

# American International School of Utah

## Parent & Student Handbook

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### **Vision**

At AISU, we seek to personalize, accelerate, and enrich learning using technology-facilitated, student-centered blended learning model within a flexible, creative, and inspiring school environment that encourages students to be personally invested and globally engaged.

### **Mission**

Our mission is to improve the world as we learn, live, lead and serve with Purpose, Passion and Persistence.

### **School-wide Norms**

- Be present
- Leave no trace
- Strive for excellence
- Ensure the safety of all
- Be conscious of your volume
- Be kind and considerate

# American International School of Utah

## 2018 - 2019 School Calendar

August '18						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
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September '18						
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October '18						
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November '18						
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December '18						
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January '19						
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February '19						
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March '19						
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April '19						
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May '19						
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June '19						
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July '19						
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	School Closed/ Holidays
R	Professional Development (no school for students)
B	Student Education Plan Day (no school for students)
B	Celebration of Learning Last day of each Intensive
<i>EL Student-Led Conf: Oct 2&amp;4, Jan 29&amp;31, May 14&amp;16</i> <i>MS/HS Parent Teacher Conf: Sept 18, Jan 8, April 2</i>	

	First Day of School, Aug 21
	Last Day of School, June 7
	Intensive Instruction
	Trimester 1
	Trimester 2
	Trimester 3
	Summer School

# American International School of Utah

## 2018 – 2019 A/B Day Schedule

August '18						
Su	M	Tu	W	Th	F	S
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September '18						
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October '18						
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November '18						
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December '18						
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January '19						
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February '19						
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March '19						
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April '19						
Su	M	Tu	W	Th	F	S
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May '19						
Su	M	Tu	W	Th	F	S
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June '19						
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July '19						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- School Closed/ Holidays
- R Professional Development (no school for students)
- B Student Education Plan Day (no school for students)
- B Celebration of Learning Last day of each Intensive
- Summer School

- First Day of School, Aug 21
- Last Day of School, June 7
- Intensive Instruction
- A Day
- B Day

# Important Dates

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Registration and Chromebook check-out	August 16 & 17
<b>First day of school</b>	August 21
Elementary Parent Orientation	August 21
Personal Leadership Intensive	August 21-24
<b>Term 1 begins</b>	August 27
Class Add/Drop Deadline	August 30
Labor Day <b>(no school)</b>	September 3
Secondary Parent Teacher Conference	September 18
Elementary Student Led Conferences	October 2 & 4
Professional Development <b>(no school)</b>	October 17
Fall Break <b>(no school)</b>	October 18-19
Last Day of Term 1	November 6
Professional Development <b>(no school)</b>	November 7
Fall Intensive	November 8-November 20
Celebration of Learning	November 20
Thanksgiving Holiday <b>(no school)</b>	November 21-23
Student Education Plan <b>(no school)</b>	November 26
<b>Term 2 begins</b>	November 27
Tri 2 Class Add/Drop Deadline	November 30
Winter Break <b>(no school)</b>	December 17-January 1
Tri 2 Classes Resume	January 2
Secondary Parent Teacher Conference	January 8
Martin Luther King Day <b>(no school)</b>	January 21
Elementary Student Led Conferences	January 29 & January 31
President's Day <b>(no school)</b>	February 18
Last day of Term 2	February 21
Professional Development <b>(no school)</b>	February 22
Winter Intensive	February 25-March 7
Celebration of Learning	March 7
Student Education Plan <b>(no school)</b>	March 8
<b>Term 3 begins</b>	March 11
Tri 3 Class Add/Drop Deadline	March 14
Secondary Parent Teacher Conference	April 2
Spring Break <b>(no school)</b>	April 15-19
Elementary Student Led Conferences	May 14 & May 16
Last day of Term 3	May 23
Professional Development <b>(no school)</b>	May 24
Memorial Day <b>(no school)</b>	May 27
Spring Intensive	May 28- June 6
Celebration of Learning	June 6
<b>Last Day of School (1/2 day)</b>	June 7
Graduation	June 7
Summer School	June 12-July 12

# AISU Hours & Operations

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## Elementary (K -5th grade)

Drop off between 8:15 - 8:30 am Monday – Friday

Pick up between 3:00 - 3:15 pm Monday – Thursday, 1:00 – 1:45pm Friday

## Middle & High School (6th - 12th grade)

Students are expected to be on campus attending their scheduled courses between 8:30 am and 3:00 pm. High school students may leave campus for lunch. Students leaving campus for lunch *must return before the end of the lunch period*. Students that return late from lunch are considered sloughing and may have their off-campus lunch privilege suspended or revoked permanently.

