



PARENT & STUDENT HANDBOOK



DECEMBER 1, 2020
ACADEMIC SCHOOL 4 ARTS
<https://AS4A.org/handbook>

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Welcome to YOUR school!

The policies stated in this handbook are subject to change at the sole discretion of the school's administration, as well as all other procedures or programs of the school. From time to time you may receive updated information concerning changes in policy. However, the school has the right to add, delete, or revise any school policy or procedure with or without notice. We ask every student and parent/guardian to thoroughly read and SIGN the last page of this document. Please remit the signature page directly to the school at the beginning of the academic year. If you have any questions about the school's policies, please ask the for assistance.

Vision Statement

To give students a place that merges the highest level of academic education with the highest level of arts education, while maintaining a nurturing and enriching environment.

Our Mission

The Academic School 4 Arts (AS4A) is a learning institution that nurtures the whole child utilizing the gifts of the fine and performing arts. The fine and performing arts are treated as equal learning disciplines with core academics.

AS4A promotes mindfulness, problem-solving skills, independent thinking, and the celebration of diversity. We mold great citizens!

Virtual Education Option

Due to the COVID-19 epidemic, some families are more comfortable having their children remain home and attend school virtually. All academic AND arts classes maybe taken virtually. Please contact the administration for more information if you are interested.

Florida Virtual School at AS4A

Florida Virtual School K-12 students are welcome to join the AS4A family! Parents may choose to enroll in the FLVS learning format to fulfill academic requirements, while participating in all the Art curriculum offered by AS4A. Upper school day students at AS4A may be enrolled in a hybrid learning plan, which can include up to two FLVS classes as part of their curriculum. All students enrolled in FLVS classes will be supervised by a teacher in the computer lab. Interested parents should meet with the administration to discuss logistics.

Expected Ethics & Values

- Trust the faculty and fellow students
- Resilience
- Respect
- Mindfulness
- Compassion
- Selflessness
- Strong Work Ethic
- Opened Mindedness
- Goal-driven
- Patience
- Respect Diversity
- Strong Communication
- Be organized
- Be a team player

Homework & Home Practice

There will be homework assigned weeknights in the core academic classes. There will be an effort to keep homework assignments at a minimum.

Art classes will require practice or rehearsal time during the week and on weekends.

Curriculum

Academics

AS4A takes pride in structuring its students' daily study with a well-balanced diet of the essential elements of elementary education. Each student in grades K-2 will receive the following core academic subjects on a daily or weekly schedule:

Math	Language Arts
Science	Social Studies
STEM	

In addition to the core academics, each grade will also visit the [public library](#) to receive research and media skill and borrow books to take home and read. Also, there will be at least one class per week [teaching computer literacy](#).

Arts

Being an arts school, AS4A is proud of its extensive fine and performing arts curriculum. Students in each grade level will receive multiple arts courses in their weekly curriculum:

Lower School:

Choir	Piano
Drawing & Painting	Dance Techniques
Guitar	Drama Techniques
Music Appreciation	Fine Art Techniques

Physical Education

AS4A follows a comprehensive Physical Education curriculum that is synergized with our Arts curriculum. All students will receive weekly Phys Ed classes on campus as well as regular field trips to local parks. Parents will be notified in advance for any off-campus PE fieldtrips.

Responsibility Statements

The Staff will:

1. Provide educational programs following state curriculum standards with a focus on the visual and performing arts to maximize the potential of each student.
2. Provide every student a school environment that is safe, clean, compassionate, nurturing, and conducive to learning.
3. Provide opportunities and learning tools for every student to be successful.
4. Provide a climate that allows all the students to participate in decision-making, critical thinking, and responsibility for their own choices.
5. Help mold great citizens.
6. Enforce school rules and code of ethics.
7. Continually explore new and improved methods to help each child reach his/her maximum potential. We are not afraid to think outside of the box!
8. Be respectful to the students, parents/guardians, faculty, community, school facilities, and the environment.
9. Care for ALL students.

The Administration will:

1. Adhere to all staff responsibilities listed above.
2. Provide the means for communications between home and school.
3. Provide parents/guardians with information regarding the school's educational programs and their child's progress towards meeting academic standards.
4. Be available to meet with students and/or parents (by appointment) for any reason.

The Student(s) will:

1. Attend school on time every day.
2. Be prepared to learn with all necessary tools and materials including a smile!
3. Follow school rules.
4. Become involved in various school activities.
5. Maintain a strong work ethic to achieve the highest results possible.
6. Be respectful to peers, staff, faculty, community, school facilities, and the environment.

