system or Web site. You may not improperly read, write, modify, or delete any files on any other system or Web site. You may not use SIATech Net intentionally to introduce viruses or any other form of malicious or destructive software to SIATech Net or any other system or Web site.

d. Modification or Deletion of SIATech Net Resources: You must not vandalize any hardware or software in SIATech Net. This means you must not destroy, damage, or deface any hardware equipment without prior written authorization from the Director of Information Technology or his/her designee. You must not change, delete, reverse engineer, disassemble, modify, revise, adapt, recast, transform, or decompile any software application that is accessible through SIATech Net. You must not change or delete any data that does not belong to you. If you become aware of any misuse of software or violation of copyright law, you should immediately report the incident to your direct supervisor.

e. Security of Passwords: You must not share your access to SIATech Net with anyone, and you must be careful to prevent anyone else from using your account. You are responsible for safeguarding your passwords for access to SIATech Net. This means you may not give anyone else any of your passwords and you must keep them secret, even if the person already has an account. Passwords should not be printed or stored online. You must not provide anyone with information that might allow them to gain improper access

to SIATech Net. You are responsible for all transactions using your passwords. You may not access SIATech Net using another's password or account.

f. Passwords Do Not Imply Privacy: Use of passwords to gain access to the SIATech Net or to encode particular files or messages does not imply that you have an expectation of privacy in the material you create or receive on SIATech Net. SIATech has global passwords that permit it access to all material stored on its computer system -- regardless of whether that material may have been encoded with a particular User's password.

g. Security Failures: If you believe that the security of SIATech Net has been compromised by hacking, a virus, or any other means, you must report the problem immediately to a teacher or staff member. If asked, you must shut down your workstation immediately in case of a security problem.

h. Probing of SIATech Net: You must not try to probe any SIATech Net resources for security problems or weaknesses. Such activity could be interpreted as an effort to gain improper access.

i. Accessing Another User's Files: You may not alter or copy a file belonging to another User without first obtaining permission from the owner of that file. The ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of others by unnecessarily reviewing their files and e-mail.

j. Accessing Other Computers and Networks: Your ability to connect to other computer systems using the SIATech Net or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

k. Computer Security: You are responsible for ensuring that your use of outside computers and networks, like the Internet, will not compromise the security of the SIATech Net. This duty includes taking reasonable precautions to prevent intruders from accessing SIATech Net without authorization and to prevent the introduction and spread of viruses.

l. Restricted Activities: Without prior written authorization from the Director of Information Technology or his/her designee, you must not do any of the following:

- (1) Copy software for use on your home computer or provide copies of the software to any independent contractors or consultants of SIATech or to any third person.
- (2) Load any software on any workstation, including your own, or on any server. This includes software demos, shareware, and freeware that you have bought, downloaded from the Internet, written yourself, or obtained by any other means.
- (3) Change the system setup of any workstation or server. If you need software loaded, deleted, or updated, or your system settings changed, you must contact a SIATech teacher or staff member.

6. Unauthorized Disclosure, Use and Dissemination of Personal Information Regarding Minors

Personal Information: You may not disclose, use or disseminate personally identifiable information or any other personal contact information about minors including yourself, students, trainees, friends, or relatives including their name, address, telephone number(s), home address, school address, work address, photograph, credit card number, social security number, or any other information that could identify you to anyone. This includes disclosure, use or dissemination via all forms of electronic communication including e-mail, social networking sites, websites, instant messaging, texting, blogs, chat rooms and other non-listed methods of electronic communication.

7. Measures Designed to Restrict Access to Materials Harmful to Minors

a. Academic Purposes Only: SIATech Net is provided to you for academic activities only. You cannot expect that anything you create, store, send, or receive using SIATech Net will be private. Your files, your e-mail, and/or the history of Web sites you have visited may be read by SIATech if the administration believes you may have violated this Policy, the discipline code, the Academic Honesty Policy, or the law. Your data may be given to law enforcement authorities in an investigation of illegal activities. Your parent or legal guardian may request to see your files.

b. Internet Content Filtering: SIATech utilizes technology protection measures that include the implementation of network basis internet content filtering for all of its Internet-enabled computers at each school location. The internet content filters block access to visual depictions deemed "obscene," "child pornography," or "harmful to minors." The internet content filter is enabled for all computers whether used by minors or adults.

c. Monitoring of Internet Use: Files and e-mail are backed up on a regular basis; therefore, their contents may still be available even though you have deleted them. The history of Web sites you have visited is monitored and recorded.