Teachers will be available during flex time, which is a time designated for study or school activities between 3:10 – 4:00pm Monday-Thursday. Teachers are also available by **appointment** 8:00-8:30am.

The school building will be open from 8:00am - 4:00 pm Monday-Thursday and 8:00am-1:40 pm Friday. Students will need to stay in the atrium area between 8:00am – 8:30 a.m. and 3:00pm – 4:00 p.m. unless they are participating in a supervised school activity or receiving academic support from a teacher in a classroom.

Fridays are early release days. Classes will be held from 8:30am-1:10pm. Flex time is available 1:10pm-1:40 for students to meet with teachers. Lunch will be provided at 1:10 pm. The remainder of the day is used for teacher collaboration and training. All students should be out of the building by 1:40 pm unless given permission by a specific staff member for a specific purpose.

# AISU Expectations for Student Conduct

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The mission of AISU is to nurture the **agency** (capacity to act purposefully in the world) of each and every student. Student behavior should demonstrate:

- Respect for their safety and learning
- Respect for the safety and learning of others
- Respect for the learning environment

When behavior does not match these expectations, we will deal with each situation as it arises with a focus on enabling the student to grow and learn.

Every student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for behavior that match the student and the situation provide the best learning value. Students are more likely to correct future behavior when they see a reasonable connection between their behavior and the resulting consequences.

AIUS staff practice a set of core beliefs that provide a guide for dealing with student misbehavior. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

#### *AIUS Core Beliefs for Student Conduct:*

1. Behavior that negatively affects learning will be viewed as an opportunity for problem solving and preparation for the real world.
2. Every attempt will be made to maintain the dignity and self-respect of students and teachers.
3. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
4. Decisions are best made and conflicts are best resolved by those most directly involved in them. Students will be given opportunities to restore relationships by being an active participant in problem solving. If students are unwilling to participate in resolving problems they have created, a natural or logical consequence will be imposed for them.
5. Students are encouraged to request a "due process" hearing whenever consequences appear to be unfair.
6. School personnel will handle school violations. Criminal activity will be referred to the proper authorities. Materials, substances and paraphernalia in violation of school policy will be confiscated.

## **AIUS Major Misconduct Policy**

AIUS is strongly committed to providing a safe learning environment for its students. Students, their property and vehicle are subject to search under reasonable suspicion of illegal possession or misconduct. Certain forms of conduct can be highly damaging to the learning environment and may require suspension or expulsion from AIUS, as outlined below.

The first incidence of the following forms of major misconduct will result in up to a 10-day at-home suspension (or similar consequence) and **may** result in expulsion:

- Causing serious injury to another person
- Viewing, distributing, or facilitating access to, violent, pornographic or sexually explicit communication (printed, electronic, or otherwise)
- Unlawful possession or use of controlled substances or paraphernalia, including, but not limited to, drugs, alcohol, and prescription medicines.

- Offering, furnishing, or selling drug, alcohol, or other controlled substances
- Possession or use of tobacco, e-cigarettes or related paraphernalia. (For the first violation, the student receives an at-home suspension of 3-10 days, the second violation with a 45-90 day suspension and the third violation with 180 day suspension or expulsion.)
- Distribution of tobacco or e-cigarettes. (For the first violation, the student receives a 45-90 day suspension and the second violation receives 180 day suspension or expulsion.)
- Robbery or extortion
- Three or more suspensions in one school year
- Criminal behavior including but not limited to assault, truancy or willful destruction or vandalizing of school property, bullying or cyber-bullying.
- Making verbal or written threats (including online).

The following forms of major misconduct **will** result in a 10-day at-home suspension during which proceedings for 90 or 180 day suspension will be initiated, including due process and a formal hearing:

- A second incidence of any of the misconduct described in the preceding section
- Possession of, use, sale of, or furnishing any firearm, knife, explosive, or other dangerous object
- Sexual assault
- Providing, supplying or possessing quantities sufficient to indicate an intent to distribute a controlled substance to another student (either illegal or legal), including, but not limited to, drugs, alcohol, and prescription medicine, in any manner.