The Parent(s)/Guardian(s) will:

1. Share necessary and appropriate information with the school enabling the staff to help each child excel and ENJOY the learning process.
2. Ensure regular and prompt school attendance.
3. Promote high expectations.
4. Promote and support school policies and code of ethics.
5. Provide an environment conducive to homework & daily home practice.
6. Attend parent/guardian/teacher conferences.
7. Be respectful to students, staff, faculty, community, school facilities, and the environment.

Admissions

The school has an open admissions policy. No person on the grounds of race, color, disability, or national origin is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, job training, classification, referral, and other aspects of employment on basis of race, color, disability, age, gender, or national origin.

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies and to accept and support the authority of the school administration. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irreparably broken. In matters of admission and registration, the decisions of the principal are final.

Music & Dance require a student audition during the enrollment period. This audition will help the administration assess what benchmark skills each student possesses entering AS4A.

TUITION AND FEES

The tuition and fees applicable for each student can be found on the school's website. In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

All tuition and program fee information are found on the student school application.

Standardized Assessment Exam

AS4A will administer a national standardized assessment exam annually to all grades. These exams help determine how each student's academic performance aligns with benchmark standards.

Grading Policy

The administration and faculty of AS4A measure total performance in student success on assessments, project-based learning, classwork, and Art performance.

Grade level standards are used in Kindergarten, Grade 1, and Grade 2:

- E – Excellent
 - S – Satisfactory
 - N – Needs Improvement
 - U – Unsatisfactory
-

Grade scale used in Upper School

- A – 4.0
- B – 3.0
- C – 2.0
- D – 1.0
- F – 0.0

Grade Scale – Additional Weight

- .5 HONORS
- 1.0 AP/DUAL ENROLLMENT

After School Enrichment

AS4A shares its campus with Inna's Hall of Fame Studio which has provided performing and visual arts enrichment classes for over twenty years. Students are invited to register for a wide range of classes covering many styles and genres of the arts. The AS4A staff will escort any student enrolled in Inna's studio directly from AS4A to the studio. Information will be available throughout the school year for families who would like to enroll at a discounted rate for AS4A families.

School Day Schedule

All students begin daily instruction at 8am and are dismissed at 2:45pm

Academic Calendar

Academic School 4 Arts follows the same calendar as Broward County Public Schools.

Monthly updates will be sent to all families and staff.

School Closings/Inclement Weather

AS4A will follow Broward County Public Schools' decision to close schools due to inclement weather.

School Dress Code

All students in grades K-2 follow the same dress code policy:

Closed toed shoes.

School appropriate shorts/skirts/pants. Must be to the knee.

All students must purchase and wear a school shirt with school logo. Details will be given prior to opening.

No half shirts on dress down days.

Lunch

Students must bring their lunch every day, unless the school has specified otherwise. Students will eat in the cafeteria, families must provide cooled lunchboxes if needed.

Transportation

Parents/guardians will be responsible for student transportation.

Drop off is 7:45 AM – 8:00 AM

Students arriving after 8:15am will be considered TARDY.

Pick up is 2:45 PM-3:00 PM

Student Drop Off

- A member of the school staff will give all parents instructions on the physical plan for student drop off and pick up to help us keep our children safe: Morning Drop-Off
Students are not allowed on campus before 7:45 AM. The school is not responsible for students before 7:45 AM, unless they have registered and paid for morning care.
- (Grades K-8) Lower school through to middle school students must be brought in and picked up by a guardian adult.
- (Grades 9-12) Upper school students can be dropped off/picked up; the school is not responsible for upper school students once they exit the building after school.
- If your child has items in the trunk, please be courteous to others and park in a parking stall to let your child retrieve their items from the trunk.
- The speed limit at the parking lot of Academic School 4 Arts should not exceed 5 mph during school pick-up or drop-off.

Afternoon Pick-Up

- Unless a student is on campus for a supervised after-school activity, students must be picked up by 3:00pm on regular school days.
- Please remind your child to be ready for pick-up.
- Please follow directions provided by school employees dropping off or when picking up a student.
- **EARLY PICK-UPS:** It is required that all parents/guardians park in a parking space. The driveway needs to be clear to allow traffic to flow.
- **Please notify the school if you are planning to pick up your child early.**

Campus Expectations

Closed Campus: Students will remain on school property during regular school hours (8:00 AM – 2:45 PM). The exception will be group visits to the local library, park, or field trips. The school will provide transportation to and from any school function held outside of campus. Parents/Guardians will be informed prior to any functions held off campus during school hours.