8. Specific Technology That Blocks or Filters Internet Access

SIATech utilizes the iBoss internet content filtering appliance as a technology protection measure. An appliance is located at each school and at the Network Operations Center in Oceanside, California. These internet content filters provide internet filtering for all internet-enabled computers attached to SIATech Net. The content filters block access to Visual depictions deemed "obscene," "child pornography," or "harmful to minors."

9. Education of Minors about Appropriate Online Behavior, Including Interacting with Other Individuals on Social Networking Sites and in Chat Rooms

SIATech offers a "Digital Awareness" course within its Angel Learning Management System which educates minors about appropriate online behavior,

including interacting with other individuals on social networking sites and in chat rooms.

10. Harassment, Bullying and Cyberbullying Awareness and Response

a. The SIATech Board of Directors prohibits acts of harassment or bullying. The board has determined that a safe and civil environment in school is necessary for students to learn and achieve. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

b. "Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, body size or shape; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

c. "Harassment" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

d. "Bullying" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;

- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

e. The SIATech Board of Directors expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and others.

f. The SIATech Board of Directors believes that standards for student behavior must be set, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the school and community property on the part of students, staff, and community members.

g. The SIATech Board of Directors believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

h. Since bystander support of harassment or bullying can support these behaviors, SIATech prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

i. The SIATech Board of Directors requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

j. You must not use SIATech Net to harass, intimidate, or threaten anyone, including Job Corps trainees and staff, and SIATech students, teachers, and staff. This means you may not repeatedly act in a manner that threatens, distresses, or annoys another person. Harassment includes, but is not limited to, sending e-mail or posting text or graphic images that threaten or demean on the basis of race, age, gender, ethnicity, religion, political beliefs, disability, or sexual preference. Text or images that are displayed but

not sent to a specific recipient (such as screen wallpaper or screen savers) may be interpreted as harassment.

k. Responsive Measures: If you encounter or receive such material, you should immediately report the incident to your direct supervisor, Site Administrator, or Director of Information Technology. If you are *told* by another person to stop sending those messages, you must stop.

II. Social Media

Social media can be a valuable and powerful means of communication and learning. SIATech / NEWCorp / MYcroSchool / NEWGlobal / RAPSA ("Organization," "we," "us")

We would like you to keep the following requirements in mind when participating in social media.

Social media is defined as web-based tools and technologies used to share information and turn communication into interactive dialogues with internal or external audiences. Social media examples include blogs, discussion boards and chat groups, personal websites, virtual worlds, Facebook, Twitter, LinkedIn, YouTube, Flickr, and other social and professional networking sites.

These policies and expectations are not meant to discourage the use of social media for learning but to protect your own interests as well as the Organization's interests. For the purposes of this policy, we will refer to all such social media activity as "posting."

Social media is a constantly changing environment. We welcome feedback and suggestions on these policies via email at info@siatech.org

a. Browsing and Posting during work/school time. The Organization understands that employees/students may from time to time engage in social media activities at work/school for legitimate work/school-related purposes. You are, however, prohibited from engaging in personal browsing or posting during work/school time. Further, personal social media activity should be kept distinct from professional social media activity, and communications with personal social media sites should be conducted from personal email accounts only.

b. No expectation of privacy. Because the Organization retains the right (but not the obligation) to monitor all files and messages stored on and transmitted through Organization's electronic and mobile devices (such as computers, cell phones, and all other such devices), you have no reasonable expectation of privacy regarding social media accessed through these devices, even if you have used a private account and/or password.

c. Be careful about what you post. The Organization respects the rights of employees/students to use online communication as a form of self-expression during their personal non-work/non-school time and while using their personal electronic

communication devices. However, you are personally responsible for what you post and the Organization encourages you to exercise sound judgment and common sense. Remember that anything you post may be public for an indefinite period of time, even if you try to modify or remove it later. The Organization disclaims any responsibility or liability for any errors, omissions, loss, or damages claimed or incurred due to any of your postings. Further, when accessing or using a social media site, review the site's privacy policy to understand how the site uses the information that you provide. Be careful about revealing excessive personal information, including your birth date, contact information, and personal pictures. If you do not want your information to be publicly available, do not post it online.