## AISU's Dress to Learn Code

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*AISU offers engaging learning experiences, a positive culture of acceptance and respect, and a standard of excellence. Dress and grooming are an integral part of the learning environment. AISU students are expected to "Dress to Learn". Student dress and grooming standards are based on safety, good hygiene, and appropriateness to maintain a non-distracting learning environment.*

### **Safety Standards:**

- No weapons or look-like weapons
- No gang apparel or gang style
- No clothing that promotes or depicts violence, drugs, alcohol, tobacco, harassment, vulgar language or gestures, sex, or immoral behavior.
- No hats, visors, baseball caps or bandanas worn in the building except for medical or religious purposes approved in advance by the principal. Knit caps without visors ("beanies") are permitted as long as they do not obscure any part of the face.

- No clothing item that obscures the identification of a student or poses a hazard. While clothing such as hoodies, shirts/sweatshirts or coats may be worn, the hood portion may not be pulled up over or worn on the head in the building.
- No flip-flops, shoes with wheels, high heels or other shoes that create a potential hazard in moving quickly and safely during emergencies.

#### **Appropriateness Standards:**

- Undergarments may not be visible
- Clothing should be free of inappropriate language, logos, or symbols
- Abdomens and sides of the torso should be covered
- Chests should be covered (no cleavage showing)
- Skirts must be at least fingertip length when standing straight regardless of whether they are worn with an undergarment like tights or yoga pants.
- Shorts of any type must be at least fingertip length when standing straight.
- Pants or Shorts may not have holes, tears or rips above fingertip length when standing straight.
- Shorts and other clothing worn for PE, sports, dance, cheer or other activities may be worn only during those activities.
- Tank-top straps must be three fingers wide
- No strapless or spaghetti straps
- Specific activities may require other approved dress
- Beanies without visors are acceptable

#### **Hygiene Standards:**

- All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner.
- All students will wear clean clothing. Clothing should not be overly ripped, torn or mutilated.
- Clothing, jewelry, accessories and piercings, which interfere with or pose a health or safety issue to the learning atmosphere at the school, will not be allowed.

Students with dress code violations will be counseled and given the option of calling home for a change of clothes, changing into clothing provided by the school, or returning home to change (with parent approval). Students may return to the learning space with appropriate attire.

Exceptions to these rules may be permitted by administration for special school events. Administration reserves the right to make decisions about the "Dress to Learn" code on a case-by-case basis, including an individually tailored dress code for repeated violations.



# AISU Internet Use Agreement

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## Introduction

Technology resources are available to qualifying students (students who agree to the terms in this agreement). Technology resources include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication devices, printers, servers, filtered Internet access, and local and wide area networks. This agreement contains rules and guidelines for the acceptable use of technology resources. All activities conducted using technology resources are governed by this agreement and include, but are not limited to email, Internet, blogging, podcasts, interactive websites such as social networking and Web 2.0 sites, chat rooms, video conferencing, etc.

## Purpose

Technology resources for student use: 1) to promote educational excellence by facilitating resource sharing, innovation, and communication; and 2) to prepare for success in life and work by providing students with knowledge and skills regarding the safe and appropriate use of technology resources.

## Privilege

The use of technology resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, director, teacher/supervisor or systems administrator may limit, suspend or revoke access to technology resources at any time.

## Filtering and Monitoring

As required by the Children's Internet Protection Act (CIPA), content filtering and monitoring technology is used to restrict access to unacceptable materials on all Internet access provided by AISU. However, no web filtering technology is 100% safe. Students who intentionally access, publish, or attempt to access or publish inappropriate or illegal material or Internet sites, will be subject to discipline, which may include the possibility of suspension or expulsion.

**AISU has the right to monitor, inspect, copy, review and store any and all files, images or other data resulting from usage of technology resources without prior notice including transmitted and received information at any time and without prior notice.**

The use of technology resources is an integral part of AISU learning environment. To qualify for use of technology resources, students must abide by the rules of acceptable use.