Upon arrival to school, students are not to leave the school grounds. Walking around or loitering in the surrounding area is not permitted. Students must leave school grounds immediately after dismissal, unless enrolled in the afterschool enrichment program. There is no loitering in the parking lot or in neighboring parking lots/businesses.

Once students arrive for the school day, they are not permitted to leave early without being signed out by a parent/guardian. This applies to all students regardless of age.

Phone Message Delivery Requests: If it is necessary for you to call with messages to be relayed to your child, we will do our best to ensure the message is given. To reduce the need for messages, please go over all pertinent information with your child in the morning before leaving for school.

Classroom Deliveries: If you have an item to be delivered to your child, such as lunch, homework, school supplies, permission slips, costumes, etc., we will notify the teacher to send the student to the office at a time that does not infringe on their class time. We cannot guarantee delivery by a certain time.

Campus Cleanliness: Students exhibit pride in their school by properly disposing of trash. To this end, they are expected to keep the school facility and grounds free of trash. Garbage cans are placed throughout the building and outside for disposal of trash. Recyclables should be placed in the appropriate containers. **Vandalism through graffiti or any damage to property will not be tolerated and will result in an automatic behavior contract,**

Student Information: If your name, address, telephone number or employment changes during the school year, please notify the school office immediately. Changes in information concerning your parent/guardian status also need to be reported. It is important to keep our records current in case of an emergency. No student information can be given out except to those adults who are listed in the student file as parent/guardian. Please identify yourself prior to receiving information about your child.

Classroom Observation Guidelines

We invite parents/guardians to be a part of the school activities whenever possible, including field trips and performances.

Parents/Guardians/Visitors on Campus

Adult members are welcome to schedule visits during business hours, which are from 8:00 am until 3:00 pm. All parents/guardians/visitors must enter the campus through the front office and sign in and out. Any parent/visitor who would like to meet with a teacher or administrator may do so by appointment only. Students may not bring visitors or guests with them to school without permission.

The school staff will make a consistent effort to inform parents/guardians about volunteer opportunities on campus and school activities. The open-door policy contributes to the highest quality of parent/child/staff relationships. Procedures for volunteer participation require parents/guardians to sign in, provide a copy of their driver's license, and out as required for other school visit.

School Security

- All doors and windows always locked
- No one enters the school without showing I.D.

Emergencies

In the event of an emergency, every attempt will be made to contact parents/guardians or emergency contacts if a student requires immediate medical attention. The emergency document on file in the school office lists emergency contacts. School staff will follow the parent's/guardian's directions as closely as possible on the emergency contact list. **PLEASE FILL OUT THE EMERGENCY CONTACT INFORMATION FOUND IN THE ADMISSION DOCUMENTS COMPLETELY. PLEASE INFORM THE SCHOOL OF ANY CHANGES AS SOON AS POSSIBLE. STAFF WILL ALSO CALL 911 IN CASE OF EMERGENCY.**

Attendance Policy

Good student attendance ensures effective learning. When a student is not in school, he/she misses valuable instructional time.

AS4A is a private school that has chosen to follow the attendance policies of the Broward County Public Schools. **Absences must be reported within 48 hours by telephone, written note, or email. The report must come from a parent and give the date(s) and reason for the absence.**

EXCUSED ABSENCES: Students are expected to attend all classes for each regular school day throughout the academic year. The following are the only school permitted reasons for excused absences:

1. Illness of student. During excused absences, class work is made up upon the child's return to school. Work will not be provided in advance. Upon returning to school after being absent, the student must present a note signed by the parent to the teacher explaining the reason for absence. These notes are kept on file for one year. **Three or more days**

absence requires a doctor's certificate for readmission to school. In cases of communicable diseases, a physician's note is also required. If your child contracts a communicable disease, please call the school office to report this so that we may issue a health alert for other parents.

2. Illness of an immediate family member. All requirements listed above in item 1. also apply to immediate family members who are ill.

3. Death in the family.

4. Religious holidays of the student's own faith.

5. Required court appearance or subpoena.

6. Special event. Examples of special events include important public functions, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need.

7. Scheduled medical or dental appointment.

8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of five excused days absence for each infestation of head lice and must provide clearance from their physician.

UNEXCUSED ABSENCES: Absences not excused as defined in the previous section, are considered unexcused.