d. Be respectful of others. Please be professional and respectful of others in your communications, and refrain from posting statements that are false, misleading, obscene, defamatory (whether of the Organization, our employees/students, or our partners and competitors), libelous, tortious, degrading, threatening, harassing, hateful, insulting, inflammatory, offensive, unlawful, fraudulent, discriminatory, or invasive of the privacy of others.

e. Protect confidential information. Do not post confidential information of the Organization, its stakeholders, students, partners, or any other third party. For example, you should not post any information relating to Organization meetings, due to the risk that you might mention information or events that have not been approved for public disclosure. Additionally, the fact that the Organization is having a certain meeting could itself be considered confidential information. Further, do not comment on the Organization's confidential financial information, such as future business performance, business plans, or prospects, to anyone in any forum.

The term "confidential information" includes, but is not limited to, information about the Organization's patents, equipment, trademarks, operations, current or future operational plans, upcoming product releases, educational materials, curriculum, revenues, profit and loss information, sales, clients, vendors, sales contracts, compensation and benefits, financial information, products, Organizational strategy, Organizational news and any other confidential or proprietary information that is not otherwise publicly available about the Organization, its employees/students, or Organization's partners, clients, or vendors.

f. Use of social media in the hiring process. The Organization recognizes that social media may be used as a tool for investigating candidates for employment. The Organization cautions, however, against reliance on social media in deciding whether or not to hire a candidate. You should follow all internal policies regarding hiring and applicable employment laws in order to prevent illegal discrimination in the hiring process, and consult the Executive Director of Personnel Support Services (PSS Executive Director) at SIATech central offices in Oceanside, CA, regarding any questions or issues in this area.

g. Respect Organizational policies. Your postings should not violate any other applicable policy of the Organization.

h. Respect laws. Respect copyright, trademark, privacy, financial disclosure, and all other laws. Do not disclose personal information about other individuals that may have been obtained through your work/schooling at the Organization. In accessing or using a social media site, comply with the legal terms or code of conduct governing such site. Do not post unpublished materials of others - such as photographs, articles, or music - without first getting their permission. Be careful about "reposting" information from other sites because of copyright laws.

i. Report inappropriate conduct appropriately. If you feel that employees/students of the Organization are, have been, or will be engaged in any inappropriate conduct regarding the use of social media, please discuss your concerns with your supervisor/principal, or if appropriate, the PSS Executive Director rather than publicizing your suspicions through posting. This may spare both you and the Organization the unintended repercussions of false, half-true, or misleading allegations. SIATech prohibits acts of harassment or bullying including social media. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. The organization does not tolerate bullying or abuse and if you are aware of any bullying or abuse you must report this immediately to your supervisor/principal. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavior interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the student and employee handbooks. Refer to SIATech Anti-Bullying Policy #5101 for more information.

Passwords: Maintaining the security of your password used to access a social media site (or features contained on such site) is your responsibility. Do not use the same password to access an external social media site as you use for internal Organization purposes, and do not give out your password(s). If you are operating social media on behalf of the Organization, it is critical that shared administration be established so that another may access the social media in the event you are unavailable. This shared administration should be with your supervisor, the PIC Director, and/or other authorized individual.

j. Software. Software or other files downloaded from social media sites, and the Internet generally, can contain viruses or cause other computer problems. If accessing social media via an Organization computer or other internet device, do not download software made available on a social media site unless given authorization by the Director of Application Systems at SIATech central offices in Oceanside, CA. Refer to the Acceptable Use Policy for more information.

k. Keep current. Your responsibility as an employee of this Organization is to please check the website for updated versions of the Social Media policy. These requirements and expectations may evolve as new technologies and social networking tools emerge. Please check this policy periodically to ensure that you are familiar with its content. If you have any questions or comments about this policy, or using social

media responsibly, please direct them to your principal (for students) or the PIC Director (for employees).

l. Policy Limitation. The Organization respects the rights of employees/students to communicate with one another or with third parties for purposes protected by law, including concerted activity protected by federal law. Nothing in this policy will be interpreted to prohibit such communications, nor shall any student/employee suffer any adverse disciplinary and/or job action due to such communication.

m. Speak for yourself, not the Organization. The Organization operates several official websites, blogs, Facebook pages, Twitter pages, YouTube pages, and other official online forums. Only those who have been designated as official contributors by the Public Information and Communications Director (PIC Director) at SIATech's central offices in Oceanside, CA, may post as official Organization representatives on these pages. If students/employees have not been authorized they may not create social media pages that act as official Organization or school site level social media. If a student/employee wishes to create an official social media page, contact the PIC Director for prior written authorization. Unofficial public social media pages or channels that create the appearance of official Organization pages or channels are not permitted without authorization by the PIC Director.