AISU provides computers, the Internet and other technology resources for educational use. As a student, I must act appropriately online and follow these rules:

- I will only use technology resources with the teacher's permission and for the purpose the teacher requests.
- I will respect copyright laws and will make sure to show where I found information and will not copy it without permission.
- I will be polite and show respect and never cyber-bully others. I will never post or send messages or pictures that hurt, threaten, or embarrass other people and if someone cyber-bullies me or sends me inappropriate pictures or messages, I will tell my parents or teacher right away.
- I will stay safe on the Internet. When I am on sites that ask for information about me, I will not share personal information about myself or others like: home address, phone numbers, passwords, personal photos, or Social Security numbers. If anyone on the Internet tries to meet with me, I will refuse, and tell my parents or teachers immediately.
- I will tell my teacher immediately if I or someone else accidentally opens an inappropriate web site or page; or if I see someone breaking any of the rules about using technology resources.
- I will respect the technology resources and take good care of the equipment I use.
- If I damage technology resources provided me by AISU, either deliberately or through negligence, I will pay for the repair or replacement of the technology resource.
- I will only use my own passwords that have been given to me by the teacher and will not share my passwords with any other students.
- I will not put any disks or portable drives into the computer unless approved by the teacher.
- I will not buy or sell anything using the school's computers or technology resources.
- I will not use my phone as a personal WiFi hotspot for myself or others (phones will be confiscated, parents contacted, and additional consequences considered).

## AISU Chromebook Usage Policy

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At AISU we believe that the technology can be a great resource to promote educational excellence and help students prepare for success in life and work. We also believe that the use of technology resources is a privilege, not a right.

To support student access to technology AISU can provide students access to a school issued Chromebook laptop for their use during the school year while enrolled at AISU. K-5<sup>th</sup> grade students have access to Chromebooks only in the classroom. 6-12<sup>th</sup> grade students can check out a Chromebook for the school year to use both at home and school. Students are financially responsible for loss of or damage to the laptop and charger, and must follow the school Internet Use Agreement Policy while using this equipment. In the event of damage, loss, or theft to this equipment, students must contact the AISU office as soon as possible to report the event and will be responsible for reimbursing the school \$100 for an Acer and \$200 for a Dell Chromebook. In the event of accidental damage students will be asked to reimburse the cost of the repair.

Repair and replacement fees must be paid before a replacement will be issued. The laptop and charger is and shall remain the property of AISU and is being loaned to the student for a period of time for educational use. The computer will have the same filtered Internet access while on and off school property. Configuration of home internet use is the responsibility of the student. Students are expected to charge laptops overnight before bringing it to school.

Most Common Repair Fees Acer/Dell:

Screen Replacement \$60/\$70

Battery Replacement \$40/\$50

Single Key Replacement \$10/\$10

Charger Replacement \$15/\$25

Physical Damage will be assessed and fined based on severity of damage

If desired, students may bring their own computer from home, but must still abide by the Internet Use Agreement while on AISU property. Personal laptops may not be maintained by or fixed by technicians working for the school. If a student wishes to use a personal laptop, the laptop must have a minimum battery of six hours. AISU does not provide charging stations and sitting in hallway or exit way, where electrical outlets are located, to recharge a laptop creates a safety hazard.

## Cell Phone Policy

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Possession of a cellular telephone by a student is a privilege that may be forfeited by and student that uses his/her cell phone inappropriately. Cellular telephone use during classroom time, instructional activities and field trips is prohibited. Cellular telephones must remain off during these times unless specifically authorized by the teacher. Students may be required to store cell phones in a safe and secure place provided by the teacher while in class or participating in school activity or field trip.

Cell phones, cameras, or any device may not be used in a way that compromised the personal privacy of AISU students and staff. Students may not record or video other students or staff without first receiving their permission. Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school related individuals, including students, employees, and visitors, or violates local, state, or federal law. Any use in this manner will result in school and/or district consequences, and possibly a law enforcement referral.

Students violating the cell phone and electronic device policy may have their device confiscated and a parent/guardian will be required to come to the school to retrieve the device. Recording students or staff without their permission is considered a form of harassment and/bullying and dealt with under the Major Misconduct Policy.

# AISU Attendance Policy

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In accordance with state law, educational institutions are required to adopt written policies setting forth attendance requirements. The law requires school attendance for every child. The definition of attendance at AISU means attendance according to a staff approved education plan.