1. Those absences whereby a student is absent from school outside of regularly scheduled school holidays (Example: vacations, pre-planned family trips, extended weekends, Take Your Child to Workday). Students will be required to make up missing work within a time frame designated by the teacher. Work will not be provided in advance. The Principal determines all excused and unexcused absences. Excessive Absences **A student who is absent from school more than 20 days in a year may not be promoted to the next grade level unless the Principal grants an exception and determines a way in which the student may receive additional instruction.**

2. Student absence due to illness for three or more days WITHOUT a doctor's certificate for readmission to school.

1. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused.
2. For students transferring into Broward County, including but not limited to foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization must be granted. (F.S. 1003.22(1) (5) (e))
3. Vacations during the regular school year are not considered acceptable reasons for absence and are strongly discouraged by the school. Regular attendance is key to student success as classroom participation and instruction is especially important and impossible to make up. It is the parent's/guardian's responsibility to ensure that students are up to date on all key concepts covered during their absence.

Anti-Bullying Policy

Academic School 4 Arts has a zero tolerance policy for bullying. Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident. b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

School-Sponsored Field Trips

Students going on a field trip must have a field trip permission form filled out by their parent/guardian and returned to the issuing teacher by a deadline. All school rules and expectations apply for the duration of the trip.

The Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from several sources, including the student's parent/guardian and staff of the school of attendance. Also, with parent/guardian permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. Efforts will be made to accommodate students, however, students who are receiving step-up for students scholarships may not receive the same services as provided through the public school system.

POLICY ON VOCAL AND INSTRUMENTAL MUSIC

The school reserves the right to choose music as it sees fit to meet the needs of its curriculum and special performances. Much of the great music literature for ensembles uses texts that are based on liturgical or scriptural traditions. Moreover, folk traditions also incorporate sacred aspects in their songs. Much American concert music uses holiday themes or texts. Since AS4A uses primary sources as much as possible for its curriculum and/or works of composers who know and understand the young voice, the music curriculum may include music with religious texts. It is not the policy or intention of AS4A to indoctrinate students in any religious belief or specific theology. However, the school supports the study and performance of music that supports artistic development through pedagogical, artistic, and cultural merits.

PROMOTION AND RETENTION

Generally, all students should be promoted unless retention would enable a student to receive substantial help.

Criteria which should be considered in making a decision of retention or promotion should include:

- the child's end of year grades
- the child's current level of achievement
- the teacher's evaluation of the quality and quantity of student work throughout the year
- the child's ability to deal effectively with the content of the next grade level the child's age
- the child's social and emotional skills
- the child's physical growth in comparison with others of his or her age
- the availability of supportive services for the child
- the student's incentive to make a personal commitment to try
- the student's attendance record

In addition to the child's developmental progress and social maturity, in grades K-2 the child's mastery of basic reading and mathematics skills are determinants when retention is considered. These skills are identified in the scope and sequence of the textbook series used and standardized testing.

Liability Insurance

AS4A carries liability insurance. Paperwork will be prepared in the event of accident or injury that requires medical attention. Families should also carry their own health insurance to be assured the best and most complete coverage.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873). Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. Under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

EMERGENCY LOCK DOWN

In the event of an emergency, AS4A may be forced to have a lock down. Lock down means that students and faculty will not be permitted to leave the school until local government officials and administration indicate that it is safe to do so. AS4A will use the student information system to communicate with parents throughout the situation.

Immunizations & Medical Guidelines

No child will be accepted as a student of AS4A until all required medical records are completed and remitted to the administration during the application process. See the medical form check list.

IMMIGRATION STATUS

Our school, in accordance with federal law, does not inquire into the immigration status of our students. However, it is our responsibility to remind all families that it is a violation of the tourist B-1 or B-2 visa to attend classes while on a B-1 or B-2 visa and doing so could result in cancellation of that visa. In addition, we wish to remind parents that a B-1 or B-2 visa does not permit a child to return to the United States after a vacation back in their home country. On the other hand, students with an F-1 student visa are able to arrange for vacation time at their homes. If a family is considering changing a B-1 or B-2 tourist visa for an F-1 student visa, they should consult with an immigration lawyer to help understand the implications of making application. Should the family decide to make this application, the school will assist the family in whatever way possible to apply for the student visa. It often takes several months for INS to process and approve such applications; during this period the student may not continue attending classes in the school. UNDOCUMENTED STUDENTS A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the school may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status



Parent-Student Handbook Acknowledgement Form

2023-2024

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. Moreover, I further understand that all the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

Student's Name (PRINT)

Date

Student's Name (PRINT)

Date

Student's Name (PRINT)

Date

Parent/Guardian's Name (PRINT)

Date

Parent/Guardian's Signature

Date