Your personal postings during non-work/non-school hours should reflect your personal point of view. Your postings should use caution and good judgment when commenting on the organization or issues related to it. Unless you have been authorized to make postings on behalf of the Organization or departments within the Organization by the PIC Director, your postings should not represent that such authority has been granted. Make certain that your choice of words does nothing to suggest that you are representing the Organization's official position or that you are representing others within the Organization, unless you have been authorized by the PIC Director to do so. Unless authorized, you should not use the Organization's logos, photos, names or portions of the names in your usernames or URLs, or other actions that would make it appear you are an official representative or page of the Organization. Failure to comply may result in may result in disciplinary action up to and including termination.

n. Special note for managers and administrators. Managers/administrators of the Organization must take special care when posting at any time regarding any topic. Due to the nature of their positions, their personal postings may be interpreted as the views and opinions of the Organization even though they have not been given such authorization and that is not their intent.

o. Participation is a privilege, not a right. Please be aware that as employees of the Organization your rights to post content on official social media pages of the Organization are limited. SIATech has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, that you access, post, or store. Doing so is a privilege that may be revoked when abused, and the Organization retains the absolute right (but not the obligation) to delete or modify any content it

deems inappropriate in its sole discretion. Further, the Organization has the right to require any employee involved in posting any such content to stop posting immediately. However, while we reserve the right in our discretion to remove any such content from time to time, we do not assume any obligation to do so and disclaim any liability for failing to take any such action.

p. **Business focus and professional focus.** Official social media should not be used to promote or solicit participation in any business, commercial or political activity that is unrelated to your work at the Organization. While the Organization encourages the free and constructive exchange of opinions among employees/students, this policy does not give employees license to post materials on the Organization blog or official social media pages that harm the Organization's interests or those of your colleagues, undermine the quality of the workplace/school environment, or disclose confidential information.

q. **Internal use only.** The Organization's Intranet, Sharepoint, Google Docs, and internal social media sites are meant for internal use only. Please do **not** share any information that you learn by accessing them with anyone outside of the Organization, including by sending or reposting links, unless you have been given express permission to do so. Further, you are expressly prohibited from using any information you learn by accessing this Intranet or Sharepoint for your own benefit or for the benefit of any person or entity other than the Organization. Please be extremely careful about your use and disclosure of the information you learn by accessing the Intranet and Sharepoint sites.

r. **Organization ownership and disclosure of postings.** All information posted on an internal site is the exclusive property of the Organization and is not the property, nor the private information, of the posting employee. Please note that the Organization retains the right to disclose any content posted on the Intranet, Sharepoint, or other official social media pages of the Organization, and the circumstances surrounding the transmission of such content, to any third party to protect the Organization and its employees/students, officers, directors, shareholders, affiliates, agents, representatives and representatives; to comply with legal obligations or governmental requests; or for any other reason or purpose.

s. **Social media is a constantly changing environment.** We welcome feedback and suggestions on these policies via email at info@siatech.org.

12. Encryption Software

a. **Use of Encryption Software:** You may not install or use encryption software on any of SIATech's computers without first obtaining written permission from the Director of Information Technology or his/her designee. You may not use passwords or encryption keys that are unknown to your supervisors.

b. Export Restrictions: The federal government has imposed restrictions on the export of programs or files containing encryption technology (e.g., e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States without prior written authorization from the Director of Information Technology or his/her designee.

13. Privacy and Free Speech

a. Restriction of Free Speech: SIATech Net is not a public access service or a public forum. SIATech has the right and responsibility to restrict material, including text, graphics, and all other forms of expression, that you access, post, or store on the system.

b. Waiver of Privacy Rights: You expressly waive any right of privacy, as to SIATech, in anything you create, store, send, or receive using SIATech Net. You understand and consent to SIATech's use of human and/or automated means to monitor the use of SIATech Net, including e-mail and Internet access.