AISU supports students who work 100% on-campus to 100% at-home and any combination in between. To take the best advantage of this environment, students are required to have a staff approved education plan and to “attend” school according to that education plan. Attendance may mean being physically in a classroom or may mean logging in at home and making steady progress toward demonstrating competency. Students will develop an educational plan with their Success Coach for each trimester and are expected to adhere to the plan with diligence. Students may have a customized schedule including dual enrollment, Online Learning Center coursework done from home, work release, or homeschool.

Parents must inform the school office regarding a student’s absence as soon as reasonably possible, preferably before the absence occurs. The parent notification should state the reason for the absence such as illness or appointment. The parent may choose to inform the school by a written note or email to [Attendance@aisutah.org](mailto:Attendance@aisutah.org) rather than by telephone call if desired. A parent must excuse an absence within two weeks. After two weeks a doctor’s note will be needed in order to excuse the absence. Parents may excuse up to five absences each trimester. Any additional absences will require a doctor’s note.

AISU’s academic calendar consists of three rigorous nine-week trimesters for core subjects and many electives. When compared with a tradition nine-month school year, each week of the trimester is the equivalent of 2-3 weeks in a traditional school. Generally, parents will be notified by phone if their student is missing a class. If the pattern of absence is affecting the student’s ability to demonstrate competency, AISU will require a meeting with the student and the parent(s), during which a plan to improve attendance and student performance will be developed and implemented.

Notwithstanding the situations outlined in the previous paragraph, if a student has 10 unexcused absences, the student is considered habitually truant and may be withdrawn from AISU. An “unexcused absence” means an absence charged to a student when the student was not physically present at school at any one of the times attendance checks were made during the day and the student’s absence could not be accounted for by evidence of a legitimate excuse. Three unexcused tardies will constitute as one unexcused absence. These will be counted when calculating absences in regard to truancy. Students who are working from home, such as Learning Center students, are considered absent if they have not logged on and made reasonable progress in their courses during a school day. Excessive excused absences may also be grounds

for further action including un-enrollment from AISU. If a student has excessive absences, parents may be required to produce doctors' notes or other documentation, such as in the case of a funeral, in order to excuse absences.

## AISU Late Policy

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If a student is late to school, a parent must sign them in at the office. This applies to all students in every grade K-12. If there is not a parent to sign them in, they should have a parent note or the parent must call to excuse the student; they will be marked with an excused tardy. If there is no note or phone call, the student will be marked tardy. If the student is more than 10 minutes late, they will be considered sloughing.

## Parent Involvement & Communications

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### **Communication for School News**

Emailing is our primary mode of communication to families at our school. Parents are responsible for providing AISU with their current email address. Our website contains updated information as well.

### **Volunteering**

Parent Teacher Organization, PTO, is a wonderful way to be involved in AISU! Most volunteer opportunities will be short and centered around a particular event or activity, but you are invited to be as involved as you would like to be.

AISU PTO is designed to be very inclusive. Students, parents, educators, businesses, and anyone that would like to help are invited. Invitations to participate will be sent out often throughout the year and posted on the website to help everyone feel like they can join, help, volunteer, and present ideas.

We highly encourage all parents to volunteer. Before any parent or community member is able to volunteer they must complete a background check. <https://aisu-volunteer.quickapp.pro/>

Volunteers must bring state issued identification to the main office when entering the building. This I.D. will be used by the office staff to confirm that we have a completed background check on file for you. Please arrive for your volunteer assignment with plenty of time to facilitate this process. Please contact the front office with any additional questions.

# Health & Safety

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Students' health and safety is AISU's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodations can be made.

## **Visitor Identification**

To ensure a safe and secure learning environment for AISU students, **all visitors** must sign-in at the front office and wear a visitor's pass while at the school. Faculty and staff have been instructed to escort anyone not having a pass immediately to the office for identification.

## **Student Checkout**

All students K-12th grade, regardless of age, must have a parent come into the main office to sign out their student. If a parent is not available, only individuals whose names are listed in Aspire under emergency contacts may check out a student. If anyone else comes to check out a student, a parent must call in advance and the person checking out the student must have ID. We also verify the authenticity of a parent call by asking a question that would likely only be able to be answered by the student's legal guardian.

## **Medical Authorization Form**

The Medical Authorization Form must be submitted at the beginning of each school year in order to administer medications during school to a student. If medication is changed or continues to a new school year, a new Medical Authorization Form must be filled out and signed by a physician. Forms can be found in the front office.

## **Drills/Evacuation**

The school will have at several drills per year during school hours. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice earthquake and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

## **Custody Issues**

A legal document is required to support any questions of custody between divorced or separated parents.

## **Solicitation**

Solicitation of or by any student, parent, or staff member on school property for any reason except those authorized by the Administration is strictly prohibited.

## Money & Belongings

Students are encouraged to keep all money and other valuable property at home or on their person at all times. The school assumes no responsibility for the loss of such articles. If you find an item that is not yours, please turn in valuables to the office for the owner to claim.

# AISU Field Experience Policy

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Creating a link between what happens in the classroom and the community is very important to AISU. Students will have the opportunity to participate in a field experience associated with course material each year. We strongly encourage all students to participate in these opportunities. However, student participation in this activity is a privilege and is completely voluntary. It is the student's responsibility to pre-arrange with teachers to communicate when they will miss class and make arrangements to make-up any missed work. It is the parent's responsibility to notify their student's teacher if they do NOT want their student to participate in a specific field trip.

AISU will arrange transportation to and from these field experiences. The event will take place at various locations specific to a particular intensive, core class, elective class or other activity.

AISU is not responsible for insuring chaperones or students with regard to the student's participation in the activity. Each student's parent is responsible for obtaining any medical, accident, or other insurance that they may deem appropriate.

AISU and its employees may have certain legal protections and immunities from liability with respect to any property damage or personal injury that may occur during the activity. AISU and its employees have not waived these protections and immunities. However, AISU and its employees may also have certain legal obligations with respect to the activity.

By agreeing to this policy, parents/guardians are not releasing AISU and its employees from any of their legal obligations. However, on behalf of parents/guardians, the student, and our family and representatives, parents/guardians release, indemnify, and hold harmless AISU and its employees from and against all claims for damages or injuries involving the student which occur as a result of the student's own misconduct, the actions or omissions of third parties, or related to property which is not owned by AISU.

# Academic Integrity

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At AISU, we hold ourselves (staff and students) to high standards of academic integrity. For this reason, plagiarism and cheating in any form are not tolerated. Plagiarism is copying the work of another person and presenting it as your own work without noting that the work came from another source. Incorporating the thoughts and points of view of other writers and sources is an

important part of writing and producing a high quality research paper but students must cite the original source when they are using another author's work. AISU wants students to develop both the skill and the intellectual honesty for incorporating the work of others. Any assignment that is turned in for grading that substantially uses the work of another author without citing the author will receive a zero grade and the student will not have the opportunity to resubmit the work. In this case, the student will receive a new assignment and complete that assignment in replacement of the original assignment. Teachers will address any instance of suspected plagiarism or cheating to make sure the student understands expectations regarding academic integrity. Repeated offenses of plagiarizing or cheating will incur additional consequences that may include suspension and/or expulsion.

## Official Grading Policy

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Students at AISU earn course credit and grades in a competency-based manner. Students must achieve a proficient level of mastery on required course standards in order to receive credit. Only A's and B's are issued at AISU – traditional C's, D's, and F's are not considered proficient and do not earn students course credit. Proficient mastery levels must be achieved on all course standards in order to receive full credit for a course. Some accommodations are made regarding this grading scale for students with disabilities.

Middle school students that don't complete a course during the assigned trimester will receive a "SW," Still Working, on their report card. If that class is not finished before the last day of the following Trimester it will be changed to a "NG," No Grade.

High school students that do not complete a course in the assigned trimester will receive either partial credit for that course or an NG if less than 0.25 credit was earned. High school students have the opportunity to complete unfinished core courses during summer school for an additional fee.

## Repeated Course Enrollment Policy

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If space is available students can retake courses they have previously taken (either at AISU or elsewhere) in an effort to achieve a higher grade. The lower course grade remains on the student's transcript, but the overall GPA calculation only factors in the higher grade received.



# AISU Add/Drop Policy

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Students will be able to add/drop classes without permanent academic consequence during the first week of each trimester or on the first day of an intensive.