14. Resource Limits

a. Waste of SIATech Net Resources: SIATech Net resources are limited; therefore, you must use them responsibly. You may not deliberately perform acts that waste SIATech Net's resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, downloading files (including videos and music files) that are not related to your educational objectives, e-mailing mass mailings and chain letters, engaging in spam (sending e-mail to a large number of recipients who have not requested it), subscribing to a non-SIATech related listserv, spending excessive time on the Internet, playing games, engaging in non-SIATech related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic. You may subscribe only to news groups that are related to your educational objectives.

b. Large File Transfers: You should schedule communications-intensive activities such as large file transfers, mass e-mailings, and streaming audio or video for off-peak times i.e., before 8:00a.m. and after 3:00p.m., Monday through Friday). Because audio, video, and picture files require significant storage space, these types of files may not be downloaded unless they are SIATech related. All files that are downloaded must be scanned for viruses and other destructive programs.

15. Commercial Activities

You may not use SIATech Net to engage in any commercial activities, including but not limited to, buying or selling or offering to buy or sell any goods or services using SIATech Net. You may not provide any commercial services using any SIATech Net resources.

16. Use of E-mail

a. In General: You should endeavor to make your electronic communications truthful and accurate. You should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. The quality of your writing will reflect on SIATech. Always strive to use good grammar and correct punctuation. Please keep in mind that anything created or stored on the computer system may, and likely will, be reviewed by others and that even deleted files may be recovered.

b. Etiquette Guidelines: In preparing e-mail and other electronic communications, the following guidelines should be followed:

(1) Identity yourself and the purpose of the message. Write a subject line that is concise and descriptive;

(2) Don't be verbose. As publisher and editor of the message, avoid writing long, rambling sentences that do not get the point across. Effective use of e-mail requires short, coherent sentences and effective punctuation. A conversational style is preferred over a formal style;

(3) Be careful with humor. Try not to annoy someone with a thoughtless joke or ironic statement that may be taken the wrong way;

(4) Don't use all Capital letters. Typing a message in uppercase letters is known in the e-mail world as SHOUTING, and makes the message more difficult to read; and

(5) Pause and reread the message before sending it.

c. Altering Attribution Information: You may not alter the "From" line or other attribution of origin information in e-mail, messages, or postings. Anonymous or pseudonymous electronic communications are forbidden.

d. Forwarding E-mail: You should use your good judgment in forwarding e-mail to any other person or entity. When in doubt, request the sender's permission to forward the message.

e. Attorney-Client Communications: E-mail sent from or to an attorney representing

SIATech should include the following warning header on each page of the message: "ATTORNEY-CLIENT Privileged/DO NOT FORWARD WITHOUT PERMISSION."

f. Additional Guidelines: You are prohibited from sending or threatening to send a sufficient number of electronic mail ("e-mail") messages to another person to overload, interfere with, or cripple his/her e-mail system (including but not limited to "e-mail bombs"). Additionally, you are prohibited from accessing another person's e-mailbox, intercepting another person's e-mail message(s) and/or reading, repositioning, or destroying e-mail messages which are addressed to or otherwise intended for another individual. You may not use SIATech Net to transmit unsolicited

e-mail or other electronic communications. You may not transmit unsolicited e-mail to any e-mail address found on SIATech Net or to anyone whose e-mail address includes a domain used on this site. You may not use the SIATech Net domain name as a pseudonymous return e-mail address for any communications.

17. Viruses

a. Virus Detection: Viruses can cause substantial damage to computer systems. You are responsible for taking reasonable precautions to ensure that you do not introduce viruses into the SIATech Net and for timely reporting discovered viruses to your immediate supervisor. To that end, all material received on floppy disk or other magnetic or optical media and all material downloaded from the Internet or from computers or networks that do not belong to SIATech **MUST** be scanned for viruses and other destructive programs before being placed onto the SIATech Net. You should understand that your home computers and/or laptops may contain viruses. All disks transferred from these computers to the SIATech Net **MUST** be scanned for viruses.

b. Firewall: To ensure security and avoid the spread of viruses, you must access the Internet through an approved Internet firewall when using a computer attached to SIATech Net. Accessing the Internet directly, by modem, from a workstation is strictly prohibited unless the computer is not connected to SIATech Net.

c. Preventing the Spread of Viruses: To prevent the spread of viruses, you must do the following:

- (1) Scan your individual hard disks for viruses at least once a month;
- (2) Obtain prior approval from the Director of Information Technology or his/her designee before installing or loading any software or data, including demos, shareware, or freeware, on any of SIATech's workstations or servers;
- (3) Obtain prior approval from the Director of Information Technology or his/her designee before downloading, transmitting, or otherwise electronically exchanging computer files with sources outside of SIATech system; and
- (4) Avoid using disks and other removable storage media on more than one computer system.