During week 2 of each trimester, or after day 1 of an intensive, if a student wishes to drop a class, it will be marked as a "Withdraw" without credit (this will show up on the student's transcript but will not affect their GPA, but may affect their eligibility to participate in extracurricular activities).

After week 2 of each trimester students will no longer be able to drop classes.

## HOW Grade

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### Purpose for a Habits of Work (HOW) Grade

Effective work habits are important to acquire for success in education and in life. Students receive feedback regarding their work habits by receiving a HOW grade so they can continuously improve these habits. More specifically, a HOW grade provides a structure in which teachers, students, and success coaches can discuss work habits such as meeting deadlines and actively participating with one's peers.

A flexible learning model that allows students to learn in a competency-based, self-paced manner sometimes magnifies the human tendency to procrastinate completing work. Deadlines generate urgency regarding completing tasks. A student's HOW grade helps teachers and success coaches determine whether a student is ready for more support in a course, or whether they should work on that course at a later date.

### Principles and Practices Related to HOW Grades

**Principle:** Academic knowledge and effective work habits are both important to acquire for success in education and in life.

**Practice:** Students receive both academic grades (based on course competencies) as well as habits of work (HOW) grades for each class.

**Principle:** If students are working hard (as shown by their habits of work grade) to master course content, they should have more time and support to learn the material if they need it.

**Practice:** Students receive additional time after the trimester has ended to master course content if they have a "3" or above in Habits of Work. If students need additional time to complete coursework and have a HOW grade of "1" or "2" at the end of a course, they must do so by enrolling in summer school.

## **Components of a HOW Grade**

The HOW grade will be comprised of two main components, as follows:

### 1. Meeting Deadlines

- a. Student puts forth consistent daily effort, setting and achieving goals regularly.
- b. Student work is showing progress as laid out by the assignment's objectives - with checkpoints as well as an overall deadline.
- c. When a student struggles to meet deadlines, he or she seeks support from peers, teachers, and success coaches (and documents it with a form with their success coach). Students must meet with their teacher and establish new deadlines as needed. Students may be put on a customized schedule of deadlines that may be more appropriate for them, such as a 12-week timeline instead of a 9-week timeline.

### 2. Actively Participating

- . Be present - physically, mentally, and socially. This means that a student is attending class on a regular basis, contributing to class activities, and using technology appropriately (i.e. cell phones are in their proper place (away, most likely) and Chromebooks are being used for academic work and not for chatting, gaming, or YouTube).
- a. Collaborate with peers. This means that a student works actively and cooperatively to complete group work and to help their peers with their learning.

## **Assessing and Reporting HOW Grades**

Students assign themselves a HOW grade a minimum of three times in each course. This grade is reviewed by teachers who then agree or disagree with the student on the HOW grade they have assigned themselves. If they disagree, teacher and student discuss the score together until they can agree on a score. Students record these tri-weekly HOW grade scores in Buzz for teachers, success coaches, and parents to see. Students assign themselves a final HOW grade for the course at the end of the course with teacher review and approval. Final HOW grades in each course are posted on Aspire and on student transcripts.

The various levels of a HOW grade in Aspire are reported as follows:

H (equivalent to a 4) - Honorable Work Habits

S (equivalent to a 3) - Sufficient Work Habits

N (equivalent to a 2) - Insufficient Work Habits

U (equivalent to a 1 or 0) - Unsatisfactory Work Habits

# Elementary Student-led Conferences & Secondary Parent Teacher Conferences

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Three times a year teachers will stay into the early evening to give parents the opportunity to meet with teachers to receive feedback on student performance in classes.

Elementary Student-led Conference provide the opportunity for students to take the lead at conferences with their parent. Students will discuss their academic progress and learning while building character, purpose, capacity and community.

Secondary Parent Teacher Conference is designed for teachers to clearly communicate the student's progress in school, and in the case of a student who is having difficulty, to enlist the parents' cooperation in the effort to remediate any problems. Attending parent teacher conferences is an excellent way to be involved and help your student to become academically successful.

## Building Expectations

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Students are expected to follow all student norms while on school property to ensure a safe learning environment. No food is allowed out of the Cafeteria or Atrium.