18. Plagiarism and Copyright Violation

a. Plagiarism: You may not use SIATech Net to plagiarize. This means you may not copy the ideas or writing of someone else and present it as your own, even if it is just part of someone else's work.

b. Copyrights: SIATech respects the intellectual property rights of others and expects that users of the SIATech Network do the same. You may not use SIATech

Net to violate copyrights. This means that you must not improperly reproduce a work that is protected by copyright, such as music, art, photographs, and literature. If you are unsure whether you can use a work, you should request permission from the copyright owner or ask your SIATech teacher or supervisor. If you believe that a user of the SIATech Network has infringed your intellectual property rights please notify the lead administrator in charge of IT for SIATech.

19. Disciplinary Actions

a. In General: Violation of this Policy may result in disciplinary action. If you are accused of a violation, you will receive a written notice of the violation, and you may offer an explanation to a neutral administrator.

b. Types of Disciplinary Actions: Discipline may include, but is not limited to, the following actions:

- (1) Access to SIATech Net may be denied for a specific period, or permanently;
- (2) Suspension from SIATech for a specified period;
- (3) Removal from the program;
- (4) Payment of damages to compensate SIATech for loss of teacher and/or staff time, damage to SIATech Net (hardware and/or software), attorney's fees, etc.; and
- (5) Criminal charges under local, state, or federal laws

c. Revocation of Access; Illegal Activities: If your access is revoked, information you have stored on SIATech Net, including files and e-mail, may be withheld from you. SIATech will cooperate fully with local, state, or federal officials in any investigation of illegal activities conducted through SIATech Net.

20. Limitation of Liability

a. No Guarantee of SIATech Net Resources: SIATech makes no guarantee that the functions or services provided by or through SIATech Net will be error-free or without defect. SIATech will not be responsible for any damage you may suffer, including, but not limited to, loss of data or interruption of service. SIATech is not responsible for the accuracy or quality of the information obtained through or stored on SIATech Net. SIATech will not be responsible for financial obligations arising through your unauthorized use of the SIATech Net.

b. Parental Notice; Offensive Material: Parents/guardians of SIATech students will receive written notice that SIATech students will have access to the Internet. Parents/guardians of SIATech students will also receive written notice of the rules for Internet users which are contained in this Policy. SIATech is not responsible for material you view or download from the Internet. SIATech does not control the content of information or resources accessible on the Internet. The

Internet is a worldwide network of computers that contains millions of pages of information. You are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive content. You access the Internet at your own risk.

c. Exclusion of Damages: SIATech Net will not be liable to you or any third party for any consequential, incidental, indirect, punitive or special damages (including damages relating to lost profits, lost data, or lost good will) arising out of, relating to, or connected with the use of the network or services, based on any cause of action, even if advised of the possibility of such damages.

21. Arbitration/Choice of Law

All disputes arising out of or relating to this use agreement (including its formation, performance or alleged breach) of your use of SIATech services or network will be exclusively resolved under confidential binding arbitration held in San Diego, California before and in accordance with the rules of the American Arbitration Association. The arbitrator's award will be binding and may be entered as a judgment in any court of competent jurisdiction. To the fullest extent permitted by applicable law, no arbitration under this use agreement will be joined to an arbitration involving any other party subject to this use agreement, whether through class arbitration proceeding or otherwise.

22. Miscellaneous

a. Other Policies Applicable: In your use of the SIATech Net, you must observe and comply with all other policies and guidelines of SIATech, including, but not limited to the following:

(1) SIATech Employee and/or Student Handbooks

(2) Job Corps Employee and/or Student

Handbooks (3) WIA Employee and/or Student

Handbooks

b. Amendments and Revisions: This Policy may be amended or revised by SIATech from time-to-time as deemed necessary. You should stay abreast of all amendments and revisions by checking the school website for the latest version of this Policy.

c. No Additional Rights: This policy is not intended to, and does not grant, any contractual rights to Users.