### **Fitness Center**

Employees are expected to help students move into the gym in a manner conducive to a learning environment. Food, drinks (other than water), and gum are *prohibited* in the fitness center unless otherwise arranged with administration. This prohibition includes most sports drinks.

### **Performing Arts Center (PAC)**

Employees will assist in holding students to the expectations described here. Students enter the PAC through a designated door in an orderly manner, silence their cell phones and put them away during performances and assemblies. When entering or exiting the PAC, be respectful and whisper if speaking is necessary. Gum, candy, drinks or food of any kind is *prohibited* in the PAC. Staff will direct student traffic as needed. Applauding is encouraged when appropriate, however, shouting and booing is not acceptable. Be respectful of the facility and the performers. Students who are disruptive will be asked to leave. Student response as an audience should be appropriate to the occasion.

### **Tech and Engineering Spaces**

Students must recognize that tools and equipment in the Tech and Engineering spaces are dangerous and expensive. Students are only allowed in the Tech and Engineering spaces with *direct* adult supervision and may only use equipment with the supervision of a qualified staff member. Students must earn the right to use equipment by completing safety instruction. Food, drinks (including water), and gum are *prohibited* in all lab areas.

### **School wide**

Elementary, middle and high school students are required to remain in their schools designated areas as to not disrupt the learning of others. Because of the open nature of so many classrooms student may not be outside their assigned classroom without specific permission from their assigned teacher.

## Student Parking

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Parking on campus is a privilege. Students must drive with caution and obey all traffic laws while on campus. Any unsafe driving with result in a student's right to park on campus being revoked. All vehicles parked on campus are subject to search by AISU administration.

## AISU Lost & Found

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The lost and found is located south of the Atrium stage. Valuable items such as wallets, cell phones, and computers should be turned into the Main Office. Remember how nice it feels to find what you lost!

## Transportation

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### **Drop Off**

Students need to be dropped off in designated area. If you choose to drop off your students, drop them off at the designated area for your youngest student.

Kindergarten students will be greeted by staff and walked to their classroom. For your convenience, there will also be a teacher in the classroom if you decide to park and walk your students to their class.

### **Pick Up**

Kindergarten and Lower Elementary students will be walked to their designated areas. Pick up your students at your youngest child's designated area. Teachers and staff will assist students in

finding their vehicles. If you need to buckle your child into their car seat or booster, or are unable to locate your child in a timely manner, please pull forward into the parking lot and out of the loading zone.

## Shuttle

AISU will provide a shuttle for students from the Murray Central Station to the AISU Campus.

*Morning Shuttle* will leave from the Murray station at approximately 7:50am and run approximately every 10 - 15 minutes with the last pick-up at 8:40am.

The pick-up location will be at the Front Runner Station. Students taking the Trax will need to walk to the Front Runner parking area (west of the Trax station). Look for AISU signs to guide you to the designated pick-up area.

*Afternoon Shuttle* will leave from AISU Monday-Thursday starting at 3:05 pm and run approximately every 15 min with the last departure at 4:10 pm. Friday shuttle will leave starting at 1:15 pm and run approximately every 15 min with the last departure at 1:45 pm.

## UTA Passes

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Each card has a serial number printed on the front of it. Only students and staff of the school are allowed to have a discount card – no exceptions. *The user's name should be written on the card in permanent ink once issued.*

All cards are active upon delivery. It is a student's responsibility to notify the Head Secretary of any cards that need to be deactivated within 3 business days of a triggering event, such as a lost or stolen card, a student withdrawal, etc. Because our ridership is tracked and affects the cost of the passes for next year, it is very important that only active charter school students and staff use cards.

UTA cards must not be cut, hole-punched, bent, or stapled. These actions can damage the electronic chip in the card and make them unusable. Patrons are expected to use the same card every year that they are at school so it is important to take care of them. Patrons may be asked to provide school identification when using the pass. Cards must not be lent, borrowed or sold to anyone other than the assigned user. A few students were caught doing this and levied a heavy fine by UTA.

Patrons are required to tap the pass on the electronic reader when entering and exiting the bus or TRAX/Front Runner stations. Forgetting to do this can incur a personal citation from the Transit

Police. If a student withdraws from AISU, they may be granted a UTA card prorated refund. They must hand in their card to the office in order to receive a prorated refund.